



presidents but we need a district-wide curriculum committee so the faculty in the disciplines can talk about the articulation of courses.

Management - Denise reported that managers were recently retrained on their evaluation process and they have a new template to use for displaying their annual goals. We will be piloting a new Box 2A process and the faculty position proposals are due December 14<sup>th</sup>. Denise thanked the Budget Committee, under Mariles' leadership, for their intensive work on developing a new budgeting process that to allocate funds where augmentation is not the primary use of the annual unit plans. Budget funds will now be allocated on the front end. The proposal will be addressed at next week's College Council meeting.

2. **College Council Agenda** – Denise said everyone is encouraged to attend College Council. Minutes are posted on the portal. Mariles reminded Kenyetta, for Wayne, and Donna that they will need to mention the funding proposal of the Library on Saturdays in the spring semester from 10:00 to 2:00 for a cost of approximately \$7,000.00 from the college operating funds. Melody will add this new agenda item under the Non-Consent Agenda. Denise said this idea stemmed from the Friends of the Library trying to do some fundraising to meet basic student needs of more Library hours. Denise continued to say we want to support the Library. Kenyetta asked if tutoring would also be offered on Saturdays. Denise said we didn't think about offering tutoring on Saturdays in the Library but if we do, we will need a staff member in the Library to supervise the tutoring. The Academic Skills department can incorporate this request in their annual unit plan -- to add tutoring support during extended Library hours.

3. **Budget Update** – Mariles said in light of the accreditation recommendation to integrate financial and institutional planning, the Budget Committee revised the annual unit plan process that will be proposed in College Council next week. Wayne and Donna will present the proposal in Mariles' absence. Mariles said we are about halfway through the year and currently we have about 56% available in our total college budget. Deans were given their budgets for a mid-year review. During the upcoming budget allocation process, we will try to cover all initial needs for the allocations requested. We will combine the Planning and Budget Committees (Planning and Budget Integration) to review the annual unit plans. Donna reported that we met our Fall FTES so spring semester we are hoping that we will also meet our FTES target. Our spring schedule is 6% larger than last spring. Donna and Michele have developed marketing strategies to advertise our spring and summer schedules. We are contemplating offering a three week intersession and then a six and an eight week summer session which both start on the same day in June. To ensure we are able to fill our course offerings, Denise said we need to look at the students who are attending now and have not registered for spring and those students who registered for spring 2012 and did not register for fall 2012. Donna said we will send out a reminder to continuing students via Constant Contact. Jasmine suggested we use students' personal e-mails because Constant Contact is difficult access.

4. **Accreditation Standard IV** – Denise distributed annotated notes from the ACCJC on Standard IV A. This part of the accreditation self-study is developed through President's Cabinet.

Denise said we need to show we have been engaged in student learning and processes that support student learning during the past six years. An institution-wide dialogue needs to be at the heart of our processes. We need to show that we are continually engaged in looking at ways to improve ourselves. The dialogue and assessment needs to direct us to where we can improve ourselves. Accreditation is institutional self-assessment. The ACCJC wants to see that we have improved from the last accreditation visit.

*Ethical and effective leadership throughout the organization guides the accomplishment of the mission and supports institutional effectiveness and improvement (Standard IV).*

Denise gave the example that we may have received audit findings that show some of our past practices are scrutinized so that they can be determined to be the most ethical as they could be. When we have

audit findings that show that we need to improve our past practices especially when there are recommendations that say we should operate in a more ethical manner. We need to show evidence that we have improved our practices.

We need to show we have included constituency groups when showing continuous improvement of the institution. We have to tie everything to evidence. We have program review and annual unit reports that show we are practicing best learning processes. Students are invited to attend senate meetings. College Council is also an open meeting for everyone to attend and Wayne has created a place on the Portal for everyone to engage in discussions about the college. Do our policies reflect are constituencies input? Staff cannot operate in a vacuum. We need to work toward equitable outcomes. We are mandated through program review to ask about student learning outcomes. College Council shows that our processes facilitate discussion of ideas and effective communication among the institution's constituencies.

Mariles said we don't have Traveling Road Show minutes but we do have the power point presentation. Denise said we could take minutes at future traveling road shows. Donna said one of the divisions surveyed the faculty and placed that survey in the minutes of their meeting. Denise said the Portal is great place to store evidence. We need to show that we moved expeditiously to improve our former recommendations. We will also need to evaluate ourselves to ensure we are evaluating our integrity and effectiveness.

Donna said there will be a flex activity during flex week to bring all of the accreditation committee chairs together and share their updates on status reports.

5. **Final Recommendations** – Business/Rental Estate

Shondra said the commendations and recommendations were closely aligned with the validation team. She reviewed her notes and the Cabinet made some minor changes. Melody will type up the notes and send them to Shondra first before sending them out to President's Cabinet.

6. **Other** – Donna said she has a couple of items for the next President's Cabinet meeting that have arisen from Operations Council: 1) update of procedures for new and existing employees and checklist, and 2). concern about people leaving containers of food and/or feeding the squirrels or other campus animals i.e. turkeys, raccoons. There was a brief discussion that culinary staff members need to secure their food scraps before placing them outside.

Meeting adjourned at 10:50 a.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President