

STATE CENTER COMMUNITY COLLEGE DISTRICT

Summary Chancellor's Cabinet Meeting Monday, January 6, 2014

<u>Present</u>	Deborah G. Blue, Nina Acosta, Teresa Patterson, Greg Taylor, Sandra Caldwell, Deborah Ikeda, Tony Cantu, Ed Eng, George Railey, Diane Clerou, Brian Speece Guests: Dr. Nick Laudato and Julie Falconer from CampusWorks
<u>CampusWorks</u>	Dr. Nick Laudato and Julie Falconer reviewed the draft technology plan framework and the process for their next two week visit on the district campuses.
<u>Draft January 14, 2014 Board Agenda</u>	Dr. Blue advised Cabinet that there may be an accreditation workshop prior to the January 14, 2014 board meeting. She will discuss the proposed workshop with the board president during their January 7 agenda review. Dr. Blue recommends focusing on standard IV.
<u>Board Policy 5030 (Fees)</u>	This item was moved to the January 13, 2014 meeting.
<u>Update to Follow-up Visit to ACCJC</u>	Dr. Railey thanked everyone for their work on the follow-up report. To date, there is no response form ACCJC
<u>Districtwide Facilities Planning Committee Operating Agreement</u>	This item was moved to the January 13, 2014 meeting.
<u>Audit Finding re: 45-Day Deadline to Return Funds</u>	This item was moved to the January 13, 2014 meeting.
<u>Board Presentation on SLO Assessment</u>	Dr. Blue requested that Dr. Railey and the campus presidents meet to discuss the best way to present this information to the Board of Trustees, and when the presentation should be made. This item will return to future Cabinet meeting.
<u>HR Staffing Plan Taskforce Update</u>	Diane Clerou provided an update on the HR Staffing plan. The taskforce is in the process of reviewing the latest iteration of the plan. Ms. Clerou expects to bring this to the January 13, 2014 Cabinet meeting.
<u>EEO Updates</u>	This item was moved to the January 13, 2014 meeting.
<u>2014-2015 Non- Resident Tuition Rate</u>	Mr. Eng reviewed the proposed 2014-2015 non-resident tuition rates. Cabinet approved the changes.
<u>Lottery Decision Packages</u>	This item was moved to the January 13, 2014 meeting.

Opening Day

Dr. Patterson reviewed the schedule for opening day.

Review of Future Cabinet Agenda
Items

Cabinet reviewed and updated the list for cabinet future agenda items.

Around the Table

Diane Clerou provided an update on negotiations.

Dr. Patterson stated that Extreme Registration was a huge success. She commended Pedro Avila for his efforts on the event.

Next Meeting: Regular Cabinet Meeting: **Monday, January 13, 2014, 3:30 p.m.**

STATE CENTER COMMUNITY COLLEGE DISTRICT

Summary of Chancellor's Cabinet Meeting Monday, January 13, 2014

<u>Present</u>	Deborah G. Blue, Teresa Patterson, Greg Taylor, Sandra Caldwell, Deborah Ikeda, Tony Cantu, Ed Eng, George Railey, Diane Clerou, Brian Speece, Nina Acosta
<u>Cabinet Agenda Review</u>	
<u>January 14, 2014 Board Agenda</u>	Cabinet reviewed the January 14, 2014 board agenda.
<u>2.1 Student Success: Incentivize Successful Student Behaviors- Enrollment Priorities</u>	Cabinet reviewed and provided feedback for all of the presentations.
<u>2.2 Affordable Care Act</u>	
<u>2.3 EEO Plan Changes</u>	
<u>2.4 Retirement Committee (GASB 45) Update</u>	
<u>Board and Chancellor's 2013-2014 Goals</u>	Dr. Blue reviewed the responsibilities and assignments for the board and chancellor's goals.
<u>Review and Update Brain Trust Recommendations</u>	Dr. Blue asked Cabinet to review the current table for recommendations and asked for feedback and updates. This item will return to a future agenda for review and revisions to the table.
<u>Districtwide Facilities Planning Committee Operating Agreement</u>	Brian Speece reviewed the latest draft of the operating agreement with Cabinet. Cabinet approved the document. The agreement will be reviewed by Communications Council on January 28, 2014.
<u>Audit Finding re: 45-Day Deadline to Return Funds</u>	Mr. Eng reviewed the audit findings, with regards to the 45 day deadline to return funds.
<u>EEO Updates</u>	Diane Clerou provided an update on EEO.
<u>Draft HR Staffing Plan</u>	Diane Clerou reviewed the latest revised draft HR staffing plan.
<u>Negotiations</u>	Diane Clerou provided an update on negotiations.
<u>Lottery Decision Packages</u>	Mr. Eng reminded the draft will affect the distribution of lottery funds.
<u>Next Cabinet Meeting Date</u>	The next Cabinet meeting date will take place on January 23 at 8:30 to 11:15 a.m. at DO North. The meeting scheduled for January 27 was moved to January 30, 2014, beginning at 2:00 p.m.

