

To: President's Cabinet

From: Denise F. Noldon

Subject: Notes

Date: August 24, 2012

**President's Cabinet Agenda
Friday, August 24, 2012
9:00 a.m., President's Conference Room**

Present: Shondra West, Jasmine Ramezanzadeh, Wayne Organ, Donna Floyd, Denise Noldon

Absent: Mariles Magalong

1. **Constituency Reports – ASU** - Jasmine reported that we have a very few senators and they are currently looking for recruits. A full board consists of 20 senators they currently only have eight filled. They are working on placing students on the various college committees and are hoping to have student placements on committees by the end of the September. They are working on a proposal to have a general student assembly based on the November elections. This informal forum for our students would help educate them on the upcoming tax initiatives and ensure our students are registered to vote. The students will also hold forums to inform students about recent changes in financial aid. Jasmine has asked her senators to help the classified with the upcoming Health and Wellness Fair. Denise asked Jasmine about how we can help new students navigate the campus. Denise said the managers had talked about Welcome Tables during the first two weeks of school to help direct lost students. Denise also suggested a virtual web tour and a more comprehensive orientation. Jasmine said we don't have student ambassadors just the senators.

Classified Senate - Shondra announced the classified senate met on August 15th. A Safety Training Day is planned for September 15th. Kay will make the phone calls to help with this endeavor where they will provide CPR training. The classified senate has planned a Health and Wellness Fair where they would like to bring organizations on campus, i.e. Kaiser. Shondra will also talk to Aminta about mental health services. Donna said Vicki is involved with a group on campus that is involved with mental health issues. Shondra will follow-up with Vicki. They have contacted Mike West about offering brown bag luncheons and he has agreed to come in September and November. December 14 is the annual classified winter retreat. The classified senate also reviewed their by- laws. They are proposing to change their meeting days from Wednesdays to Fridays. Shondra thanked Wayne Organ for helping her with her All College Day speech.

Academic Senate - Wayne said they had their first meeting on August 20th. Donna came and talked about the accreditation timeline, the Revitalization, Suspension, or Discontinuance policy and the objectivity of this policy. They had a Curriunet update by Kenyetta. Kenyetta will give individual training. Wayne said they are trying to improve shared governance discussions and discussing potential processes for SLO assessments. We need to authenticate the SLO's themselves and try to move forward with the results of our SLO assessments tying them to our college budget process. Wayne explained the Box 2A process to Denise. The Presidents decide how many faculty our budget will allow us to hire in a given academic year. The academic senate is concerned with the division representation on the academic senate. There are two faculty members from every division which gives very little opportunity to engage with all faculty on academic senate issues. Also, the academic senate meets once a month. Wayne will talk to Denise about the shared proposed changes in the college mission statement and the proposed timeline. The college mission statement proposed changes and proposed timeline will ultimately be approved at College Council. There was discussion about our program review process and having it connected to our resource allocation.

Management - Denise said we had a recent management retreat at the San Pablo Economic Development Office. Ronki Olatunni, from the district office, gave a presentation about the auditing process. Ronki will also give the same presentation to classified staff and faculty. Denise wants to ensure that our campus is operating an ethical fashion. Donna and Vicki gave a presentation on Student Success. The managers are getting back on track with management evaluations and ensuring constituency groups are involved in the process. The Chancellor initiated a project to contact students who have 100+ units. CCC has been very proactive in contacting these students to help them to move along in their education. We commend the counselors for stepping up to help with these students. The former matriculation process will be largely shifted to focus on three primary areas: assessment, orientation and counseling. This is changed from the former eight components based on original matriculation legislation passed in 1985. Denise said we may have to make structural changes. Our current matriculation budget is around \$200,000 and how we are funded, in all likelihood, change as well.

2. **College Council** - Wayne said he would like to add the *Accreditation Adhoc Committee* as a subcommittee of College Council under the Non-consent part of the agenda. This adhoc committee is tied to Standard II (parts II and IIC - Learning Resources and Technology). Melody will also add *Progress Reports from Accreditation Committee*, addressed by Donna, to the subsequent College Council agendas under Discussion/Information. Melody will add *Discussion of Proposal for Restructuring of Shared Governance Committees* under Information/Discussion on this agenda.

There was discussion about having College Council tour the newly remodeled Music Building and also hosting a major event for the grand opening of the new and improved Music building. Denise suggested the campus center project should be acknowledged by hosting a formal groundbreaking prior to beginning the project.

Denise suggested that constituencies send out their announcements prior to College Council in order to save time at the meeting.

Denise requested the *Carrico Donation* be added to this agenda under Information/Discussion.

