

**Wednesday, February 27, 2019**

**President's Advisory Cabinet**

**Locations: RC PCR / MCCC AM114 -A /OCCCC 6**

**Time: 1:00 pm**

**In attendance:** Donna Berry, Melanie Highfill, David Clark, Janice Offenbach, Dale van Dam, Darin Soukup, Claudia Habib, Leticia Canales, Ganesan Srinivasan, Shelly Conner, Shannon Solis, Todd Davis, Marie Harris.

**Absent:** George Takata, Gary Sakaguci

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| **1. Around the Table (one minute)** | **Melanie:** working with the district to ease the insurance requirements to bring vendors on campus. Because as the DO states, RC is leading the charge and doing the correct thing.  **David:** helped the flight science students practice the run through for Tuesday's board meeting. Students are ready.  **Janice:** last week Darlene, Liz, Karen Kwan attended the achieving the dream institute. Wanted to check it out to see if it is worth the investment as we try to develop a culture around equity. It was an awesome institute, able to bring back some of the things learned and apply it to the GP equity workshop.  **Dale:** recently had a meeting with VROP and high school representatives where the process relative to DSP&S was discussed. Positive meeting  **Ganesan:** busy with faculty hiring. Have some strong candidates in the pool. On track to meet board deadlines Sunrise Rotary has had some discussions to donate benches to the students, should have more seating space within the next three weeks.  **Leticia:** quite busy facilitating interviews for the TRIO position replacing Luis Morales. Hope to have the candidate on board soon. Working on the student services onboarding, had a great discussion last week in terms of what Madera's onboarding process will look like. Spring Extravaganza event is next month.  **Claudia:** Compressed calendar committee released the results from last year's survey. The participation from students was pretty low, roughly 1% of total population. Will conduct another survey. At the last meeting, it was discussed to have members of the committee do the road show and present to the various ASG meetings. Most likely in March. More to come.  **Shelly:** completed a grant application for the library. 50K grant - Kari Johnson is the proposed project manager. The library held an event yesterday for BHM, which had a very good turnout.  **Shannon:** Search committees are rolling for the CTC Coordinator (DUE); the RMCHS is hosting the CA Coalition workshop on Friday, March 8th; Career & Employment Fair for students will take place on March 13th. - Numbers of employers signed up are low due to the new insurance requirements.  **Todd:** Quick reminder, next Thursday, at 7:00 p.m. Meg Woltzer will be here on campus. She is the author of One Book, One College. Should have about 400 people in attendance. (STC)  **Marie:** Recently hired a new FT Counselor within the teacher prep grant. BFSA, one of the activities ended with a Family Feud game, in which questions related to black ancestry. Preparing for the STEM Conference, which is right around the corner.  **Donna:** Our very own, RCM will be honored at this year's Wall of Honor. She was selected as one of three.  **Darin:** Had a small meeting last week to discuss the new permanent location. Beyond that, this spring has been very busy with unscheduled interruptions. |
| **2. Information Items** |  |
| 2.1 March Board Meeting | The March board meeting is next Tuesday, it will begin at 4:00 p.m. with a mini recognition ceremony for our athletic teams that have made championships; will introduce the smaller teams then move onto the larger teams.   * Football * Equestrian * Softball (2018 Championship) * Men's Golf   Once the board meeting starts, Emily Berg will give a short program on the Honors Program followed by David Clark and the Flight Science Program. The CFPA is on the agenda for the naming rights - the signs are up at the new location. The RC permanent president will be announced as guests but their presidency is also up for board approval. |
| 2.2 CCCCO Vision & Goals Update | We had received a letter from that had some deadlines, Dale was named as the lead for the vision goals. He has been taking the charge of the vision goals and the road show. There is a timeline contained in boarddocs. We now have a pretty complete metrics now, we do have some numbers to put in there conditions of the AS, made some changes indicating we are not selecting certain indicators. Now have the equity data, you will see some of the numbers are consistent across indicators but some of them do change. There are constant revisions to the data set, balancing that with the timeline to make sure we meet the CCCCO submission deadline. |
| 2.3 Technology Reviews (Ellucian - Banner versus Colleague and scheduling software) | Banner and Colleague are both now owned by Ellucian; they have contacted VC Miktarian, there is going to be a presentation that is given to various groups that are meeting. The handout with this information is contained in boarddocs. At the very least, we could use this opportunity for leverage. Look at the document and get back to Kendelynn to identify who should be included in any of the groups listed on the document.    The second part of this item is our scheduling software, March 25th is the targeted date. VC Miktarian is working with Deboarh Ludford. The names that are contained in boarddocs were identified in deans council. Other individuals would need to attend from the facilities aspect such as Cheryl Hesse, Yolanda Garcia, Becky Xiong, and Rosa Rios. |