Academic Senate and Classified
Senate Board Report Schedule 2013-
14

The schedule will updated and re-distributed

Emergency Procedures Poster

Mr. Speece shared an updated emergency procedures poster with Cabinet. Cabinet provided feedback.

Around the Table

Dr. Blue asked for Cabinet members to schedule a one on one meeting with her.

Next Meeting: **January 23, 2014 at 8:30 a.m. at DO North, Room 301**

FUTURE CABINET AGENDA ITEMS

Board Policy 5030 (Fees)	All
Grant Approval Process	George Railey , Shelly Conner
Ellucian Action Plan Project Costs and Timeline Projections	George Railey
Districtwide Definition of 2+2 Articulation Agreements	George Railey
Cabinet Leadership Exercise	Diane Clerou George Railey Sandra Caldwell Gurdeep He'Bert
New Board Policies and Administrative Regulations on Service Animals and Academic Accommodations for Students with Disabilities	George Railey
Title 5 and Ed Code Management Development	Tony Cantu., Deborah Ikeda, ,Greg Taylor, Sandra Caldwell , George Railey
CTE Program Advisory Committees	George Railey, Tony Cantu, Sandra Caldwell, Deborah Ikeda
Disrictwide Governance and Decision Making Model and Manual	Tony Cantu
Update on HR Staffing Plan	Diane Clerou
Update on Technology Staffing Plan	George Railey
Dual Enrollment Update	George Railey
Program Review and Administrative Services	Deborah G. Blue, George Railey, Tony Cantu, Sandra Caldwell, Deborah Ikeda

STATE CENTER COMMUNITY COLLEGE DISTRICT

Summary of Chancellor's Cabinet Meeting Notes Monday, January 23, 2014

Present	Deborah G. Blue, Teresa Patterson, Greg Taylor, Sandra Caldwell, Deborah Ikeda, Tony Cantu, Ed Eng, George Railey, Samerah Campbell, Dori McKay
Cabinet Agenda Review	Change order to discuss Grant Approval Process first.
Grant Approval Process	Shelly Conner asked Cabinet to review the Grants Office Notice of Interest to Apply for Funding form and give feedback. It was suggested that "Consultation with Academic Senate Required" be changed to "Consultation with Appropriate Discipline Faculty Required," and note that SCCCD District Strategic Plan Area Addressed" should reflect that there are both districtwide and campus strategic plans. Dr. Blue asked Dr. Railey and Ms. Conner to focus on N.O.I. timeline and campus process, and bring the timeline and package for the next Cabinet meeting before the Communications Council meeting at the end of February.
Summer/Fall Registration Dates	Pedro Avila presented the Summer/Fall 2014 Registration and Non-Payment Drop Dates calendar for discussion. There was consensus to approve the calendar as presented.
FTES Targets Review	Pedro Avila, Dr. Railey and Ed Eng provided information and recommendations on future targets. Discussion included summer growth at each location to ensure we hit our funded cap and targets for the 2014-2015 year. Dr. Blue asked Mr. Eng to work with Ms. Ikeda to identify funding for Madera summer session expansion. Dr. Blue asked Mr. Avila for more data from previous years. Dr. Blue asked Dr. Patterson to work with PIOs to work out a coordinated campaign to get the word out that classes are available. Dr. Railey suggested a strategy to address borrowing FTES was needed. There was consensus from Cabinet on targets submitted, with the exception of Madera's.
Draft February 4, 2014, Board Agenda	The draft February board agenda was presented for discussion and input.
2014-15 Budget Development Calendar	Ed Eng presented the SCCCD Budget Development Calendar for 2014-15 for review and input. Dr. Blue would like to see Mr. Eng's other calendar for his internal constituents. "08/27/14 Final budget available for public inspection" will be added back on the calendar.
Facilities Rental	Deborah Ikeda opened the discussion on creating a consistent district procedure for facilities rentals. Dr. Blue noted that Brian Speece has been working on this. She would like to get an update from Mr. Speece. He should ask vice presidents to work on setting rental requirements and updating use fees. Mr. Cantu asked for a districtwide information sheet. Mr. Railey asked that he be copied on requests for use of DO North

facilities. Mr. Eng will work with Mr. Speece.

HR Staffing Plan

Samerah Campbell reminded Cabinet that she needs their comments and input by Monday, January 27, because they will make changes to present to Communications Council on Tuesday, January 28. Please remind your managers of the deadline.

