

CONTRA COSTA COLLEGE
President's Cabinet Minutes

Date: Friday, April 14, 2017

Time: 9:00 - 11:00 a.m.

Location: SAB 211

Attendees: Mojdeh, Mariles, Brandy Howard, Wayne, Beth, Safi.

TOPIC	DISCUSSION	ACTION ITEMS
1. Review of Minutes from March 3, 2017	Reviewed. No corrections made.	No action items
2. Review of Final Recommendations for Fall 2016 Self-Studies <i>a. Biotechnology – Wayne</i> <i>b. Business/Real Estate – Mariles</i> <i>c. Student Services – Mojdeh</i>	<p>a. The committee reworded recommendations #3 and #5 to clarify the goals. Wayne will update the recommendations.</p> <p>b. Mariles is waiting on information, it was tabled until the next meeting.</p> <p>c. Mojdeh reported and explained that since the self-study was done there has been restructuring in the SS department. Therefore the goals listed on the self-study are not relevant to the existing atmosphere.</p>	
3. Process Improvement Survey Results	<p>There were 23 responses to the survey (7 FT faculty, 3 PT faculty, 11 classified and 4 managers). The survey was flawed as the responses were all over the place with many not being processes. There was a reoccurring theme regarding program review and liking the budget process and CIC processes. However, these are items that we are currently working on revising.</p> <p>The committee decided that the best place to start is by reviewing College Procedures Handbook/Manual to identify procedures that need to be updated in hopes it will address many of issues. The review of the manual should be done through the governance process (the big 4 committees). Wayne Organ suggested following the DO</p>	Add to management Council agenda new hire/employee information packet

	<p>template/process as a model for the college manual.</p> <p>Other improvements that can be address by other bodies:</p> <ul style="list-style-type: none"> • Phone directory does not have all employees listed (outside calls into campus). Beth called the main college number to try and find Kelly Schelin. She typed Kelly’s name on the phone key pad, but her name was not an option on the directory. Per Mojdeh, this is an issue because employees are not recording their name on the phone message. It’s not a system issue, but rather that our data has not been entered. <p>From the discussion it seems that employees are not getting all of the information when they are first hired. Mojdeh recommended that Mariles touch base with Megan McDermott and ask about the “new hire information packet”. She also recommended to bring the hiring packet to Management Council.</p>	
<p>4. Scholarships by Pacific Dining</p>	<p>It’s in our contract with Pacific Dining that they will provide two \$500 scholarships annually to students at CCC. Mariles proposed that ASU develop a process and criteria for the scholarships.</p> <p>The committee agreed to let ASU handle the scholarship. Pacific Dining will be instructed to send the money to ASU foundation account. The estimated start to award the scholarships would be in 2018-19 academic year.</p>	<p>Safi will discuss the scholarship with the ASU Board to determine the process and criteria for the scholarships.</p>

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5. All College Day – Fall 2017 <i>(Please see attached draft schedule)</i>	The committee took a look at two items regarding the all college day, 1. Food/Refreshment provided at all college day: There will be coffee bar in the morning and a lunch in the afternoon (just like FA16) 2. Theme/Speaker: Mojdeh recommended the speaker Kenyattta Leal, with a theme/message of hope and resilience.	
6. Updates: -Management Council -Academic Senate -Associated Students -Classified Senate	There were no updates, as they had been given in College Council on Thursday, April 13.	
7. Others Items to share?	No.	
8. VP Hiring Committee Meeting	Mojdeh has the notes. Committee reviewed hiring expectations and contributed in composing the interview questions.	
9. Next Meeting: Wednesday, May 10, 2017		