

CONTRA COSTA COLLEGE

President's Cabinet Minutes

Date: Friday, April 20, 2018

Time: 9:00-11:00am

Location: President's Office, SAB-201

Present: Dr. Chui L. Tsang, Ken Sherwood, Jacqueline Lopez (proxy for Ashley Carter), Beth Goehring and Alex Walker-Griffin

Called to order at 9:03am

Item and Timeframe	Person(s) Responsible	Potential Outcome	Notes
1. Review February 14, 2018 Minutes	Interim President Dr. Tsang	Approved minutes	Minutes were reviewed and approved.
2. (standing item): -Management Council -Academic Senate -Associated Students -Classified Senate	- Interim President Dr. Tsang - Professor Goehring - Mr. Walker-Griffin - Mrs. Carter	Alex will contact Mojdeh to inform District IT of the student election voting glitch	<p>Management Council -</p> <ul style="list-style-type: none"> discussed the PERS/STERS vacation and sick leave rollover proposed options from the District CCC received the National Council for Marketing & Public Relations (NCMPR), National Paragon Awards – Bronze Award, Let's Do This Viewbook National Council for Marketing & Public Relations (NCMPR), District 6 Medallion Awards (community colleges in CA, AZ, NV, HI, UT, Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, Republic of Palau, Republic of the Marshall Islands and Territory of Guam) - Gold Award, Website; Bronze Award, Let's Do This Viewbook <p>Academic Senate</p> <ul style="list-style-type: none"> small workgroup focused on webpage content and organization discussed electronic dual enrollment submission form met with PRT group reviewed guided pathways recommendations and selected items that can be accomplished
			<p>ASU</p> <ul style="list-style-type: none"> filled the secretary and public relations positions. Dr. Tsang made a recommendation to do an onboarding orientation for students to show what it

			<p>is like to be participate as a senator</p> <ul style="list-style-type: none"> • battle of the talents event scheduled on May 10, 2018 • found glitch in the voting system for student elections. 4CD students have access to vote on student elections even if they are not enrolled in the campus holding the elections. Alex will contact Mojdeh to inform District IT of the glitch <p>Classified Senate</p> <ul style="list-style-type: none"> • invited Senior Dean of Instruction, Tish Young to talk about accreditation • classified professionals spring event will be focused on trauma training: helping students impacted by trauma • working to support Comet Day, April 6, 2018 • attended Planning Committee data training
3. Process to Fill Release Position	Professor Goehring/ Vice President Ken Sherwood	Ken, Tish, Dr. Tsang and Beth to schedule a meeting to discuss the Planning Co-Chair and SLO Coordinator job descriptions	<ul style="list-style-type: none"> • scheduled DE Coordinator interviews • working on scheduling a meeting to discuss the Planning Co-Chair and SLO Coordinator job descriptions
4. Guided Pathways	Professor Goehring/ Vice President Ken Sherwood	Information	<ul style="list-style-type: none"> • identified the Pathways Steering Committee (PSC) tri-chairs: Demetria Lawrence (classified), Kelly Schelin (manager), Katie Krolkowski (faculty) • discussed inviting the Promise Program advisory group and/or Miguel Alvarez to be part of the FYE working group of the PSC
5. College Committee Structure Review	Everyone	<p>Email the Brown Act committees: Planning, College Council, Operations and Budget to evaluate their charge, member composition and meeting date. The committee's revisions will be forward to President's Cabinet for reviews.</p> <p>Continue college committee structure review for final recommendatio</p>	<p>Reviewed the committees structure and provided the following feedback:</p> <ul style="list-style-type: none"> • College Council: revised the purpose by adding #8. Ensure to have annual assessment of college committee charges • All college committees will evaluate their charge, member composition and meeting date. The committee's revisions will be forward to President's Cabinet for reviews • Student Success: Removed item #3 under purpose. The committee charge should focus on success and retention rates. In terms of guided pathways and staff development, there should be a focus on pedagogy to increase student success • Basic Skills: changes to the charge will be

		ns to College Council	<p>necessary to address AB705. Basic skills must provide a report to Academic Senate</p> <ul style="list-style-type: none"> • SLO/AU: need to develop the purpose of the committee • Scheduling Committee: a recommendation was made for this committee to report to planning
6. Others Items to share?			
7. Next Meeting: May 18, 2018		Information	Beth shared that there is a discussion about introducing a fitness center fee for student to use the fitness center without having to register for a fitness course