



**Agenda Item Details**

Meeting	Mar 25, 2019 - Chancellor's Cabinet Meeting - 2:00 p.m.
Category	6. Information Only
Subject	6.01 Cabinet Notes - March 18, 2019
Access	Public
Type	Information

**Public Content**

**CHANCELLOR'S CABINET NOTES  
District Office Conference Room  
Monday, March 18, 2019, 1:00 p.m.**

<p>Evaluations Recommendations</p>	<p>Ms. Mosier brought evaluation recommendations to cabinet four weeks ago, and has now received feedback from the Presidents and General Counsel and <b>Ms. Miktarian will provide her previously stated feedback on evaluations via email to Ms. Mosier by the end of the week.</b> There was discussion as to whether or not the survey instrument is statistically validated. Dr. Bennett stated the basic things like leadership applies to all employees, she stated a similar survey should work for everyone. <b>Ms. Mosier will take the feedback and revise the recommendations to the evaluation documents and bring it back to Cabinet at a later date.</b></p> <p>Ms. Mosier met with the ALOs last week on the evaluation piece and is working with the colleges to get accurate evaluation numbers from the colleges. <b>Dr. Bennett will look for missing evaluations. Dr. Goldsmith will complete her backlog of evaluations that need signatures.</b> Dr. Goldsmith stated Don Lopez will be evaluating the secretary for the Academic Senate so that adjustment needs to be made in the system.</p> <p><b>If there are errors in the evaluation reports, send Ms. Mosier an email and she will research with the HR staff. If managers have previously sent an email to Sandi Edwards or Sareang Nhim on evaluation report inconsistencies, forward those to Ms. Mosier.</b></p> <p>Dr. Bennett pointed out she met with Ms. Mosier, reviewed the evaluation reports, and has a better understanding of the reports. She suggested someone at a higher level than dean needs to review the reports. She also stated the current HR report will be confusing to the ACCJC. Ms. Mosier is preparing a chart which should be user friendly.</p> <p>Ms. Mosier stressed the necessity of signing the evaluations and completing the full process so that evaluations make it to the district office for tracking purposes.</p> <p>Dr. Parnell stressed in order to show progress to the ACCJC evaluations need to be completed.</p>
<p>Bond Cash Flow</p>	<p>Ms. Sullivan provided a spreadsheet containing the bond projects and projected spending throughout the bond issuance. The document is fluid and will be updated every quarter throughout the process. Six of the seven board members have been briefed on the cash flow projects for the bond.</p>

	<p>Ms. Miktarian stated the colleges may want to consider using their reserve funds to enhance the projects. Dr. Parnell stated there could also be some changes due to selling district land and/or partnering with other agencies such as the Fresno EDC. There was discussion regarding the Prop 51 funds and the potential impact on projects in the district.</p>
One Minute Around the Room	Due to the length of the agenda, this item was skipped.
Follow-up Action Items	<p><b>Mr. Besmer is researching the current law on accessibility on the website and will provide an update at a future meeting.</b></p> <p><b>Mr. Countee and Ms. Sullivan need to determine who will be responsible for updating the BP on grants.</b></p> <p><b>Ms. Ruiz has four seats to the Eggs and Issues breakfast on March 29, 2019, let her know if you would like to attend.</b></p> <p>Ms. Miktarian will have an item on O365 training next week.</p> <p>Ms. Miktarian reported she has a meeting scheduled with the Chief and Mr. Besmer to talk about emergency procedures. The NIM SIMS training will be on the May districtwide management meeting.</p>
Recommendation to Approve Final Draft Districtwide Technology Plan	<p>Ms. Miktarian provided a copy of the latest draft of the Districtwide Technology Plan and a copy of comments received from constituents relative to the Tech Plan. Most of the comments have been addressed by Ms. Deborah Ludford. Cabinet provided input on the remaining comments and Ms. Miktarian will incorporate Cabinet's responses into the document. <b>The revised Districtwide Technology Plan will go to the Communications Council meeting on March 26, 2019.</b></p> <p>Ms. Matz will send the latest strategic plan goals to be added to the Technology Plan.</p> <p>Ms. Miktarian commended Ms. Ludford on the amazing job in putting the Tech Plan together. She expressed concerns over the Facilities Master Plan. She and Dr. Parnell will meet to discuss the status of the FMP.</p>
BP 4010 Academic Calendar (Fourth Read)	BP 4010 – Academic Calendar had no changes except formatting and it was approved to go to Communications Council on March 26, 2019 for information.
AR 4010 Academic Calendar (Fourth Read)	AR 4010 – Academic Calendar track changes version was approved to go to Communications Council on March 26, 2019 for information. Dr. Parnell explained the approval process for the academic calendar in terms of the Vice Chancellor of Educational Services and Institutional Effectiveness brings the recommended academic calendar to the Chancellor's Cabinet in May, the Presidents take it to their campuses and the Vice Chancellor of Educational Services and Institutional Effectiveness takes it to the VP group and then it comes back to the Chancellor's Cabinet.
AR 4020 Program and Curriculum Development (Fast Tracked)	AR 4020 – Program and Curriculum Development revision is changing the number of units on occupational certificates from 12 to 8. This will be sent to the Presidents prior to the next Communications Council meeting so that it can be fast tracked to the constituents. The tracked changes version was approved to go to Communications Council on March 26, 2019 as a participatory governance item.
BP 4100 – Graduation Requirements for Degrees and Certificates (Fast Tracked)	BP 4100 – Graduation Requirements for Degrees and Certificates tracked changes version was approved. The language is in compliance with Title 5. This will be sent to the Presidents prior to the next Communications Council meeting so that it can be fast tracked to the constituents as this is a participatory governance item and will require a first and second read with

