



Agenda Item Details

Meeting	Aug 27, 2018 - Chancellor's Cabinet Meeting - 2:00 p.m.
Category	7. Information Only
Subject	7.01 Cabinet Notes - August 20, 2018
Access	Public
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Public Content

SCCCD CHANCELLOR'S CABINET NOTES
District Office Conference Room
Monday, August 20, 2018, at 2:00 p.m.

One Minute Around the Room	<p>Executive Director Lucy Ruiz reported: the Madera County Compact luncheon is Tuesday, August 28, 2018 and she has 4 slots available. Let her know if you would like to attend; Hmong community meeting last week was informative; September 26 will be candidate orientation meeting and managers have the timeline; there will be a ground breaking at MCCC on October 2 prior to the board meeting; reported on the following bills</p> <p>HELD -AB 1935 non-credit apportionment for supervised Tutoring for basic skills, degree-applicable, and transfer-level courses</p> <p>PASSED</p> <p>AB 310 part time faculty hours post on website</p> <p>AB 1961 student housing and meal plans on internet and ads</p> <p>AB 2012 academic & classified employees receive no less than 50% of regular salary for the remaining portion of the 12-workweek period of parental leave regardless of differential pay system</p> <p>AB 3186 deletes the repeal date applicable to best value procurement authority and extends these provisions indefinitely</p> <p>AB 1406 extends BA program to 2027</p> <p>PASSED WITH AMENDMENTS</p> <p>SB 968 Mental health Counselors...removed Community Colleges</p> <p>AB 2477 Dream Resource liaisons and centers...removed community colleges</p> <p>AB 2785 Lactation accommodations narrowed scope of requirement for sink</p> <p>Vice Chancellor Sullivan is working on finalizing the budget; new market tax credits; improving board agenda items for ease and better understanding; and potential automation of the contracts.</p> <p>Vice Chancellor Countee reported his area conducts quarterly potlucks to boost morale; he is working on developing a template for educational services to be able to report activities and information. The template has a dashboard feature and aligns with 10 year objectives as well as with the board and chancellor's goals. He will share it once it is finished.</p>
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President Bennett reported they are reviewing the faculty prioritization process to align with the budget; new Director of Research started today; she is presenting an update on CCC to the Fresno County Board of Supervisors.

Dr. Parnell reminded cabinet to let Ms. Ruiz whenever you have items happening on your campus that will need to be shared with the Board such as having elected officials present.

Executive Director Rico Guerrero reported the Foundation received a check for \$15,000 from the Sanger Women's club which makes their total contribution \$108,000 for a match, the Foundation will be a sponsor for the Dickens Christmas event; Terry Barthuli might also contact Donna Berry for sponsorship; mini grants will be going out soon; Giving Tuesday is November 27th and plans are underway with CCC and FCC.

Dr. Parnell reminded cabinet of the proposed trip to San Cristobal, Mexico at the end of November and the desire to take staff as well as some community representatives. Details are still being worked out.

Vice Chancellor Mosier explained classified recruitments that are currently in process and that are not completed prior to the completion of negotiations with CSEA will be killed wherever they are in the process, lists will also be killed, and new recruitments will start over. The PC will classify the positions and make a recommendation for salary at their next meeting, then the board will have to approve the salary. Everyone will be made aware when this happens. In order to shorten the approval process timeline, Ms. **Mosier will find out if the commission can classify and make a salary recommendation at a special meeting.** PC has also agreed to do two more recruitments a month per recruiter than what they are currently doing. She reminded cabinet to work through her if there are problems or concerns with recruitments and she will work with the PC staff. She is also involved in negotiations with the other bargaining units on the IRS Audit, the Janus case and PERS safety. She discussed the challenges with workload for the Title IX coordinators and the training requirements.

President Goldsmith reported she held an a successful student open forum and the faculty open forum will be on Thursday; held a successful police academy graduation and Friday will be the fire academy graduation; FCC staff are attending back to school nights to get parents to come back to school; reported on the misconduct of high school students relative to a sporting event held at Ratcliffe Stadium; announced registration events at Edison and Sunnyside High School as well as an event at Gazebo Gardens on Wednesday at 5:30 p.m.

Interim President Berry thanked the Foundation for approving campus needs; she took part in the ASG inauguration for MCCC and RC officers; Jim Patterson was on campus with PGE presented a \$5,000 check to the aero club; the Fresno County Board of Supervisor is presenting RC with a proclamation for the Ag award they recently received.