| 2.4 AB 19 | This has been a long journey, there are still edits that need to be made. The money expires June 30th. It has been challenging as we have received different sources of funding. We tried to maximize the funding. Then it was trying to determine who would qualify for it. The FA directors are going to have a meeting to discuss further. BOG only covers enrollment fees. AB 19 will backfill for student rep fees and health fees, if additional monies are needed to complete the CVP students then it will also be used to cover that. AB 19 money cannot be endowed and must be spent by June 30; looking to provide additional support to our students. Considering books, transportation, parking passes, childcare. Only looking to allocate up to $500 / student, but it depends on how much is available after AB 19 is used.   * Todd asked if AB 19 funds could be used to provide a student ID card for all students on campus, which could then be used for other student services such as the library? Janice stated that if we consider that option we could collect data to identify what services the students are using. * What about student athletes who are living in the dorms? Will their housing be paid for as well? Donna stated that will be a discussion at a later time, the conversations haven't gotten that far. |
| 2.5 FTEs | Just starting the conversations to provide targets for 2019-20: summer, fall & spring.  The new funding formula was going to go away with the push/pull but, according to DO it is going to be monitored by finance. Projections will be given to Cheryl Sullivan.  If last year is an indication, it became a bit of a process. There is a good chance that we will have a chance to improve the numbers or the projections.  \*Table this item until a discussion takes place in deans council. |
| 2.6 ACCJC Follow Up Report | The ALOs have been working in conjunction with Gohar, we have two district compliance issues. Attached in boarddocs is the district response. There are still conversations with the group as to what we need to do to meet the standards: there is one on evaluations, we did not meet the standards on that because evaluations were not up to date; the technology compliance recommendation was revised by ACCJC where it also includes an IT program review process and a district technology plan. The ALOs are going to meet asap to work on the revised draft. |
| 2.7 Evaluations | At the last PAC meeting, Donna shared the recommended evaluation forms. Is there any feedback that should be submitted to Juliana? If yes, get it to Kendelynn by the end of the week so it could be provided as a college (MOR).    David Clark shared that the administrative evaluation was **17 pages long, which felt a little excessive**. Also shared, some administrators have many direct reports and others have fewer; this does not seem very equitable. **(smaller representatives rather than all direct reports for administrative evaluations)**    Ganesan shared, at Santa Rosa employees were asked to identify a list of 10 peers to provide survey feedback.    In cabinet on Monday, it was decided that outstanding classified evaluations 2017 or older will be written off unless you have already started the evaluation in the system. Need to be up to date on 2018 and going forward.    Todd shared that his adjunct evaluations are vastly recorded incorrectly. Deans council compiled a report that was provided to HR in December, since then the list has not been updated as of the report that was received in February.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Part 2 of evaluations: for the faculty evaluations, the cover sheets where the president has the final approval - when Kendelynn emails Sandi and Sareang she has also begun to include the dean for their own record keeping.  If you have an employee with an overdue evaluation, you need to schedule a meeting and complete the evaluation during that time. - same thing goes for your direct reports; if you need to schedule a meeting to get the evaluations done. Do not want MOR to be selected for a random draw and us be the issue.  Todd is well versed in NeoGov and is available to help walk through the classified evaluation process.  Faculty Coordinators - are they being evaluated according to their contract or because they are a tenured employee, or will they be evaluated on the tenure track, which is every three years? - (example: Stephanie Curry and Deb Borofka)  Marie: any grant funded coordinator typically follows the adjunct schedule, because they are COF.  Donna suggested to seek clarification for your area from human resources. |
| 2.8 Draft College Council Agenda, March 6th |  |
| **3. Discussion Items** |  |
| 3.1 Prioritize 2018-19 Strategic Initiatives...Melanie Highfill | This is the money that we have in the current year budget that we want to reallocate elsewhere that we may want to fund.  We need to prioritize, send your prioritizations to Melanie by Friday, 3/1.  Melanie shared that Shannon Robertson stated, the DW 5-year scheduled maintenance list does not necessarily mean that a project will be funded. (example: resurfacing the tennis courts)  Space utilization: Melanie and Donna met with George Cummings and Bob Petithome, an outline was created to start with a focal point (identified SS), and which groups needs to be together.  Once the portables are online, they will be used as swing-space for LFS. Monte Vista will also be coming back, we won't be giving them a permanent space but we will be identified for them. |
| 3.2 Release / Reassigned Time...Deans | Review the document, if there are any updates or comments get the comments to Kendelynn. |
| **4. Workshops** |  |
| **5. Future Agenda Items** | JAN: eLumen, Starfish & Zogotech...Janice Offenbach  Basic Skills / SEP / SSSP (SEA) Combined Funding...Melanie Highfill & Janice Offenbach  Travel & Conference, Pre-Approvals...Donna Berry  Internal Grants Process...Donna Berry |

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