

**Agenda Item Details**

Meeting	Jul 09, 2018 - Chancellor's Cabinet Meeting - 2:00 p.m.
Category	1. Information Only
Subject	1.01 Chancellor's Cabinet Notes - July 2, 2018
Access	Public
Type	Information

**Public Content**

**SCCCD CHANCELLOR'S CABINET NOTES**  
**District Office Conference Room**  
**Monday, July 2, 2018; 2:30 p.m.**

Cabinet Notes	<p>There were no corrections to the notes of June 25, 2018.</p> <p>There was a general discussion regarding positive accomplishments such as RC being awarded the best ag program in the state over many four year colleges, the high number of police academy graduates and the well-attended ceremony. Dr. Parnell and Lucy Ruiz participated in a conference call and shared the concerns of the community colleges relative to the Prosper Act.</p>
Classification & Compensation Study Update	<p>Dr. Parnell stated cabinet members were provided with the classification study report and it was obvious how much thorough thoughtful work went into the process. He stressed the importance of having accurate job descriptions within the district and stated there will not be many changes made to the study recommendations. If employees feel their classification is not right, they will have the next two years to work on it. Vice Chancellor Mosier stated if there are lingering questions, managers should email her directly and she will try to get the answers from the consultants. She told the cabinet she just learned the CSEA president shared the salary recommendations with all of the classified staff even though he was asked to not do that. The compensation still needs to be negotiated with CSEA, the PC still needs to make their salary recommendations to the board and the board will need to approve the salary recommendations. There was discussion regarding the potential for unhappy employees to come to the board meeting on Tuesday to express their dissatisfaction. The finance/business employees are unhappy with the collapsing of positions. There was also discussion that employees will be expected to perform the duties of their classification and the duties of those</p>

	<p>classifications that are below them in this new structure. <b>Ms. Mosier will work on a statement to clarify that message.</b> She stressed the district needs to try the new structure and reevaluate later if necessary. She stated questions about salary recommendations need to be directed to the union/CSEA president. Questions about the classifications need to go to Ms. Mosier. Dr. Parnell stated there will be a conference call later in the meeting with RSG to review the methodology used in arriving at the recommendations contained in the study.</p>	
Districtwide Adjunct Job Fair	<p>Ms. Mosier explained in the past the CCC management team organized a districtwide adjunct job fair. With the departure of Kelly Fowler, HR can take over the facilitation and planning of the event, but the college deans would still need to be at the job fair to answer specific questions. The presidents expressed their support of the job fair. The tentative date is July 24. Ms. Mosier will work with the VPIs and a dean from CCC (the VPI position is vacant). <b>Presidents need to provide Ms. Mosier with the positions they will be actively recruiting for by Monday, July 9. She will place the ad for the job fair. Presidents also need to be thinking about their "give aways" for the event.</b></p>	
Enrollment Update	<p>Relative to enrollment data, Vice Chancellor Countee stated the request for the year-to-date column does not have a simple solution and it will take some time. It was explained there previously was a report pulled from Datatel that Doris Griffin provided that contained year-to-date information as well as the enrollment relative to the same date in time for the previous year. <b>Dr. Goldsmith will look for this report/information.</b> She asked if 320 report is due in July and asked if the cabinet will see 320 report before it is due. She added she would like to see the final numbers on the positive attendance. <b>Mr. Countee will provide an answer next week.</b> Dr. Goldsmith stated the way SCCCD does positive attendance is not serving the district well. Mr. Countee stated he is open to suggestions. Dr. Parnell stated the district is well positioned for achieving enrollment goals. He stressed the need to push forward on enrollment.</p> <p>Mr. Countee stated the Branding Campaign needs to get started soon and asked for a status update. Ms. Ruiz stated Gary Janzen has what he needs to make the corrections, he just needs to have the check from the district. <b>Mr. Countee will follow-up on the check.</b> It was stated the contractor is no longer working on the recruitment branding campaign.</p>	
Schedule for Eileen O'Hare Anderson	<p>Ms. O'Hare Anderson's weekly schedule was provided. Dr. Parnell stated SCCCD is in the minority of districts that have in-house general counsel. HR is researching the costs associated with outside counsel and he will weigh the pros and cons of in-house counsel. <b>Cabinet members were asked to send their lists of pros and cons for in-house counsel to Melissa Ferry as soon as possible.</b> This will be discussed again once information is finalized.</p>	

