



### Agenda Item Details

Meeting	Mar 04, 2019 - Presidents'/Chancellor's Cabinet Meeting - 1:00 p.m.
Category	6. Information Only
Subject	6.01 Cabinet Notes - February 25, 2019
Access	Public
Type	Information

### Public Content

CHANCELLOR'S CABINET NOTES District Office Conference Room Monday, February 25, 2019, 2:00 p.m.	
One Minute Around the Room	<p>Dr. Parnell stated it is exciting to see the HR staff contributing to future enrollment in that Melissa Ferry and Yer Taylor will both be having baby girls this summer.</p> <p>Dr. Bennett stated there was a Ram/Crush swim meet on the weekend which was a lot of fun. She attended the Clovis Rotary Crab Feed on Saturday night.</p> <p>Ms. Mosier reported the position control consultants are onsite. They have built the positions in the test environment on the classified side, and the project is working out very well so far. Since they are building the position control in phases, the academic positions will be done later.</p> <p>Dr. Parnell stated progress is being made on the sidewalks around Ratcliff Stadium and <b>he would like to have pictures taken and publicize the fact that we are being good neighbors with our improvements.</b></p> <p>Ms. Sullivan attended a conference in Sacramento last Friday where it was reported they will have a predictor on the Student Center Funding Formula soon. She shared that School Services of California is saying the state is starting to allocate more outgoing funds than what might be coming in. So this is being watched closely.</p> <p>Mr. Countee stated in keeping with the baby theme, his assistant is going to be a grandmother later this spring and intends to take some extensive time off for the event. Ms. Mosier will work with him for provisional coverage if necessary.</p> <p>Mr. Besmer has been busy with responses relative trustee requests. As a result of requests, he will be preparing a presentation for the board retreat relative to address teleconferencing board meetings and the parameters of the of Brown Act requirements.</p> <p>Ms. Ruiz reported she is working on a lot of legislative items, and finishing the final touches on the Wall of Honor which is Thursday at 5:30 in the OAB. She is also busy with the Fresno Compact event next Wednesday where Dr. Goldsmith will be recognized. Relative to the board retreat she is working on room arrangements for Friday night, April 5 and confirmed all cabinet members will be attending and they have a room for that night.</p>

	<p>Dr. Goldsmith and team attended the Achieving the Dream conference on Guided Pathways in Long Beach. She stated there was a great turn out Saturday morning for the TRIO event. She was honored to have a speaking part in the Pia Yang funeral events. She spoke to the quality of man that he was and that he is an FCC graduate. Several of his children attend FCC. The college has had a busy African American History Month and will have activities for Women's History Month next month. She will be leaving the meeting early to attend a meeting on behalf of the district with Pete Weber relative to CalWorks and Reading and Beyond. She will share the feedback from the meeting.</p> <p>Mr. Guerrero reported he participated in the planning committee with CASE last week. He encouraged the cabinet to get their tickets as soon as possible for the Renaissance Feast being held on March 9, 2019, at the FCC Library. Sponsors look good for this year's event. Relative to the Heritage Dinner on April 4, 2019, he met with the Shehaday family, and has a meeting scheduled with Terance Frazier. He is working out all of the logistics with those donors. He listed others to be honored at the event.</p> <p>Ms. Berry reported they held a 60<sup>th</sup> birthday party for Clyde the Tiger. RC cohosted the Chamber Awards dinner on Saturday night which was a very nice event. They have several speakers lined up for their upcoming speaker series. She will be attending the College Pipeline meeting tomorrow on behalf of the district.</p> <p>Ms. Miktarian reported Mr. Guerrero and John Shehaday really hit it off together in the initial meeting regarding the Heritage Dinner and recognition of the Shehadays and Sylvesta Hall.</p>
Follow-up Action Items	<p>Dr. Goldsmith asked to have a meeting soon with the VPIs and VC Countee and Sullivan on the future enrollment targets as there are multiple datasets. It is important to look at enrollment projections, number of sections and agree on a methodology. <b>Mr. Countee and Ms. Sullivan will work on scheduling this meeting as soon as possible.</b></p> <p>Dr. Parnell stated we want to serve more students and capture the enrollment and look at cap load ratios for our classrooms as we schedule classes so we don't jeopardize prop 51 funds. Dr. Bennett asked if she has to keep everything on the campus. Ms. Miktarian stated it would be good to do that, but if it is necessary to have classes at Herndon then classes will have to be scheduled there too. Ms. Sullivan stated Dr. Roguklin is working on building the actuals showing year to year enrollment.</p> <p><b>Ms. Mosier stated she did not receive any feedback from cabinet members regarding the new evaluation information she presented a few weeks ago. Cabinet members need two more weeks to review the information and provide feedback. Also, if it is not doable for cabinet members to complete the review and feedback, let Ms. Mosier know that as well.</b></p>
Accreditation Follow-up Report District Response	<p>Dr. Parnell stated he and Vice Chancellor Countee are aware the colleges are accredited, and the district is not accredited. However, the accreditation reports are districtwide and he wants to ensure consistency on the responses. He stated the district is not directing the report but trying to make the verbiage consistent.</p> <p>Mr. Countee provided the draft accreditation response as it appears today. He explained the blue highlights in the document represent placeholders for college information to be inserted, and the yellow highlights represent areas where evidence needs to be inserted. <b>He will send the accreditation timeline out via email. Cabinet members need to review the draft responses and provide feedback to Mr. Countee.</b></p> <p><b>Ms. Mosier will resend her evaluation recommendation language for the accreditation responses to ensure the response captures all of the</b></p>