Vice Chancellor Miktarian commended the IS and tech departments at the colleges for working together during the absence of Director of Technology positions; supported the move to PERS safety which will help in recruitment and morale for the police department; announced Pat Jackson is interim lieutenant, moving forward with the recruitment for Director of Maintenance.

Dr. Parnell stated Ms. Sullivan has confirmed there will be \$13.6m more than expected for this year's budget. Constituent committees will be able to have input on and use the allocation model for decision

	<p>making. Due to the timing of filling vacant positions, it will create some one-time fall out money and we need to look at how to best use those funds. He reminded cabinet the importance of looking at cost of ownership for programs and buildings.</p>
<p>Follow-up on Action Items From the Last Meeting</p>	<p>Dr. Parnell stated he wanted to begin the discussion of how to handle the student drops for next semester. Ms. Mirna Duarte was present to discuss the impact of the drop. There were a total of 6,102 sections dropped for 807 potential FTES districtwide on July 20, 2018, with a total credit FTES of 15,076. As of today, the district is up to 16,992 credit FTES, an increase of 1,916 since the non-payment drop. She stated 52% re-enrolled. There was discussion regarding the pros and cons of the drop. Ms. Sullivan stated due to the registration programs at the high school, the district ends up holding spots for students who register but also do not have intentions of coming here. Ms. Duarte will look at the students coded not to drop and then see if they ended up being dropped for a no show. There was discussion regarding automatically enrolling students off of the wait list as well as discussion of how much time to give students to pay once they are notified of the drop for non-payment. Mr. Countee and Ms. Duarte will meet with Institutional Research and come up with a recommendation and bring it back to the cabinet. May not be able to make major changes in time for spring. Ms. Ruiz recommended making sure to get advance notice to the students stating if you are on a wait list make sure to check your email on a particular day so that they know they need to stay in touch to see if they need to pay for classes. Ms. Duarte will email the cabinet members the information she shared today so they can share on their campuses.</p> <p>Presidents need to provide Ms. Miktarian with the list of committees that need to be converted to SharePoint.</p> <p>Dr. Parnell commended staff on the enrollment percentages districtwide. Ms. Ruiz will send a districtwide email thanking staff for their concerted effort towards reaching enrollment goals.</p> <p>Dr. Bennett stated the class cap issue is only relative to CCC and it can be removed from this list.</p> <p>Dr. Parnell discussed the approval process of the policies and regulations through the communication council and with the academic senates. He explained anything that has to do with curriculum would be a rely on academic senate. The AR states there are five areas for academic senate purview and the other five are mutual agreement.</p> <p>Ms. Mikatarian will send a reminder to participants of the ZogoTech/Data Warehouse meeting scheduled for August 31 at 10:00 a.m.</p>
<p>Action Items – District Appointment to Interview Committee – Director of Training Institute</p>	<p>Appointments to the interview committee for Director of Training Institute will be:</p> <p>FCC – Tim Woods (Dr. Goldsmith will confirm) CCC – Director of Financial Aid Ops – Darren Cousineau</p>
<p>Board Policy/Admin Regulation Review</p>	<p>There was discussion of the accreditation compliance process and timelines relative to the board policies. Dr. Parnell stated the recommendation states the district has to show we are regularly reviewing the policies. He stated his office is working on a process for approving policies and regulations. We will be providing this document to cabinet and to the constituent groups at the next Communications Council meeting.</p>

