

STATE CENTER COMMUNITY COLLEGE DISTRICT
Summary of Meeting of Willow Transitional Meeting
March 5, 2012

<u>Present</u>	Deborah G. Blue, Terry Kershaw, Mitjl Capet, Randy Rowe, Ed Eng, Shelly Conner and Robert Fox
<u>C6 Consortium Grant</u>	Shelly Connor reviewed the purposes, training commitments, RED team leadership assignments, summary of work to date, and recommended intra-district grant fund allocations for final budget revisions. Also discussed were the grant funded programs to be offered at Fresno City College, Reedley College, the Willow International Center and the Madera Center, and the target numbers of students. Ms. Conner will work with each campus designee to finalize the training commitments and the final budgets, to be revised from a zero based budget. There was consensus to allocate 10% of the grant funds to support district office, accounting, grant/workforce development, and institutional research support services. The target date to place the grant agreement on the board agenda for approval is the April regular board meeting.
<u>Reedley Counseling Vacant Position</u>	There was consensus to transfer a vacant funded counselor position from Reedley College to Willow International Center. It will be on the April regular board meeting agenda for approval
<u>Financial Aid Office Help</u>	Defer to a future meeting.
<u>The North Centers Reserves: Willow, Madera and Oakhurst</u>	Defer to March 12, 2012, meeting.
<u>Faculty Positions needed at Willow (Reading ESL, etc.) and Timeline for process approval and filling them</u>	Defer to a future meeting.
<u>Certificated Staffing Request for Willow International Center</u>	Current Progress: The certificated faculty requests are now prioritized. There are two separate lists for certificated and classified positions, and they will be merged into one prioritized list.
<u>Reedley College-Madera Center-Oakhurst Site Alignment</u>	Dr. Kershaw shared a draft document identifying areas to be addressed to ensure organizational reporting relationships and site alignments between the Willow, Madera, and Oakhurst center, and Reedley College. Dr. Capet and Dr. Kershaw will have a joint meeting to discuss the recommended organizational reporting relationship changes and proposed timelines for implementation.

It was noted by Dr. Blue that effective July 1, 2012, the campus president of

Willow International Community College Center will have a direct reporting relationship to the president of Reedley College and an indirect reporting relationship to the chancellor

Next Meeting Date

The next meeting is scheduled for March 19, 2012, at 4:00 p.m. in the district office board room.

STATE CENTER COMMUNITY COLLEGE DISTRICT
Summary of Meeting of Willow Transitional Meeting
March 21, 2012

Present

Chancellor Deborah G. Blue, Campus President Willow International Community College Center Dr. Terry Kershaw, Reedley College President Dr. Mitjl Capet, Associate Vice Chancellor Human Resources Mr. Randy Rowe, Vice Chancellor Finance and Administration, Mr. Ed Eng, and Acting Associate Vice Chancellor Workforce Development and Education Services Mr. Robert Fox

Clovis Community
College Transitional
Staffing Plan

Dr. Kershaw presented a staffing plan for Willow International Community College Center that includes classified staff, faculty, and a few administrators from 2012-2017. An updated staffing plan for faculty was initially shared with the board on February 7, 2012. This updated plan prioritizes and integrates faculty, staff and a few administrative positions into one list with timelines for implementation. The draft list is attached

Next Meeting Date

The next meeting is scheduled for March 26, 2012, at 4:00 p.m. in the district office board room.

STATE CENTER COMMUNITY COLLEGE DISTRICT
Summary of Meeting of Willow Transitional Meeting
March 26, 2012

Present

Chancellor Deborah G. Blue, Campus President Willow International
Community College Center Dr. Terry Kershaw, Reedley College President
Dr. Mitjl Capet, Associate Vice Chancellor Human Resources Mr. Randy
Rowe, Vice Chancellor Finance and Administration, Mr. Ed Eng,

Budget Building
Process for Madera
and Oakhurst

Dr. Kershaw reported that:

- 1) The development of the general fund budget for Madera and Oakhurst are complete. They will be transitioning to Reedley College for the 2012-2013 fiscal year.
- 2) The decision package requests for Willow International, Madera and Oakhurst are also complete and have been separated as well.
- 3) The carryover funds for Willow International have been separated from Madera and Oakhurst for transition to Reedley College administrative oversight.

