

To: President's Cabinet From: Denise F. Noldon
Subject: President's Cabinet Notes Date: October 11, 2013

**President's Cabinet
Friday, October 11, 2013
9:00 a.m., President's Conference Room**

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

1. **Constituency Reports – Classified** – no report

Students – Ysrael said the Associated Students met yesterday and decided which students will attend the California Community Colleges Student Senate Conference. The ASU will host a forum on eminent domain with guest speaker Mayor McLaughlin. That forum will be followed up with a debate. The proposed Fall Festival will be on October 31st outside the SSC in the plaza. It is planned as a carnival atmosphere with the ICC Clubs recruiting students. The ASU has proposed to hold a campus flea market on November 9th. The proposed area for a flea market would be in the fenced parking lot annex at the El Portal School. Denise suggested that we ask permission from the City of San Pablo since that area is not our property. Denise said the construction project will be setting up to begin work this next week and we should also check with the construction crew to ensure our events do not conflict with their work area. Denise also suggested Ysrael contact someone at Laney College since they have held a successful flea market for years.

Faculty – Wayne said they discussed the district charrette and reviewed Greg's power point chalked full of data. The Senate decided to start a parallel process in the development of CCC's strategic initiatives. Academic Senate also addressed repeatability referring to the Title 5 recommendations. The Academic Senate brought in Catherine Fites to talk about the three day requirement for submitting grades. Some faculty have follow up questions. Randy Watkins asked what our focus should be as a campus as we need to know what our priorities: certificates and job training or degrees? We need to balance our schedule with capstone classes so students may obtain degrees as well as certificates. Denise said we need to build our schedules so that our students are able to finish their degree at CCC instead of having to attend DVC, Berkeley City, or elsewhere. Should we focus on degrees, certificates or enrollment issues? Currently we are focused on enrollment and the productivity ratio.

Management – Managers participated in the district planning charrette. We invited Greg Stoup to host a charrette on our campus on October 16th at 1:00 p.m. in ELC-103 which can accommodate 55 people. Denise said we would like to have students and classified participate in this process. Wayne thought the environmental scan from Greg was most interesting. It offered really good data and allowed us to project our challenges in the future. There are some very clear cut challenges we need to address as a college. Greg shared with us a study of enrollment trends that shows the effects of the recession and enrollment fees.

2. **College Council Agenda** – November 14, 2013 – Wayne mentioned that faculty will not be able to participate in President's Cabinet on November 8th because faculty are at the plenary session. After some discussion, Wayne said he will have a faculty member at President's Cabinet. Melody will delete Item #7 - the Revitalization, Suspension and/or Discontinuance Policy on the November College Council agenda and repost for another meeting later in the academic year. Melody will also delete the Revision of the Integrated Planning Model as that item passed yesterday. Time limits were also revised on some of the items.

James said he will have an updated Technology Plan that will be brought to College Council. There was discussion about having the Technology Plan brought through the Operations Committee first since the Technology Committee is a sub-committee of the Operations Committee. James had some concerns about another layer of bureaucracy to have a college plan approved. James said the College is required to have a Technology Plan and it seems that the Technology Committee is being reprimanded by having its plan approved by another committee instead of directly being vetted at College Council. Denise explained that the plan will not necessarily be approved at College Council as College Council has the right to have the plan taken back to the Operations Committee. Denise expressed her concerns about college plans not being vetted at other committees prior to coming to College Council so that constituency discussions may occur prior to being addressed at College Council. James said, then, our governance process does not work since the Technology Committee is a shared governance committee with representation from each constituency. James suggested that College Council have a set of procedures on how to vet college-wide plans. Denise made a recommendation that a formal step for vetting a college plan be brought to College Council.