Discussion of Regular Board Meeting July 3, 2018	<p>There was discussion on the joint meeting with board and the commissioners. Dr. Goldsmith stated it would be good to know of the 69 jobs that did not change how many positions does that represent, as well as of the 87 classes that had changes, how many positions did that effect. <b>Ms. Moser will try to gather that information.</b> Ms. Mosier explained the next steps that will occur, negotiations, PC will recommend salary schedules to the board, and the board will have to approve the salary schedules and then implementation of the study may take a while to build positions in Datatel. There was discussion regarding the recommendation to move to an 8 step salary schedule and the ramifications that will have on the salary steps. Discussion continued on the agenda with an explanation of New Markets Tax Credit and the Janus decision relative to agency fee payers. Ms. Mosier stressed managers cannot discuss the decision with bargaining unit members and they should direct all employee questions to union leadership. <b>She may send out blogs from LCW on this information so that managers will know the parameters.</b> It was explained the punishment for violating this would be a PERB unfair labor practice.</p>	
Districtwide Managers Meeting Training Topics	<p><b>Ms. Mosier asked cabinet members to send an email to her or Stacy Zuniga on any topics of interest for the districtwide management meetings next year.</b> She stated it does not have to be HR related but can be any topic of interest for the colleges.</p>	
Conference Call with RSG Regarding Classification Study Methodology	<p>At 3:30 the cabinet participated in a conference call with consultants for RSG. Allan Crecelius, President of RSG, discussed the full scope of the classification study and methodology used to arrive at the recommendations. The full presentation is contained in July board agenda in BoardDocs.</p>	
Emergency Lockdown Classroom/Office Posters	<p>Cabinet reviewed the posters that were presented at the last meeting. Ms. Ruiz stated the latest recommendation is if a person's cell phone is out, they should grab it as they leave so that they can call when they get to a safe place. <b>Ms. Ruiz and Ms. Miktarian will further review the posters. These posters still need cabinet approval.</b></p>	
Scheduled Maintenance and Campus/District End of Year Fund Balance Projects	<p>Ms. Miktarian provided handouts relative to the end of the year fund balances and scheduled maintenance projects. There was discussion regarding the reserve balances and the incremental push for colleges to get the reserves to 5%. <b>Dr. Parnell stated there needs to be a meeting with Ms. Miktarian, Cheryl Sullivan, the VPs of Administrative Services, Dr. Goldsmith and himself for further discussion. Ms. Miktarian will organize the meeting.</b></p>	

District Recommendation - ACCJC	Dr. Parnell provided a list of the ACCJC recommendations for the district. He stressed the need for a consistent response from all of the colleges. Relative to the board policies he stated the vice chancellors will revise the policies and he and his staff will coordinate approval and the wording on the response. In terms of evaluation recommendation, he stressed that all managers have to take the responsibility of completing evaluations. The Technology Plan is being coordinated by Ms. Miktarian and the consultant that will be working with IS. Recommendation 6 dealing with improved effectiveness with the board and the chancellor will be handled by Dr. Parnell and Ms. Ruiz. <b>He wants draft responses completed this fall with finalization in the spring.</b>	
Cabinet Retreat July 23, 2018	Dr. Parnell stated the cabinet retreat will be Monday, July 23 and <b>he asked cabinet to be thinking about how we can make cabinet meetings more effective in terms of communicating in the most productive way and being prepared with enough information to know what our committees are recommending.</b>	
Hobson's Starfish and Predictive Analytics	Dr. Parnell, Ms. Miktarian and Mr. Countee met regarding Hobson's Starfish and now Ms. Miktarian will coordinate with IS and the Hobson's group on a schedule for completion of the process. There was discussion on the concern that the current process is over burdening staff. Dr. Parnell stated there will be several million dollars available and cabinet needs to look at the prioritized list and make decisions on the positions that are needed. Ms. Mosier suggested using our staffing process which is coming up in a few months. Projects are getting put off in other areas and needs may have changed. She stated there is value in going through the staffing process again. There was discussion regarding the timeline and the need to act faster to fill positions. Dr. Parnell will work with Cheryl Sullivan and Wil Schofield relative to the new budget and the additional \$2.8m ongoing funds, he stated he wants the funds distributed methodically. There was discussion regarding the role of the DBRAAC committee in establishing priorities for how to spend funds. Ms. Berry suggested allocating some funds now and keep some in reserves while the prioritization can take place. There was discussion regarding the DBRAAC model and the line item of District Strategic Initiatives which deals with funds that are left over or come in late and they would prioritize those funds. It was suggested to have a joint meeting between DBRAAC and cabinet to better understand each other's role. Dr. Parnell stated Mr. Countee, Drs. Bennett and Goldsmith are reviewing operating agreements this summer and will have an update this summer on committee roles. Ms. Miktarian stressed the need to review staffing needs as soon as possible in order to accommodate all of the technology upgrades and needs in the district. Dr. Parnell stated we will follow the process as much as possible but we will also make some decisions sooner.	
AB 19 – Promise Funding	Dr. Parnell stated SCCCDC will receive \$1m in AB 19 Promise money and he is inclined to use the money for tuition. Ms. Berry asked if a final determination had been made relative to paying for the health fees.	

	<p>Cabinet members expressed support for paying for the health fee. Dr. Parnell is also in support of the health fee being paid. <b>Mr. Guerrero will meet with Barbara Hioco to get clarification on the health fee payment and report back.</b></p>	
BP 3160/AR 7123	<p>Ms. Mosier provided the following language to add to AR 7123:</p> <p>“Many positions within the District including all management and supervisory positions are not considered to be 8 hour/day, 40 hour/week positions. Any employments, activities, or enterprises that interfere, conflict, or make less efficient the duties and obligations of District employees would be considered incompatible and a violation of this regulation.”</p> <p>Cabinet agreed to add this language.</p>	
2018-19 Final Budget	<p>During the cabinet meeting Vice Chancellor Eng sent an email to presidents and cabinet and vice presidents related to funding requests for the 2018-19 budget. Following discussion regarding the funding model priority list from last year, it was agreed <b>the presidents and vice chancellors will give Dr. Parnell their urgent funding needs right away, then we will use our Budget Allocation Model and put most of the funds in the District Strategic Initiatives budget line item until we can have more discussion throughout the summer and into the fall.</b> This will be on the next cabinet agenda for discussion.</p>	