The positions at Madera l that were split between Willow International and Madera will solely support Willow International. Therefore, Reedley College will review the need for backfill of hourly and vacant part-time positions at the Madera Center.

Dr. Kershaw took the proposed staffing plan to the Willow Community College Center Council for review, which was approved with minor changes. It will be revised and brought back to the Willow Transitional Planning team.

The transfer of the counseling position No. 3451 from Reedley College to Willow International is in the process of being complete.

Next Meeting Date

The next meeting is scheduled for April 2, 2012, at 4:00 p.m. in the district office board room.

STATE CENTER COMMUNITY COLLEGE DISTRICT
Summary of Meeting of Willow Transitional Meeting
April 2, 2012

Present

Chancellor Deborah G. Blue, Campus President Willow International Community College Center Dr. Terry Kershaw, Reedley College President Dr. Mitjl Capet, Fresno City College Interim President Tony Cantu, Vice Chancellor Finance and Administration, Mr. Ed Eng,

Organizational Charts

The District Office, FCC, Reedley College, and North Centers organizational charts were reviewed to ensure accuracy and consistency in the presentation of the administrative oversight and reporting relationships for managers with districtwide responsibilities.

Willow Transitional Staffing Plan Update

Dr. Kershaw provided an updated staffing plan for Willow International with timelines for completion from 2012-2016 with those positions approved to date. The plan will be updated on an ongoing basis. Some added notations were also included to clarify funding sources for increased staffing. The charts will be reviewed with the Board at their April retreat.

Next Meeting Date

The next meeting is scheduled for April 16, 2012, at 4:00 p.m. in the district office board room.

STATE CENTER COMMUNITY COLLEGE DISTRICT
Summary of Meeting of Willow Transitional Meeting
June 11, 2012

Present

Chancellor Deborah G. Blue, Campus President Willow International
Community College Center Dr. Terry Kershaw, Reedley College President
Dr. Mitjl Capet, Fresno City College President Tony Cantu, Vice Chancellor
Finance and Administration, Mr. Ed Eng, Diane Clerou

Vacant Positions

The presidents reported on their plans for proceeding with their campus
communities to backfill the vice president position vacancies at FCC,
Reedley and Willow.

Next Meeting Date

August 7, 2012

STATE CENTER COMMUNITY COLLEGE DISTRICT
Summary of Meeting of Willow Transitional Meeting
August 7, 2012

Present

Via conference call: Chancellor Deborah G. Blue, Campus President Willow International Community College Center Deborah Ikeda, Interim Reedley College President Michael White, Fresno City College President Tony Cantu

Budget and Staffing
Update Report for
Madera

Dr. Blue, Ms. Ikeda, and Michael White reviewed recommendations for the following positions at Madera Center:

- nursing coordinator
- child development coordinator
- Faculty split assignments
- Counselors
- Nurse
- Psych
- Psych intern
- F/TMadera political science instructor
- Interim President
- business and operations coordinator
- college center activities assistant
- health services dept. secretary
- student services specialist&r
- learning resource assistant at Madera
- OA III

Dr. Blue and the campus presidents discussed the organizational reporting for various departments.

Dr. Blue stressed the importance of preparing for the opening of the fall semester.

Next Meeting Date

August 13, 2012

STATE CENTER COMMUNITY COLLEGE DISTRICT
Summary of Meeting of Willow Transitional Meeting
August 13, 2012

Present

Chancellor Deborah G. Blue, Campus President Willow International Community College Center Deborah Ikeda, Interim Reedley College President Michael White, Fresno City College President Tony Cantu

Organizational Charts

Dr. Blue requested the campus presidents update their organizational charts. The reporting relationship will be reflected by a solid line from the Willow Community College Center President to the Reedley College President and a dotted line from the Willow Community College Center President to the Chancellor until candidacy for initial accreditation is achieved. Once achieved it will be a dotted line from the Willow Community College Center President to the Reedley College President and a solid line from the Willow Community College Center President to the Chancellor.

Interim positions

Interim Vice Chancellor of Human Resources Diane Clerou, and Interim President of Reedley College Michael White met with the Chancellor to discuss the interim organization proposals for Reedley College and the Madera Center. Although no decisions were made during this meeting, additional proposals will be brought forth during the next Willow Transitional Planning meeting on August 20, 2012.

Next Meeting Date

August 20, 2012