**CONTRA COSTA COLLEGE**

**President’s Cabinet Meeting**

**NOTES**

**Date:** Friday, March 27, 2015

**Time:** 9:30 am to 11 am

**Location:** President’s Office

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| **Item** | **Outcome** | **Follow-up**  |
| 1. Review Meeting Notes from February Feb 27, 2015 President’s Cabinet Meeting
 | Minutes approved |  |
| 1. Draft the April 9, 2015 College Council Meeting Agenda
 | Agenda was not reviewed. Will review prior to meeting. |  |
| 1. Longwood Scholarship Selection
 | Cabinet reviewed all applications and agreed that all candidates met the criterion. Cabinet came to a consensus and awarded candidate Jeanette Hirtle the Longwood Scholarship of $500 | . |
| 1. Spring 2014 Program Review
 | Delayed due to reviews not being completed.  | Cabinet agreed to complete reviews at April 10, 2015, President’s Cabinet meeting. |
| 1. Fall 2014 Program Review
 | Mojdeh indicated review dates need to be identified so validations can be completed. Cabinet agreed to review programs at their April 10, 2015, President’s Cabinet meeting. Tammeil suggested that Spring 2014 reports need to completed first as they were never completed. Cabinet agreed on this new timeline. Mojdeh suggested that each Cabinet member complete the official review form that includes commendations and recommendations. Tammeil suggested that the final process should include a formal letter and also suggested that the process be streamlined. Mojdeh agreed and suggested using a formal letter as the final template in order to reduce the workload and to streamline the entire process. | Cabinet agreed on new streamlined process. Fall 2014 Program Reviews will be reviewed and finalized at April 24, 2015, President’s Cabinet meeting. |
| 1. Constituency Reports
 | The Strategic Plan was discussed and it was agreed that it will be included in the minutes. Mariles suggested follow-up via email to solicit suggestions. Wayne suggested including the minutes as part of the documentation process. Wayne also suggested putting everything in list form. Mojdeh preferred a diagram format in order to capture the feedback loop. It was agreed that dialog from DGC will result in better outcomes.Wayne suggests expediting entire Strategic Plan process. Mojdeh believes process should stay with DGC (prior to Cabinet review). Mojdeh indicated that contractor, Noel Levitz, will proceed with an assessment of our enrollment process on April 8th and 9th. Wayne indicated that about 40% of students can apply through the cccapply application process but they experience problems when they get to our side of system. | Noel Levitz will then provide suggestions for improvement of our enrollment management processes which will include the identification of barriers. They will also provide an application after reviewing our entire process.  |
| 1. Next Meeting:April 10, 2015
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**President’s Cabinet:** Agnitsch, Antone - Associated Student Union President
Gilkerson, Tammeil - Vice President
Greene, Erika - Classified Senate President
Magalong, Mariles - Business Services Director
Mehdizadeh, Mojdeh - Interim President
Organ, Wayne - Academic Senate Faculty President

**Upcoming Meetings:** Fri, Apr 10, 2015, President’s Office
Fri, Apr 24, 2015, President’s Office
Fri, May 1, 2015, President’s Office