	<p>work that has been done over the accurate period of time. <b>She and Mr. Countee will meet to review the material to be sure the correct information is included.</b> She stressed progress has been made to address the timeliness of completion of evaluations but the district is not at 100%. Dr. Parnell stated we need to report this accurately, and we cannot say we have met the standard if that is not true. Ms. Mosier stated she is willing to meet with the ALOs to explain the steps to becoming compliant relative to the evaluations and assist in formulating the response. Dr. Bennett stated the colleges need to know if they need to stop everything and make completions of evaluations a priority so that the district can be 100% compliant.</p> <p>Additionally, Ms. Miktarian expressed concern over the need to now have a program review process for the Technology Plan. It was decided <b>Mr. Countee needs to work with the ALOs and contact Gohar Momjian and discreetly ask for clarification as it relates to the recommendations regarding:</b></p> <ul style="list-style-type: none"> <li>• Evaluations and not completing 100% of the evaluations but stating the progress to date and is that sufficient.</li> <li>• The need for a program review process for the Technology Plan</li> </ul> <p>Relative to classified evaluations it was decided if evaluations have not been started for calendar year 2017, those evaluations will be dropped. Managers do not need to initiate those evaluations. However if they have been started they need to be completed. Ms. Mosier stated the part-time faculty can still show as past due since they are not here for consecutive semesters. <b>Dr. Pimentel will make sure Dr. Goldsmith knows the drop of 2017 for classified Neo Gov positions. Then everyone needs to get 2018 completed. Also Dr. Goldsmith needs to get her boxes of evaluations signed, and scan the cover sheet to HR.</b></p>
<p>Accreditation: Draft Program Review, District IS</p>	<p>Ms. Miktarian provided a copy of a pilot Administrative Review Plan for 2018-19. She is proposing this document and plan be used by all departments. She will start it, work through the plan and she will give feedback to the VCs on changes. There was discussion regarding the process and timeline for new position requests and corresponding budget requests that will be done 9 months into the future. It was decided the pilot will go forward as presented. She asked if there is a due date for having this back to the ALOs.</p>
<p>AR 7337 – Fingerprinting (First Read)</p>	<p>Ms. Mosier clarified this AR is for fingerprinting and not convicted felons. HR is recommending all student workers be fingerprinted and pay the \$20 fee consistent with all other employees. She stated an option for students could be a payroll deduction over their first two pay periods. HR has explored options for fingerprinting at other locations than the DO Police Department, however, for now they will have to be fingerprinted at DO PD. The approximate cost for the district to pay for all students being fingerprinted is \$22,000. This is a new expense and funding would have to be determined. <b>Cabinet is to provide feedback on the fiscal costs and workload for the next cabinet meeting.</b></p>
<p>BP 3570 – Smoking on Campus (First Read)</p>	<p>Ms. Miktarian is bringing the no smoking policy back since CCLC has now weighed in on the policy. They changed the BP to #3570 but they didn't have a recommendation for the BP. Ms. Miktarian stated if the cabinet decides to add a fine it can be only up to \$100. Mr. Besmer explained the fine language would have to be part of the board policy. Ms. Mosier stated it will need to be clarified as to smoking in the car, does that mean with the windows up or down?</p> <p>Ms. Berry stated this policy has been implemented at RC with relatively little push back. It is self-monitored.</p> <p><b>Ms. Miktarian will add language about smoking in cars, provided the smoke is entirely contained in the vehicle and the fines into the</b></p>