	constituents. It will also be on the March 26, 2019 Communications Council agenda.
AR 4100 – Graduation Requirements for Degrees and Certificates (Fast Tracked)	<p>AR 4100 – Graduation Requirements for Degrees and Certificates tracked changes version was approved by the ECPC workgroup. Changes are relative to an ADT student pursuing CSU or IGETC GE, and no other graduation requirements can be required. This new language guarantees that no CSU or IGETC student would be subject to additional grad requirements and everything else in the AR applies to ADTs. A statement was added to the 1<sup>st</sup> bullet, top of page 3, stating “Students pursuing an Associate Degree for Transfer would follow the CSU GE-Breadth or the IGETC pattern.” This will be sent to the Presidents prior to the next Communications Council meeting so that it can be fast tracked to the constituents as this is a participatory governance item and will require a first and second read with constituents. This will be on the March 26, 2019 Communications Council agenda for participatory review.</p> <p>Cabinet expressed concern about going outside the normal constituency review process especially if it is not impact students in terms of graduation, etc. It was explained this was specifically requested by the ECPC workgroup. This is to make sure we are in compliance with Title 5 requirements and graduation requirements. Dr. Parnell stated he will go with the ECPC recommendation of fast tracking so that it can get to constituents prior to the next Communications Council meeting.</p>
AR 4235 – Credit by Examination (Fast Tracked)	AR 4235 – Credit by Examination still needs to have General Counsel review the restrictions related to charging an exam fee or enrollment fee. ECPC requested this AR be fast tracked, however, it is not ready to move forward at this time.
BP 7150 – Employee Performance Evaluation (Third Read)	BP 7150 – Employee Performance Evaluation tracked changes version was approved to go to Communications Council on March 26, 2019 for participatory review. <b>After further review of Title 5 and Education Code it was determined this should be presented to Communications Council as an information item.</b>
AR 7150 – Employee Performance Evaluation (Third Read)	AR 7150 – Employee Performance Evaluation tracked changes version was approved to go to Communication Council on March 26, 2019, and after further review it will be an information item.
AR 7234 – Overtime (Second Read)	AR 7234 – Overtime tracked changes version was approved to go to Communications Council on March 26, 2019 as information.
BP 3750 – Smoking, Vaping and Tobacco (Second Read)	<p>Ms. Miktarian reported the draft policy and AR went to the ASGs and they reviewed the documents and all had different responses:</p> <ul style="list-style-type: none"> <li>• CCC was concerned the maximum fine was too much; they recommended a \$50 fine</li> <li>• RC was in support and they thought the fine was appropriate</li> <li>• FCC had concerns the fine would discourage students from attending school and they did not vote in favor of it.</li> </ul> <p>Ms. Miktarian explained the first time offenders will receive a warning and the fine can be a maximum of \$100. This language will be in the AR. Ms. Mosier stated it needs to be clear to the board that we are starting with a warning. She also suggested changing the order of the paragraphs to start with cessation and state where the funds will go. The signage language will be moved to the AR.</p> <p>Mr. Besmer stated the new language should be in the AR and the board sets the fine amount. He stated the board can also decide not to impose a fee. This BP will come back for a third read.</p>

