**CONTRA COSTA COLLEGE**

**President’s Cabinet**

**Date:** Friday, May 6, 2016

**Time:** 9:00 – 11:00 a.m.

**Location:** AA-203

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| **Item and Timeframe** | **Person(s) Responsible** | **Potential Outcome** |
| 1. Review of Minutes from March 4, 2016. *Please see attached minutes.* | Minutes were approved. | No action necessary. |
| 1. Program Review Schedule *Please see attached schedule from Beth Goehring.* | Mojdeh and Michael   * Combination of related programs. * Sync timing of self-study department, example: A&R and International Students | Extraordinary meeting, Monday May 23, 2016 at 10:30-11:30am |
| 1. WEPR Shell for Administrative Units | * New form for strategic direction * A discussion was had on the basic strategic structure for the administrative units. * Budge section needs to align to the budget augmentation language. | Beth Goehring to get budget augmentation form language from Mariles. |
| 1. Composition of Advisory College Committees *Please see attached policy.* | Beth Goehring indicated that the AP for committee composition ant that the number for faculty required tis too demanding. | Michael Peterson will update the policy and prepare for the next meeting. |
| 1. Constant Contact for Student Participation in Shared Governance | The advantages of possibly using Constant Contact as a viable method to deliver information on college committees.  Strategies on how to use the new website:   * College Council – five of each constituency * Budget – 1 faculty, 2 classified, 1 student, director, Business Services * Grants – 2 managers, 2 faculty, 2 classified, 1 student * Operations – Vice President, 3 deans, manager, 1 faculty. 2 classified. |  |
| 1. All College Day – Planning | Details of the event are as follows:   * “Imagine” will be the theme of All College Day. * Coffee will be served from 8:15-9:00am. * Richmond Scholars recognition will be at the beginning. | Michael Peterson will send out a request to the Deans asking for department accomplishments. |
| 1. Draft College Council Agenda Items (standing item) *Please see attached draft agenda.* | Add planning committee to agenda as a non-consent item.  Add to Management Council agenda (May) the manager’s role in the validation committees. The committee elects the chair. | Michael Peterson will add agenda items to College council and Management Council |
| 1. ***Updates:***   -Management Council  *-*Academic Senate  -Associated Students  -Classified Senate | AS: No updates reported  CS: Erika Green reported:   1. Fundraising at Chevy’s on Thursday, May 12. 2. Fundraising on Saturday, May 14 at Super Saturday. They will sell Jamba Juice and water. 3. Job links is on Thursday, June 2. 4. Had 15 April classified leadership? 5. Waiting on Kay Armendariz award   MC: No updates reported  ASU:   1. Student trustee elections. | No action necessary. |
| 1. Others Items to share? | No items to share |  |
| 1. Next Meeting: Friday, September 2, 2016 |  |  |