	<b>board policy.</b> She will then take it to ASGs and then bring it back to Chancellor's Cabinet. Cabinet members can provide additional input.
AR 3570 – Smoking on Campus (First Read)	This draft AR was developed based on the model language provided by the Community College League of California in their October 2018 update (AP 3570 Smoking on Campus)  The draft AR will be sent to campus ASGs for review before coming back to Chancellor's Cabinet for second read.
AR 4100 – Graduation Requirements for Degrees and Certificates (Second Read)	Mr. Countee provided the redline version of AR 4100 – Graduation Requirements for Degrees and Certificates. Dr. Bennett stated there is a section missing on ADTs. <b>Mr. Countee will go to the curriculum chairs and see if there has to be ADT added. Dr. Parnell suggested taking it back to ECPC one more time with the ADT added into it then bring it back to Cabinet for review.</b>
Review Board Agenda 3/1/19	This special board meeting is designed to educate the board on the national level and higher level of Guided Pathways in terms of the benefits for the students.
Review Board Agenda 3/5/19	This special board meeting is to work with the board on becoming a more unified board through organizational development and focus on policy governance. Dr. Mitch Rosenberg will facilitate this meeting.
Review Board Agenda Regular meeting 3/5/19	There was discussion regarding the Title IX consultant that will be in the district on this day and presidents will meet with the consultant at RC at noon. Ms. Mosier stated this is phase one and there will not be a review of the facilities at this time. The purpose is to discuss policies and procedures.  Dr. Parnell reminded cabinet there will be a reception for the RC athletic teams at 4:00 pm. followed by the regular meeting. Cabinet reviewed the agenda.
Credit Card Usage	Ms. Sullivan provided documentation regarding the rules for district credit card usage which contains the process for reimbursing the district for personal expenses charged to the district cards. Managers will be required to provide a personal check to cover their personal expenses or they can choose to have a payroll deduction for their expenses.  Ms. Mosier's concern is employees have a shorter timeline for turning in the credit card statement than the actual standard reimbursement timeframe for the district to reimburse employees. She thinks the five-day timeline is strict and she also thinks extenuating circumstances could be added. There was discussion regarding the need for an exception to the no alcohol purchases due to the fact that some administrators have to purchase alcohol for district events. <b>Mr. Besmer will work with Ms. Sullivan on the language if an exception is required. Mr. Guerrero will check to see if foundation staff have district credit cards or foundation cards.</b>
Cabinet Notes 1/19/19	Let Ms. Matz know of corrections to the minutes.
Technology Review	Ms. Miktarian provided a schedule for Ellucian to meet with various staff members on March 27-28. <b>She pointed out executive leadership will meet at the beginning on March 27 at 8:00 a.m. and at the end of the meetings on March 28 at 3:30 p.m. for a debriefing meeting. She asked cabinet to check their calendar and make sure they are clear. Also cabinet needs to review the names on the list and make sure they are correct. Provide feedback to Ms. Miktarian by Monday, March 4.</b>  <b>Also on March 25 there will be a meeting on evaluating Colleague and other software programs. Provide Ms. Miktarian with names of who should be participating. During the evaluation of the programs, Ms.</b>

	Mosier suggested to keep in mind the 16-week schedule as a possibility.
AB 19	Ms. Sullivan provided a revised memo on the AB 19 and Promise funding for the presidents to share on the campuses. Dr. Bennett asked if the list of items for spending the left over funds can be expanded.