

To: President's Cabinet From: Denise F. Noldon
 Subject: President's Cabinet Notes Date: October 25, 2013

**President's Cabinet
 Friday, October 25, 2013
 9:00 a.m., President's Conference Room**

Present: Denise Noldon, Ysrael Condori, Tammeil Gilkerson, Mariles Magalong, Wayne Organ,
 Absent: Shondra West
 Guest: James Eyestone

1. **Constituency Reports – Students** - Ysrael announced the ASU moved the date for Fall Festival to November 12th in order to have a full array of vendors. Events will include a pie eating contest. Ysrael said the students shared two different complaints at their last meeting: 1) Financial Aid is not meeting students' needs as they seem to be unorganized in getting money to students in a timely manner; and 2) students are requesting a shelter for the new location of Subway in order that students may eat at the tables currently placed in the area by the Subway truck in inclement weather. Denise recommended that the Operations Committee discuss this issue of providing students an outdoor shelter for eating as opposed to creating an inside location. Wayne said the gazebo located between the Art and Music Buildings is often used by students and employees to eat in inclement weather. Mariles said we are looking to have an awning for Subway in order that customers will be protected from the weather when ordering their food.

Faculty - Wayne said with Kenyetta leaving to DVC, they held an election to replace Kenyetta as the CIC chair and Gabriela Segade won. Michel Arnold was the runner up in that election and so she will now serve on the Academic Senate. Wayne continued to report that Dr. Noldon visited the Academic Senate meeting to talk about the Veteran's upcoming walk-a-thon. DVC has asked CCC for a faculty Study Abroad Coordinator that would be given 40% release time. Academic Senate continued their discussion on retention issues. Wayne said once they have a report, they will share it at College Council. Randy Watkins has provided much of the data.

Management - Denise said Management Council has not met yet and they haven't had a board meeting since the last President's Cabinet.

2. **College Council Agenda for November 14, 2013** – Melody will move items 6, 7, 8, and 9 under *Information and Discussion*. Denise suggested we should have subcommittees to discuss changes in College Procedures Policies. Melody will remove #10- Review of College Procedure Policies as these items will be discussed among other committees first and brought back to College Council as drafts for discussion. Mariles said College Council approved a Grants Committee at the last meeting. How would the committee members be selected? Denise said the chair of the Grants Committee, Seti Sidharta, should ask each of the constituency leaders for the appropriate number of representatives. The November 14, 2013 College Council Agenda follows:

Call to Order by Chair James Eyestone

PRESENTATIONS

1. **Public Comment**

CONSENT AGENDA – ACTION ITEMS

2. **Approval of Agenda**

3. **Approval of Draft Minutes from October 10, 2013**

ACTION ITEMS REMOVED FROM CONSENT AGENDA

NONCONSENT AGENDA – ACTION ITEMS

4. **Changes to College Procedures Handbook A1003.5.00 (Advisory Committees) – Wayne Organ – 10 minutes**
 - a. **Change College Procedures Handbook – “College” Committees to “Brown Act” Committee and non-Brown Act Committees to “Advisory Committees. – second read – vote**

INFORMATION/DISCUSSION

5. **Process for Institutional Performance Standards – Wayne Organ and Donna Floyd – 15 minutes**
6. **College Procedures for Vetting Institutional Plans – Denise Noldon – 10 minutes**
7. **Revision in College Council By-Laws to Add Electronic Voting Contingency – Denise Noldon – 10 minutes**
8. **Change in Composition of Enrollment Management Committee – First Read – Tammeil Gilkerson – 5 minutes**
9. **DSPS Standardized ADA Statements for Publication of Campus Events – Operations Council – 10 Minutes**

STANDING COMMITTEE REPORTS

10. **Budget Committee Report – Mariles Magalong – 5 minutes**
11. **Student Success (formerly Achievement Gap Committee) Update – Karl Debro – 5 minutes**
12. **Operations Committee Report and Facilities Items – Tammeil Gilkerson/Bruce King – 5 minutes**
13. **Planning Committee Report – Wayne Organ – 5 minutes**

STANDING COLLEGE COUNCIL BUSINESS

14. **Campus Construction Updates – Donna Floyd - 5 minutes**
15. **Progress Reports from Accreditation Committees – Donna Floyd – 10 minutes**
16. **Reports from Constituency Groups – 10 minutes**
17. **Announcements – 5 minutes**
18. **Next Meeting – December 12, 2013**
19. **Adjournment**

3. **Budget Update** – Mariles said there is a Prop 39 allocation for colleges. Prop 39 covers energy conversation. There are two buckets of money - one allocation for energy conversation and the other for training. The amount allocated to our district is 1.2 million with approximately \$900,000 of that allocated for energy conversation projects. Our allocations will be based on FTES and will be distributed through the District budget allocation process. The criteria to be used on our allocation form would be the size and age of the facilities. Based on our FTES, CCC’s share is \$170,000 plus. The district allocation will be discussed in Chancellor’s Cabinet. Denise said we have a new District Energy Manager, David Vasnaik, and he will be on campus next Tuesday to tour our campus. We do have an energy efficiency project list. Our list will be augmented to include most of our needs. Among those needs is the opportunity for us to change out our lights to LEDs on campus. Tammeil asked how the training money will be allocated. Mariles said that will be brought to instruction.