1. **Call to Order**

CONSENT AGENDA – ACTION ITEMS

2. **Approval of Agenda**
3. **Approval of Minutes from May 2, 2012**
4. **Facilities Items – Bruce King**

ACTION ITEMS REMOVED FROM CONSENT AGENDA

NONCONSENT AGENDA – ACTION ITEMS

4. **Review of College Mission Statement Process – Planning Committee – first read - 15 minutes**
 5. **Accreditation Adhoc Committee (subcommittee of College Council) for Standard II – Donna Floyd – 10 minutes**
- INFORMATION/DISCUSSION**
6. **Carrico Donation – Denise Noldon - 5 minutes**
 7. **Discussion of Proposal for Restructuring of Shared Governance Committees – Wayne Organ – 10 minutes**
 8. **Achievement Gap Update – Wayne Organ – 5 minutes**
 9. **Measure A and Construction Updates – Donna Floyd - 10 minutes**
 10. **Reports from Constituency Groups – 2 minutes each - 10 minutes**
 11. **Announcements – 5 minutes**
 12. **Next Meeting – October 11, 2012**
 13. **Adjournment**

3. **Budget Update** – Denise said there is not a lot to report on the budget. We are waiting for the finalization of the budget today at district. The budget will be presented in greater detail at the traveling road show. Propositions 30 and 38 are two State-wide tax measures. The Community College League has disseminated an informational sheet comparing the two propositions. The district built the 2012-2013 based on a hedge position whether the proposition passes or not. Denise explained that CCC has

positioned itself to manage whether the proposition passes or not. There may be some cutting with class sections if the tax measure doesn't pass and a small amount of cutting even if it does pass. We are trying to enforce enrollment management by have our students register early, pay their fees in a timely manner and ultimately attend class. Donna said one of her goals is to develop a plan for early registration by placing some dates as deadlines for students. Wayne said the CCSSE report shows that 95% of college students enroll well before the first day of school and our percentage is at 65%.

4. **Parcel Tax** – Denise mentioned that the UF and others distributed parcel tax information. Denise distributed a press release and Q & A of the parcel tax that provides information about the parcel tax.

5. **Carrico Donation** – Magna Carrico has been very gracious to us. She attended the Foundation Board Meeting where she gave us a brief history of her parents and brought lovely photos of them that we may use in our publicity when we receive the donation in early January. We will have discussions about how we can leverage this donation for long-term use. Magna asked we do something enduring to recognize her family for this generous gift. The Foundation Board has already made it clear they want to protect our initial investment. If we spend a portion the monies on a one-time expenditure, we want to make sure that expenditure will be long-lasting. Denise also would like to challenge our college community to give either through automatic payroll deduction or with in-kind giving if possible.

6. **Greenhouse Purchase and Culinary Garden** – Donna distributed an MOU for the Culinary Mediterranean Garden and Greenhouse. The college received \$50,000 from an insurance claim for former greenhouse that burned down a few years ago. It was agreed to divide the monies between the culinary garden and a greenhouse. The garden will total \$23,000 and the garden is located adjacent to Culinary Arts outside on the hillside outside of the seismic zone. The garden will include a future walking path, gazebo and two vegetarian terraces. The bounty from the garden will primarily be used in culinary. A master gardener will assist with the garden and work with the staff. The garden will be open to the college community. The other half of the project will be used to purchase a smaller model greenhouse. We have met with Debbie Barnes, Chris Tarp and Terence Elliott and we will place the greenhouse in Parking Lot 12, next to the Physical Science Building. The greenhouse will take the space of two parking spaces. The disabled space will be recouped in Parking Lot 13. This will cost about \$25,000.00. The greenhouse will be used for culinary, biological sciences and MCHS. Nader will oversee the greenhouse. The MCHS principal will be the contact for MCHS. Denise suggested that we may want to think about signage for both the garden and greenhouse. **In a unanimous decision, it was agreed to move forward with these two projects.**

7. **Other** – Wayne suggested we place the accreditation evidence as well as the Institutional Self Evaluation report in the Portal. We will make the accreditation committee's agenda and minutes public for everyone to view in the Portal. This will allow for threaded discussions via the Portal. It was agreed that Wayne would move forward with training on the Portal.

8. **Other** - Denise mentioned that we don't have a policy regarding children and pets on campus and that will be added to the October College Council. Denise would also like the "smoke free campus" signage on be reflective of the intention of moving smokers to" smoking in designated areas." Jasmine said the issue of a smoking fine was discussed at the ASU general assembly. Melody will find the smoking fine policy sent from campus police and share it with Denise and Jasmine.

Meeting adjourned at 11:05 a.m.

Respectfully submitted,
Melody Hanson
Senior Executive Assistant to the President