



Agenda Item Details

Meeting	Feb 19, 2019 - Chancellor's Cabinet Meeting - 9:00 a.m.
Category	6. Information Only
Subject	6.01 Cabinet Notes - February 11, 2019
Access	Public
Type	Information

Public Content

CHANCELLOR'S CABINET NOTES
District Office Conference Room
Monday, February 11, 2019, 2:00 p.m.

One Minute Around the Room

Ms. Ruiz reported the new trustees received an RC orientation and tour of RC today, as well as an orientation with Ms. Gomez on the Personnel Commission. She, Ms. Miktarian, and Trustee Ikeda met with Assemblyman Patterson regarding the Prop 51 bond funding. He is prepared to follow-up with the Finance committee related to the buildings in the district that were not selected. Ms. Ruiz is also following up with Joaquin Arambula and Melissa Hurtado on the Prop 51 funding.

Dr. Parnell emphasized if cabinet members have contacts with legislators, be sure to defer to the State Chancellor's Office point system for awarding the bond funds.

Ms. Miktarian added the meeting with Assemblyman Patterson was very positive as they asked him to focus on CCC. Ms. Ludford was in the district last week and held follow-up meetings on the Tech Plan. Ms. Miktarian will add a resolution to the board agenda relative to the release of State Prop 51 funds for facilities.

Ms. Berry stated during the new trustee orientation they provided more in-depth information to expand on the material previously given to trustees. The meeting was followed by a campus tour today.

Dr. Parnell reminded cabinet to let him know when trustees are on their campus. He and Ms. Ruiz will work with the trustees to help them understand their role as it relates to activities on the campuses such as requests to attend Academic Senate meetings.

Mr. Besmer and Ms. Sullivan met with David Clark to discuss options for the RC winery and obtaining a wine seller permit to sell the RC wine. He will be meeting with RC executive committee this week. Outside counsel is scheduled to tour some of the district facilities on Friday while students are not present on campus.

Mr. Guerrero stated they held a successful Chancellor's Circle event at the CCC Child Development Center. He met with Ashley Swearingin and the College Futures Foundation will be giving \$25,000 again this year, they discussed outreach efforts and the college pipeline initiative.

	<p>He is meeting with Sabrina Kelly of Wells Fargo relative to the campus needs at CCC and RC. The \$500,000 Irvine Foundation pre-apprenticeship grant was submitted on Friday. Mr. Guerrero stated he thinks the district is a good candidate, and he thanked all for the quick work to get it processed.</p> <p>Mr. Lopez thanked Ms. Mosier for her efforts in putting together the job fair booths and complimented her on the improvements.</p> <p>Dr. Bennett thanked Mr. Guerrero and the Foundation for the CCC event last week, she also thanked Ms. Mosier for organizing the attendees for the Diversity Summit. Eloy Ortiz Oakley spoke on diversity and the CCC attendees were impressed with the conference and felt that more people need to attend to hear the message on building diversity. Ms. Mosier stated hopefully there can be more local conferences to attend.</p> <p>Ms. Mosier stated Ellucian will be here this week to kick off position control implementation. HR is busy with paperscreening, classification study implementation and reviewing the EEO plan so that it can go through the constituency process and be approved by the board prior to the June 30th deadline.</p> <p>Dr. Parnell thanked all faculty and staff for the hard work on processing the open positions and serving on the screening committees.</p>
<p>Follow-up On Action Items from February 4, 2019</p>	<p>Dr. Parnell discussed the status of the enrollment and the targets. We are currently at 101% for the year if the enrollments hold. He emphasized we do not want to let up on summer enrollments. There was discussion of the push/pull from last year and the impact it can have on the numbers for this year. If Presidents have questions they need to submit them in writing to Mr. Countee. Presidents are supposed to be working with their deans relative to future target projections and that information will be shared in a meeting within two weeks.</p> <p>Ms. Miktarian stated previously there was a follow-up action item on the reserve funds being transferred to facilities funding. She said she has not received any follow-up information and asked to add that item back to the action list.</p> <p>There was discussion regarding the Promise chart that contains the final decision from the January 28, 2019, cabinet meeting on funding disbursement. Ms. Sullivan is going to update the chart based on the decisions at the January 28th meeting and will distribute the chart. Dr. Bennett stated once that happens the chart will need to go back to the VP workgroup for everyone to review. She stated it needs to be shared as a directive from Chancellor's Cabinet and then the money can be disbursed based on cabinet direction.</p> <p>Dr. Parnell stated the district is hosting a workshop for colleges in the valley and throughout our region on March 22, 2019, from 8:30 am – 1 pm. This will be facilitated by Ms. Mary Rauner from WestEd. She will share what they know regarding the California Promise and Central Valley Promise and this should help clear up confusion. Dr. Parnell stated it is the district's desire to make the Promise mirror the BOG and be a waiver. Ms. Ruiz will send out information from Senator Leyva on this as well as work with Mr. Besmer on his contact with the aide to Senator Roth.</p>
<p>AR 7402 – Candidate Reimbursement</p>	<p>Cabinet agreed to approve AR 7402 Candidate Reimbursement with the removal of the paragraph regarding disqualification for reimbursement if a finalist does not accept the position offer. This will be on the next Communications Council agenda as information. Since there is no</p>

