

**STATE CENTER COMMUNITY COLLEGE DISTRICT**  
**Summary of Meeting of Chancellor's Cabinet**  
**January 23, 2012**

<u>Present</u>	Deborah Blue, Gurdeep He'bert, Robert Fox, Greg Taylor, Ed Eng, Mitjl Capet, Terry Kershaw, Brian Speece, Randy Rowe, Tony Cantu, Teresa Patterson, Nina Acosta, Marilyn Berhinger, Deborah Ikeda, Kelly Fowler, Doris Griffin, Jothany Blackwood, Diane Clerou
<u>Strategic Conversation Planning</u>	Dr. Blackwood reminded the campus leaders to send a communications to their campus regarding the strategic conversation event, and encourage them to register. To date, there are 70 RSVPs. Dr. Blackwood will review script for the event with Dr. Teresa Patterson. Dr. Kershaw asked who is registered for the event. Barbara Martin stated the respondents were mainly management and approximately 7-8 students. Dr. Blue asked campus leaders to direct communications to the constituency groups and encourage them to participate.
<u>Enrollment Management</u>	Mr. Eng reviewed 2011-2012 enrollment targets with Cabinet.
<u>January 24, 2012 Special Board Meeting/ Draft February 7, 2012 Board Agenda</u>	Dr. Blue reviewed the agendas for the January 24, 2012 and February 7, 2012, board meetings. The strategic conversation needs to be part of the agenda. The February 7, 2012 agenda will include strategic conversations and the regular board meeting. Dr. Blue will meet with Mr. Eng to review the budget calendar prior to the February 7, 2012 board meeting.
<u>320 Report (Basic Skills)</u>	Mr. Eng and Doris Griffin reviewed guidelines for preparing the 320 report.
<u>Guiding Principles for 2012-2013 Budget</u>	Cabinet discussed guiding principles for the 2012-2013 budget.
<u>Report on Facilities Use Fees</u>	Ms. He'bert requested information regarding facility use fees and requests made by donors. Mr. Speece said the vice presidents of administration are working on establishing a new standard fees schedule for facilities use. Mr. Speece said there is an Administrative Regulation (AR) requiring payment for the cost of added services provided and cost of insurance.
<u>Redevelopment Agencies</u>	Dr. Patterson reviewed the process outlined by the state for the dissolution of the redevelopment agencies and the appointments of representatives to the successor boards. Dr. Patterson needs recommendations for names for each city or region by the end of the day.
2011 W-2's	The district is able to post W-2s on Webadvisor. This will be cost saving for the district. Cabinet approved this process.

# STATE CENTER COMMUNITY COLLEGE DISTRICT

## Summary of Meeting of Chancellor's Cabinet

February 1, 2012

### Present

Deborah Blue, Gurdeep He'bert, Robert Fox, Greg Taylor, Ed Eng, Mitjl Capet, Terry Kershaw, Brian Speece, Randy Rowe, Tony Cantu, Teresa Patterson, Nina Acosta, Barbara Martin, Anne Watts, Doris Griffin, Jothany Blackwood, Diane Clerou

### Strategic Conversation Planning

Diane Clerou reviewed the responsibilities for the facilitators and the recorders. A facilitator and two recorders will be pre-designated for each table. A presenter will be selected by participants at each table to report out to the whole group at the end of part I and part II.

Cabinet reviewed the themes identified at the visioning session.

Ms. Clerou reviewed the script, ground rules, and the agenda.

Dr. Blackwood stated 130 people have responded that they will attend the event.

Dr. Blackwood reviewed the draft invitation and invitation list for the March 1, 2012, charette. Dr. Patterson and Barbara Martin will coordinate with Dr. Blackwood on establishing a list for both external and internal stakeholders. Mr. Fox and staff will be responsible for the mailing the invitations and responses.

### February 7, 2012 Board Agenda

Ms. He'Bert reviewed the SCCC Foundation presentation. She will make the recommended changes to the presentation and bring it back to Cabinet on February 6 for final review.

Ms. Watts reviewed the California Endowment Project presentation.

Dr. Blue advised Ms. Watts to be prepared to answer questions regarding the sustainability of the project and if the district has any financial obligations once the grant funding has expired.

Cabinet reviewed the board agenda for February 7, 2012.

### Administrative Regulation 2410

This item will be moved to the February 6, 2012, Cabinet meeting.

### Enrollment Management

Mr. Eng and Ms. Griffin reviewed 2011-2012 enrollment targets with Cabinet.

### Sabbaticals

Mr. Cantu stated the process for sabbaticals at FCC is complete. He asked if there will be further decisions on sabbaticals. Dr. Capet and Dr. Kershaw will check on the status of the process at their campuses. This item will return to the February 6, 2012, Cabinet meeting.

**STATE CENTER COMMUNITY COLLEGE DISTRICT**  
**Summary of Meeting of Chancellor's Cabinet**  
**February 6, 2012**

Present Deborah Blue, Gurdeep He'bert, Robert Fox, Greg Taylor, Ed Eng, Mitjl Capet, Terry Kershaw, Brian Speece, Randy Rowe, Tony Cantu, Teresa Patterson, Nina Acosta, Barbara Martin, Jothany Blackwood, Diane Clerou  
Guest: Jon McPhee

Strategic Conversation Planning Diane Clerou reviewed the agenda and table assignments for the Strategic Conversation.  
  
Dr. Blackwood reviewed the draft invitation letter and the process for the Charette.  
  
Cabinet will continue to meet at 1:30 p.m. and begin the meeting with the Charette discussion until February 27, 2012.

February 7, 2012 Board Agenda Ms. He'Bert reviewed the SCCC Foundation presentation.

Administrative Regulation 2410 Mr. Taylor reviewed Communications Council's proposals for changes to AR2410.Cabinet proposed additional language changes for the administrative regulation. The draft will be reviewed at the next Communications Council meeting on February 28, 2012.

Districtwide Manager's Meeting Mr. Fox confirmed the date for the next districtwide managers meeting for March 2, 2012. The meeting will focus on general business of the district. The June meeting will focus on professional development.

Enrollment Management Mr. Eng reviewed information regarding the mid-year reduction plans and 2011-2012 enrollment targets.

Sabbaticals This item will be moved to a future agenda.

Public Information Requests Mr. Eng reviewed an email request for district information. Mr. Taylor stated the obligation is to supply the information, not to format it in the way the information is requested. Mr. Taylor stated the district has an obligation to respond within 10 days, not to produce the documents.

Cabinet meeting The next Cabinet meeting will take place on February 21, 2012 at 9:30 a.m. in the DO conference room. The focus of the meeting will be the budget study session scheduled for February 21, 2012