AR 3750 – Smoking, Vaping and Tobacco (Second Read)	AR 3750 – Smoking, Vaping and Tobacco will be revised and brought back next week.
BP 6350 - Local and Diverse Procurement (Second Read)	BP 6350 - Local and Diverse Procurement tracked changes was approved to go the Communication Council on March 26, 2019, as information. However this will not go to the Board of Trustees until Ms. Sullivan receives the annual report from purchasing on the local and diverse procurement. (Changing to 6355)
AR 6355 Local and Diverse Procurement (Second Read)	AR 6355 - Local and Diverse Procurement tracked changes version was approved to go the Communication Council on March 26, 2019, as information. However this will not go to the Board of Trustees until Ms. Sullivan receives the annual report from purchasing on the statistics of the local and diverse procurement.
BP 6700 - Civic Center and Other Facilities Use (Second Read)	BP 6700 - Civic Center and Other Facilities Use tracked changes version was approved to go to Communications Council on March 26, 2019 as information.
AR 6700 - Civic Center and Other Facilities Use (Second Read)	AR 6700 - Civic Center and Other Facilities Use tracked changes version was approved to go to Communications Council on March 26, 2019 as information.
BP 6400 – Audits (First Read)	BP 6400 – Audits had no changes.
AR 6400 – Audits (First Read)	AR 6400 – Audits tracked changes version will be reviewed by the Vice Chancellors relative to spelling out the acronym for the State Chancellor's Office.
BP 6850 – Hazardous Materials & Smoke Free Environment (Abolish)	BP 6850 – Hazardous Materials & Smoke Free Environment is recommended to be abolished. Once approved this will go to board at the same time as BP 3750 to the language changes.
AR 6850 – Hazardous Materials & Smoke Free Environment (First Read)	AR 6850 – Hazardous Materials & Smoke Free Environment had a change in the fourth paragraph instead of “each <del>manager</del> <b>employer</b> ” it will “the district”.
BP 7128 – Employment of Convicted Felons (First Read)	BP 7128 – Employment of Convicted Felons, Ms. Mosier discussed the clarifying language and stressed the district wants to insure we give employees and students, that may have had a conviction, an opportunity to work for us but also insuring we still have the ability to not employ if we necessary.
AR 7128 – Employment of Convicted Felons (First Read)	AR 7128 – Employment of Convicted Felons, BoardDocs contains a detailed explanation of the recommendations from HR. Currently HR is not giving applicants an opportunity to appeal and that is recommended in the guidance. HR wants to implement the practice and test the practice before it is a requirement. Also discussed was “prohibiting employees from starting before the Live Scan results are in.” <b>Dr. Parnell asked the Presidents to discuss this with their deans as to how it would impact staffing especially adjunct faculty.</b> Mr. Besmer discussed the challenges of hiring a person who has a conviction and the potential liability. He also stated we cannot have a policy that disparately impacts a group. Ms. Mosier will bring this back in three weeks to allow cabinet the opportunity to fully review.
AR 7343 – Industrial Accidents and Illnesses (First Read)	AR 7343 – Industrial Accidents and Illnesses is consistent with CCLC language and most of the changes are about HR processes. <b>Ms. Miktarian will have Darren Cousineau review this AR. Ms. Mosier will send this draft to ASCIP.</b>
BP 7350 – Resignations (First Read)	BP 7350 – Resignations revisions are predominantly title changes.
AR 7350 – Resignations (First Read)	AR 7350 – Resignations tracked changes version contains new language defining leaving in good standing, who can accept letters of resignation and clearly defining resignation date and retirement date.

BP 4260 – Pre-Requisites and Co Requisites (First Read)	BP 4260 – Pre-Requisites and Co Requisites the ECPC workgroup is requesting the current policy be reaffirmed. Ms. Mosier expressed concern regarding students who challenge the process and then may not have that prerequisite honored when they transfer to another school. She will email her concerns to Mr. Countee for review.
AR 4260 – Pre-Requisites and Co Requisites (First Read)	AR 4260 – Pre-Requisites and Co Requisites, due to the discussion during the BP review process above, this will go back to the ECPC for further review.
Draft Board Agenda April 2, 2019	Dr. Parnell stated the board is considering starting at 3:00 p.m. with a bond/budget workshop. At 4:00 p.m. there will be a recognition of student athletes. Dr. Goldsmith will add two presentations to the agenda regarding programs/relevant information on FCC.
Review Board Agenda Retreat April 5, 2019	Dr. Parnell explained all cabinet members will be required to attend the board retreat on April 5 and 6. Cabinet needs to arrive by noon. They will have lunch at Ducey’s restaurant and join the board and Dr. Parnell at 1:00 p.m. Dr. Rosenberg will facilitate the topic discussions. <b>Those individuals presenting need to provide Dr. Parnell with a one-page summary of their topic by March 20, 2019.</b> The summaries will be shared with Chancellor’s Cabinet at the next meeting for input and feedback. Everyone will have dinner as group and Cabinet will be able to leave at 10:30 a.m. on Saturday.
ACCJC – IS Administrative Program Review Process Update	Ms. Miktarian provided a draft of the IS Administrative Program Review. She has shared this with the ALO group in draft form. There was discussion regarding the graphic showing the process used for the annual unit review. It was explained DBRAAC will look at all districtwide plans as needed, and they will always be looking at initiatives and provide feedback to the Chancellor’s Cabinet. <b>The Vice Chancellors will look at the paragraph explaining this and edit language if necessary.</b>
Ellucian Strategic Alignment Planning Event	Cabinet provided names of financial aid employees to be added to the list of people who should attend the Ellucian Strategic Alignment Planning event. <b>Presidents need to give her names for the sessions with CTE, student input, and curriculum.</b>
Reedley College Vision for Success	Cabinet reviewed RC’s Vision for Success documents. Mr. van Dam stated the baseline year is 2016, and they are anticipating more accurate data on March 22. Mr. Countee explained he has the information from the other colleges and will be reviewing all of it with the Chancellor on Tuesday. This will all be presented at the next cabinet meeting.  Mr. Countee explained at the board meeting, he will do the introduction and each college will discuss their own plans. This will be a first read for the April board meeting and a second read in May.
Cabinet Notes	Send correction to the cabinet notes to the Chancellor’s office.