Mariles said there are scheduled maintenance funds offered this year after not receiving any from the State in the past few years. We would only be able to accomplish one project as our allocation is approximately \$99,000. That project will be the replacement of the Physical Science roof. The actual cost for the Physical Science new roof is \$350,000 so the remaining money will have to come from our budget. The Physical Science is also on the list for a chiller replacement using Prop 39 funds.

4. **Bond Information** – Denise said she has nothing new to report. The District just held a Measure A bond oversight committee meeting. The 2002 bond funds are pretty much exhausted. The large project for the 2006 bond funds is our Campus Center. We are having regular meetings with the contractor for our Campus Center. It is the largest construction project that the district has taken on to date. The contractor will attach a web cam to document construction progress and hopefully we may be able to stream to our website so progress can viewed in real time.

5. **Veteran’s Reception** – Denise announced the Veteran’s Reception scheduled for November 8, 2013, at 2:00 p.m. in Three Seasons. We may have some interest in providing additional support from a bay area Veteran’s chapter. Denise said she has not assigned the Veteran’s Center to anyone on campus

yet so she is taking the charge to keep the momentum going in order to garner student support for both of the upcoming Veteran's events: the Walk-a-thon and the reception. Denise said we send our thanks and appreciation to the El Sobrante and San Pablo Rotaries for their support.

6. **Other – Enrollment Update** – Denise said we are facing enrollment challenges once again. The district shifted the set of numbers which shows that we will not hit our enrollment target for fall. Our resident enrollment needs to hit 5,581 FTES and we need to be at 5,774 for both resident and non-resident enrollment. We are trying to ensure we meet our challenges, and in doing so we need the help of everyone. We need to have more students enrolled from our service area. Wayne said the reports the faculty receive do not break out the numbers of resident and non-resident students and therefore the report is inaccurate. Tammeil said the way we get funded by the State is different from what is reflected in the district reports. Just recently Jonah started using actual data with no projections. Wayne asked if Denise's report from Jonah can be widely distributed instead of the traditional report distributed by district. After SB150 passed, it was discovered that we cannot receive apportionment for non-resident students. We are in danger of falling below our base which means we will have to identify how we will operate with loss revenue. Tammeil said we have optimized our spring schedule and we are running into classroom space issues. Tammeil ran projections on spring based on the schedule we developed, and if we maintain a 75% fill rate, we have the ability to make about 2,700 FTES which will allow us to make our enrollment goal. This is the last time that students will be able to enroll without enrollment priorities. Tammeil will be asking the deans to ask faculty if they would be interested in offering Friday or Saturday courses in the spring as that is the only time we have classroom availability next semester. Denise said we don't want to get in the habit of borrowing from summer. We all need to be cognizant of retaining the students that have enrolled.

Safety – Denise said the recent *Advocate* edition highlighted campus safety issues. We are addressing safety matters as quickly as we can. We are looking at corrective construction on the high risk seismic buildings. Denise would like to reiterate some safety highlights at All College Day in January in order to relieve people's fears as much as possible. Cameras will be installed at certain points on campus. There is an escort service for students and employees to be safely escorted to their vehicles in the evening. The implication in the *Advocate* article is that we are not taking care of business and we need to work on that perception and make sure that the campus community is aware of what we are doing and what we plan to do. Campus Police have recently arrested some perpetrators on campus and reports on crimes perpetrated on campus has since declined. Tammeil mentioned that we also have to be aware of construction equipment on campus and ensure students are aware of their surroundings with new traffic patterns. Ysrael said the students are talking about having an *Ask Me* table on campus to give directions, answer questions and help students in general.

65th Anniversary – Denise said everyone is aware that on December 7th, the district's anniversary event will be held at the Universal Sports Academy, at 330 Ferry Street in Martinez from 1:00 to 4:400 p.m. We need to have CCC representation.

We have four final recommendations from last semester we need to review as well as the six program review validations we need to review this semester. After reviewing everyone's calendar, it was decided to extend the President's Cabinet meeting on December 13th from 8:00 a.m. to noon.

Meeting adjourned at 10:25 a.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President