	<p>corresponding BP, the AR will be entered into BoardDocs following the Communications Council Meeting.</p>
Evaluation Recommendations	<p>Ms. Mosier provided proposed new procedures for evaluations for classified employees, classified managers, and managers evaluated by the Chancellor (Chancellor's Cabinet). She walked the cabinet through the various performance evaluation forms and explained the workflow, the consolidation of the similar competencies and the tracking of overdue evaluations. She discussed the challenges of the Academic Administrator evaluations being put into electronic format due to the peer evaluations. There was discussion regarding using the manual process for peer raters and then loading them into the system.</p> <p>Cabinet needs to think about this and send Ms. Mosier their concerns via email by February 26, and then she will put this item back on the agenda for discussion.</p> <p>There was discussion regarding the two new rating narratives that relate to commitment to diversity and how that will be measured. There are some positions where this may not apply to a person's job.</p> <p>Cabinet also asked to add the option of N/A on competencies such as care in operating the equipment. Cabinet will email Ms. Mosier their concerns regarding these items on diversity and the use N/A. Ms. Mosier will work on providing measures for the diversity competencies.</p> <p>In terms of doing a one-time clean up, the final recommendation was to use today's date (February 11, 2019) and go back one year and catch up on everything during that time period and the rest of the information would be cleaned out of the system.</p>
Service Awards	<p>Ms. Mosier provided the proposed budgets for each of the colleges to use for their service awards. She explained the rotation of the district office funding relative to the process that is currently in place. It was decided the district office would continue to rotate locations each year. This may change once the district office moves to the Fulton building. The budget can be revisited after this year to see if it is working for the campuses. Ms. Mosier will inform MCCC about the district office rotation. Presidents need to share the budget information with their colleges for planning purposes on the service awards.</p> <p>Decisions on the gifts were:</p> <ul style="list-style-type: none"> • Add the digital photo frame for the third option on the 20-year gift • Add espresso & cappuccino machine for the third option on the 35-year gift • Retiree gifts will remain the same
Cabinet Notes	<p>Send edits on the February 4, 2019 cabinet notes to the Chancellor's office.</p>
Reminder of Special Board Meeting – March 1; Special Board Meeting March 5; and Regular Board Meeting March 5, 2019	<ul style="list-style-type: none"> • March 1, 2019 special board meeting on Guided Pathways facilitated by Byron McClenney. The colleges will have 1-2 people representing them and will give a ten-minute summary of the status for each college. Dr. Parnell wants the PPT slides to include where we are, what we have done, how we have organized to this point, and who has attended conferences. There should be no more than 5-6 slides per college and they need to be sent to Ms. Matz by February 22, 2019 for Dr. Parnell's review. • March 5, 2019 special board meeting from 10 am – 3 pm in the district office. Attendees will be board members, Dr. Parnell and

