

STATE CENTER COMMUNITY COLLEGE DISTRICT
Summary of Meeting of Chancellor's Cabinet
September 11, 2012

Present Deborah G. Blue, Deborah Ikeda, Michael White, Teresa Patterson, Robert Fox, Greg Taylor, Gurdeep He'Bert, Brian Speece, Diane Clerou, Ed Eng, Doris Griffin, Nina Acosta

Cabinet
Abbreviated
Enrollment
Management
Workshop

Ms. Ikeda, Ms. Griffin and Mr. Cantu led enrollment management training.

Signature
Programs
Workgroup
Update

Mr. Fox stated the group has had several meetings. The group will develop a charge and composition. The committee agreed that the focus should be on CTC programs. The group continues to look for examples of similar programs around the state. Mr. Cantu stated that Los Angeles Community College District has a process regarding districtwide governance. Mr. Fox stated the most important piece is to identify the definition of a signature program. The draft of the committee's charge will be presented to Cabinet next week.

District Research
Capacity Update

"Mr. Fox has been meeting with all researchers districtwide to discuss ways to increase research capacity with existing research staff. He believes that research capacity can be achieved with the number of staff currently employed by the district. The group also discussed ways to be more efficient. Mr. Cantu stated he would like to know what the role of each researcher will be in relationship to each other. He agrees that there needs to be a solution for a districtwide approach, but he is concerned of how this will affect the researchers' responsibilities to their campus. There is a need to establish a districtwide research agenda that will align with district and college strategic plan goals. Ms. Ikeda said it is important to look at each site and review their process and compare it with the needs of the district. Mr. Fox said a protocol also needs to be established for requesting assistance and information from the researchers. Dr. Blue stated the working group should be formalized and approved by Cabinet. Dr. Blue said the group should look at where they want to be in the future and plan for that process, as well as to adapt with the resources and personnel the offices currently have."

District
Organizational
Charts

Dr. Blue wants to know where the location of the charts should be placed on the district's web page. Cabinet recommended the link be in multiple places, including the campus web pages. Dr. Blue asked Mr. Eng to work with IS on the possibility of developing the district's own software for standardizing org charts. The district org chart will remain under the

heading "About Us". Diane Clerou will develop org charts with positions only (no names) and place them on the Human Resource web page.

Technology Plan
Taskforce Update

Mr. Eng reviewed the charge for the taskforce and the proposed membership. Cabinet recommended changes and additions to the charge. Cabinet provided recommendations for the composition of the Districtwide Technology Committee. The charge will be update and sent out later this week.

Negotiations
Update

Diane Clerou provided an update on negotiations

Proposed DRAM

Ed Eng will send updated DRAM documents to Cabinet members. This item will be postponed to next the next Cabinet meeting. Dr. Patterson will work with Mr. Eng to locate a place on the district web page for the DRAM documents. Need to ensure there is easy access.

Districtwide
Governance
Committees

Mr. Cantu reviewed how all the districtwide governance committees feed into communications council and then ultimately chancellor's Cabinet. Where does Communications Council fit in with respect to all other district committees? What is their role? Dr. Blue asked if there is a charge for Chancellor's Cabinet. Mr. Cantu stated is important to identify all of the districtwide committees, and then identify the role of Communications Council.

Board Presentation
Calendar

Cabinet reviewed the calendar.

Veterans Services
Report

Mr. Cantu presented an update on Veteran's Service at FCC. Dr. Blue requests to include this report in the Friday memo. Dr. Blue wants to look at this topic with regards to student success and include this topic in a November Friday memo. Dr. Blue requested an update on the veteran's cord. The college presidents said the cords will be included in this year's graduation.

2012-2013 Budget

Mr. Eng reviewed current 2012-2013 budget information and reviewed two scenarios if the tax initiative passes. Dr. Blue asked the college presidents to review the information and make the recommendations during the next Cabinet meeting.

Financial Aid
Report
Resubmission

Mr. Fox reported the state chancellor's office requested a re-submission of financial aid reporting. He said district that overpaid students would have to pay a penalty. Vice Chancellor

Health Fee

Mr. Fox discussed the current status of the health fee. Mr. Fox presented

information on the Health Fee reserve fund balance. Mr. Eng recommends presenting this information to the district resource allocation taskforce. Mr. Eng is concerned that the services provided are not consistent throughout the sites. Dr. Blue recommends developing a strategy for memorializing the information more effectively and concisely.

2013 Spring
Registration

Mr. Fox and Ms. Griffin presented information on a revision to the spring registration date. The reason is based on the election date and the uncertainty of the tax initiative. If it passes, this will change the course offerings, it would greatly benefit students. If it does not pass, there is no adverse impact for the date change. **Cabinet approved the change.**

Email List Access

Mr. Taylor updated Cabinet on a district email issue.

Around the Table

Ms. He'Bert gave an updated on Chancellor Circle memberships. She provided information on the upcoming Chancellor's Circle dinner on September 30, 2012.

Next Meeting

The next cabinet meeting is scheduled for September 17, 2012, at 2:00 p.m. a.m., District Office North, Room 301.