**Action: Denise will draft a procedure for vetting college plans.
November College Council Agenda drafted as follows:**

1. Call to Order by Chair James Eystone

PRESENTATIONS

2. Public Comment

CONSENT AGENDA – ACTION ITEMS

3. Approval of Agenda

4. Approval of Draft Minutes from October 10, 2013

ACTION ITEMS REMOVED FROM CONSENT AGENDA

NONCONSENT AGENDA – ACTION ITEMS

5. 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

6. Process for Institutional Performance Standards – Wayne Organ and Donna Floyd – 15 minutes

7. College Procedures for Vetting Institutional Plans – Denise Noldon – 10 minutes

8. Revision in College Council By-Laws to Add Electronic Voting Contingency – Denise Noldon – 10 minutes

INFORMATION/DISCUSSION

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 we approved the revised allocation process which is now called the Institutional Resource Allocation Process. Mariles has posted the rubric, process and form on the portal and she will send out an e-mail to everyone informing them of the deadlines. Mariles said she and Wayne will visit the division meetings and attend the Council of Chairs meeting to explain the process

that now includes applications for faculty and classified positions. The entire process will be vetted to the campus prior to the deadline. This is an institutionalized process under the umbrella of a shared governance process. Mariles and Wayne will also present the process to the ASU. Mariles said after she and Wayne attend all of these meetings, they will schedule one last (make-up) meeting for anyone who was not able to attend any of the other scheduled constituency meetings. Shondra suggested a roll sheet be available at these road shows so she knows which classified attended as she can then send an invitation to those who have not attended.

4. **Bond Information** – Denise said she doesn't have any additional information. The plan is still to go out for a bond this academic year. The least amount of money the district needs to cover all projects is over \$750 million. Unfortunately, that number gave some people pause. Polling is occurring now to see where the taxpayers feel comfortable. Denise said if the polls reflect a higher amount than originally anticipated, we need to have a conversation about garnering community support. We will do a lot of marketing for this proposed bond unlike the former parcel tax.

5. **Veteran's Center Fundraising** – Denise said the El Sobrante Rotary is hosting a walk-a-thon fundraiser on Saturday November 2nd at Kennedy Grove Park to support a Veteran's Center at CCC. Denise will be seeking sponsors as she will participate in the walk-a-thon. It is a worthy cause sponsored by the El Sobrante Rotary in collaboration with San Pablo Rotary. Denise had a lunch meeting with the El Sobrante Rotary members hosting this event and appreciates their efforts. Denise will ask Tim Gleason to develop a poster so we may advertise this wonderful event within our community. Wayne challenged Denise in the walk-a-thon. If Wayne walks further than Denise, Denise will donate \$100.00 and if Denise walks further than Wayne, Wayne will donate \$100.00. Walk on!

6. **Other** – Denise talked about college philanthropy. The district-wide 65th anniversary will sing the praises of the district and the colleges and celebrate unsung heroes on December 7th in Martinez. She is hoping employees support these anniversary events. Philanthropy looks good for the college when we go out in to the community asking for monetary support. Denise suggested the college could sponsor penny wars or dollar wars. Each constituency can challenge other constituency members to help with fundraising during the 65th anniversary year.

Fast tracking Procedures for College Council Items – Do we support fast tracking items to College Council? Denise said she does not want to see a standard protocol of fast tracking items at College Council as we need to show we have had discussions about items prior to be addressed at College Council. Mariles said the resource allocation was a revision and yesterday College Council voted to approve the process after a first read only because the entire allocation process was extensively vetted last year. There will be other instances where we will not want to fast track items. The interpretation of the College Council by-laws is what is at question. The by-laws say that something can be approved on first read without going back to constituency groups. Shondra mentioned the feral cat people and the feeding of wild animals on campus policy that was approved at College Council since they came to the Operations Committee first prior to College Council. Wayne said the College Council by-laws parallel with DGC. DGC had 55 procedural items they fast tracked except for one item they took back.

President's Cabinet agrees to support College Council by-laws stand as written. However, it was mentioned that the by-laws do not mention about electronic voting. **President's Cabinet would like to see electronic voting added to the College Council by-laws. We will pass this on to James.**

7. **Announcements** – Ysrael said on Wednesday he is taking a student ambassador with him to Montalvin Manor for their College Day encouraging the students to stay in school and continue their education. Denise would like to meet the student ambassadors. Ysrael said they only have three or four ambassadors now but are trying to recruit more. Ysrael said he received 25 free movie tickets for the movie *Inequality for All* at the Berkeley Theatre. This is a film about the widening economic gap in our

country by Robert Reich, former U.S. Secretary of Labor. Once ASU coordinates a date, he will let everyone know.

Meeting adjourned at 9:55 a.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President