	<p>Mr. Besmer. Discussion will center on BP 2715 and organizational intervention/unity.</p> <ul style="list-style-type: none"> March 5, 2019 regular board meeting at Reedley College will start at 4:00 p.m. with a recognition for the RC athletic teams followed by the regular meeting at 4:30 p.m. <p>Mr. Guerrero said he will be adding the naming opportunities to the March 5 agenda. He will send his information to Dr. Parnell by Friday, February 15.</p>
SB 1300/1343 Plan of Action	<p>Ms. Mosier reported SB 1343 requires all organizations with 5 or more employees to train <u>all</u> employees, including temporary or seasonal employees, to provide at least 2 hours of sexual harassment training to all supervisory employees and at least one hour of sexual harassment, discrimination, and abusive conduct training to all nonsupervisory employees by January 1, 2020, and once every 2 years thereafter.</p> <p>Dr. Parnell stressed the importance of documenting that this training is happening in the district for all employees. It was decided the district will use the free ASCIP training. Ms. Mosier discussed the logistics of the implementation and the coordination from the HR office. Ms. Mosier will send an email to the presidents clarifying the payment process for adjunct faculty to take the training. Mr. Besmer and Ms. Mosier will discuss the training module that will be used in the future as well as discuss and share the fact sheet from LCW relative to temporary and seasonal employees.</p>
APAHE & HACU Conference	<p>Ms. Mosier stated HR will have a booth at upcoming conferences and if faculty are attending those conferences, she would like assistance at manning the booth. Presidents will communicate this to their faculty members. Dates of the conference are:</p> <ul style="list-style-type: none"> APAHE - April 3-5, 2019 in Oakland HACU - October 5-7, 2019 - in Chicago <p>Mr. Countee is looking into getting a discount HACU membership for the colleges and district.</p> <p>If there are additional conferences where HR should have a booth, please let Ms. Mosier know of those conferences.</p>
DTAC & CollegeNet	<p>Ms. Miktarian provided a status update on the Technology Plan. Ms. Ludford has done a preliminary evaluation of the CollegeNet software and is making a recommendation to review five other software programs before making a decision. Ms. Miktarian asked for names of key people who could serve on a committee to review the software programs. The Presidents and Mr. Countee will get their names to Ms. Miktarian by February 22, 2019.</p>
Facilities Master Plan	<p>Ms. Miktarian provide a draft timeline for the approval process of the Facilities Master Plan. It is currently on the website and feedback is being solicited at this time. Chancellor's Cabinet will review it again and it will be on the next Communications Council agenda. Final approval from the facilities committee is scheduled for April 18, 2019. She is shooting for having this on the May board agenda and June at the latest. However, she stated there is a need to have more of a vision incorporated into the plan. She would like to get Darden's vision person involved and then schedule a meeting with the presidents and Dr. Parnell to discuss vision additions. She stressed senates and constituents need to look at the document and provide feedback.</p>
Announcement of CAPP	As discussed earlier in the meeting, the district is hosting California

Workshop

College Promise Program workshop for central California in conjunction with WestEd. It will be on March 22, from 8:30 a.m. for breakfast and conclude at 1:00 p.m. with a working lunch. It will be held in room 308 at the Herndon Campus. It will be to:

- Review the national, state, and local College Promise context
- Explore program design features and the implications for target populations
- Consider current and potential program partners
- Learn about California College Promise policy
- Network with regional College Promise colleagues
- Take away practical information to strengthen your College Promise Program

Participants should be teams from the colleges consisting of 4-5 key Promise leaders including VPSS. K-12 partners will not be invited to this workshop. **Presidents will get this message out to the colleges.** Ms. Matz will get a draft agenda and information to be shared by the Presidents with the colleges.