Draft HR Agenda Items for February Board Meeting

Samerah Campbell had nothing to add. She made her comments earlier during the review of the board agenda.

Communications Council Agenda

The agenda was discussed and changes were suggested.

Board and Chancellor's 2013-2014 Goals

Deborah Blue noted this is a working document designed to keep Cabinet on track. She asked for feedback via email.

Around the Table

Dr. Blue reminded Cabinet that she still wants midyear meetings with them to discuss their goals and progress. Please contact her office to get on the calendar.

Dr. Railey noted that CampusWorks will be back in February to gather additional feedback. He will re-craft his request for input to be more specific regarding the intent of the meeting and who's feedback is required.

Next Meeting: January 31, 2014 at 8:30 a.m. at DO North, Room 301

STATE CENTER COMMUNITY COLLEGE DISTRICT

Chancellor's Cabinet Meeting Notes Friday, January 31, 2014

- Present Ed Eng, George Railey, Brian Speece, Tony Cantu, Sandra Caldwell, Deborah Ikeda, Diane Clerou, Dori McKay
- Guests: Chief Bruce Hartman
- Cabinet Agenda Review Mr. Eng announced that the K-12 Summit would be addressed first, and Drug and Alcohol Abuse Policy Report is being added since this report must be submitted to the Department of Education no later than the end of the day, January 31, 2014.
- K-12 Summit – Final Preparation George Railey gave a brief update on final preparations for the summit. He has been asked to escort Mr. Noah Brown. Mr. Cantu suggested others on campus who might also be recruited to escort Mr. Brown. Mr. Railey will ask Jothany Blackwood to send cabinet members a copy of the schedule and roles for the K-12 facilitators.
- Drug and Alcohol Abuse Policy Report Chief Bruce Hartman gave an overview of the requirements to comply with the Education Department General Administrative Regulations (EDGAR), Part 86, Drug and Alcohol Abuse Preventions, Drug-Free Schools and Communities Act (DFSCA). The draft report must be submitted no later than the end of the day (January 31) in order to ensure compliance and continued DOE and other federal funding for financial assistance and Pell grants. Cabinet reviewed the draft and made corrections and suggestions. Chief Hartman will update Cabinet before June 2014 of plans for distribution of the annual notifications, creation of a timeline/calendar, and formation of a districtwide task force responsible for reviewing alcohol and other drugs (AOD) policies and programs and preparing the biennial report. He will make the changes recommended by Cabinet and will forward a final draft to Mr. Eng before posting today.
- Review Board Presentations:
- FCC and RC 2013 Student Success Scorecard Reports George Railey, Tony Cantu, and Sandra Caldwell reviewed the presentation to the board and made suggestions.
 - Governor's 2014-15 January Budget Proposal Ed Eng reviewed his presentation and led a discussion.
 - 311Q Report Ed Eng reviewed the 311Q report that is going to the board as a general item.

Topics for Board Budget Study Session

Cabinet discussed possible topics for the budget study session. Discussions focused on the four “priorities and guiding principles,” presented at the February 26, 2013, special board meeting. They were:

1. Focus on student equity, success and completion
2. Strategically manage enrollment and enhance student access
3. Align programs, services, and staffing to the California Community Colleges' core mission (CTE, basic skills/ESL, transfer) and the district strategic plan
4. Ensure sound financial practices and financial stability/sustainability

In addition, the chancellor's recommended sabbatical leaves will be on the agenda as an action item, and five new academic positions for WICCC will also be brought to the board for approval.

Topics for Board Retreat

Cabinet discussed possible topics for the board retreat, which included:

1. Resource Allocation Model
2. Bond Measure
3. Technology Plan
4. Core Restructuring
5. Lottery Decision Packages and Reserve Spending
6. Strategic Enrollment Management

Around the Table

Tony Cantu requested that a process be in place to notify the presidents when campus staff is being moved into other positions within the district. He also noted that the homeless on campus are becoming a serious problem.

Ms. Clerou asked about the master calendar online. It is not working.

Mr. Railey reviewed the list of members of the ad hoc workgroup for Strategic Conversation #3: Inclusion, Respect and Equity. Cabinet gave feedback on the list and approved the list, as amended. Dr. Railey will make the suggested changes to the list, including titles and locations for each workgroup member. The strategic conversation on diversity will be presented in March before the board meeting at Reedley College. Dr. Railey will ask Dr. Blackwood to send out a summary that will assist presidents in recruiting participants from their campuses.

Mr. Eng said that paychecks went out today and that it was quite an accomplishment. He said everyone should thank the payroll people in the district.

Next Cabinet Meeting: Monday, February 3, 2014, at 3:30 p.m. DO North Room 301