	<p>Ms. Mosier asked the presidents to send their signed spring evaluations to HR so that dates can be entered into Datatel and we can show progress with the completion of evaluations for accreditation purposes.</p>
BP 3540 – Sexual and Other Assaults on Campus (1 st Read)	<p>Ms. Mosier explained the policy coincides with the CCLC recommendations but with softer language in the beginning. She stated it is clear about stating “on or off campus or at any function whether it is district sponsored or not.” This is a first read and will be on the agenda next week for second read.</p>
AR 3540 – Sexual and Other Assaults on Campus (1 st Read)	<p>Ms. Mosier explained the AR is compliant with Title IX. No longer have the 60 day limit for an investigation, and it should be done as soon as possible. She explained the Police Department needs to understand information is not confidential and they can provide information to the Title IX coordinator doing the investigation. She stated if it involves a student it can only be a student worker discipline and then the Student Conduct policy needs to be updated as it goes along with this policy. This will be on the next cabinet agenda for a second read. Mr. Countee will coordinate with the VPs and Ms. Anderson on AR 5500 Student Conduct so that this can be reviewed and updated as soon as possible. Mr. Countee will get a copy of the latest version from when this AR was worked on previously.</p>
BP 7110 – Delegation of Authority (1 st Read)	<p>No changes. It will be on the next cabinet agenda for a second read.</p>
AR 7110 – Delegation of Authority (1 st Read)	<p>Minor changes. It will be on the next cabinet agenda for a second read.</p>
AR 7337 – Fingerprinting (1 st Read)	<p>Just an AR at this point, convicted felons came to the cabinet and there were changes and will try to do incorporate language to address the concerns and flexibility of being able to hire students who are convicted felons in appropriate situations. Fingerprinting of students is not consistent within the district. HR is recommending fingerprinting all students which would be an approximate additional cost of \$22,000 per year. Students pay \$20 towards the cost of fingerprinting. Ms. Ruiz asked if students have a hardship, can they have a payroll deduction of \$2 a month to cover the \$20 fee. If people are going to an outside vendor to be fingerprinted, do not give out our billing number for fingerprinting. M. Mosier will send an email stating not to give out billing number to outside agencies for fingerprinting. Also HR is not recommending all volunteers be fingerprinted, but they are recommending athletic volunteers get fingerprinted. Cabinet was asked to send Ms. Mosier comments and suggestions on fingerprinting. This will be brought back for second read at the next meeting.</p>
BP 6850 – Smoking, Use of Tobacco, Non-regulated Nicotine and Other Vapor Producing Products (1 st Read)	<p>Ms. Miktarian stated she is doing some fact checking with the CCLC version of the policy and this will come back for first read at the next cabinet meeting. Ms. Mosier will also plan to bring the drug free policy to the next cabinet meeting as it deals with prohibition of marijuana. Both policies can be discussed at the same time. Ms. Ruiz stated both policies have to reference to each other.</p>
AR 6850 – Smoking, Use of Tobacco, Non-regulated Nicotine and Other Vapor Producing Products (1 st Read)	<p>This will be brought back for first read at the next meeting.</p>
Review Board Agenda – September 4, 2018	<p>The final budget will be presented which is essentially the tentative budget with slight changes. A presentation and summary will be sent to the board on Wednesday of this week to allow ample time for board review. New Market Tax credits will be on this agenda as well. Dr. Parnell reminded staff to finalize their items by Wednesday unless</p>

	<p>there is an emergency item that needs to be added. Claudette will send Ms. Anderson an email asking for clarification of accessibility as it relates to website links embedded in our agenda material and whether or not the district has to make the statement that we will read the full item if it is not accessible.</p> <p>Ms. Miktarian will add a bond update presentation to the agenda and a closed session items for the purpose of discussing property. Golden Five will be reworked and moved to consent. MOU with Fresno Pacific University will be moved the consent.</p>
Fulton Color Board	<p>Ms. Miktarian discussed the color boards, flooring, furniture and fabric options for the new district office. There will be a limit of one accent color for each floor. The board room will not be done by the time staff moves into the building. The police will stay at the district office current location. Current file cabinets will most likely be moved to the new location and used for archive storage. Ms. Mosier asked how the packing will be handled relative to employees and their need to work on their regular workload and still get packed up. Ms. Miktarian explained the movers are most likely not going to be doing the packing. There is the option of bringing in some people to assist. The move-in date will be approximately January 2019, and there will be some flexibility with departments once we know the move in date.</p>
Facilities Master Plan	<p>Ms. Miktarian explained Darden will be going to the campuses to review the status of the facilities master plan and will also present at Chancellor's Cabinet. The presentation should not come across as a done deal but rather that input is still be sought. Also, the Presidents will need time to review the document before it goes to the board for approval. Ms. Miktarian stressed it is helpful to have the Presidents participate in the campus meetings. It was decided Darden should present at the next cabinet meeting and it will be first on the agenda.</p>
Technology Consultant & Technology Master Plan	<p>Consultant Deborah Ludford will be invited to Chancellor's Cabinet to share the scope of her work including cost analysis for technology pieces, staffing, and the work processes and responsibilities of district vs campus. She will help make sure we are getting out to the right people and involving the colleges to make sure we are going in the right direction.</p>
Mail Delivery	<p>Ms. Mosier stated she will send a notice to the DO they will no longer deliver mail every afternoon, but if a department has a necessity to have something postmarked and mailed the same day, they need to let HR know and need to have it into the mailroom by 3:00 p.m.</p>
Job Families	<p>Ms. Mosier will have Elba Gomez send both versions of the job families spreadsheets to managers.</p>
EEO Committee Appointments	<p>Donna Cooper, will be the new administrative representative from FCC. Ms. Mosier will make contact with her regarding this.</p>
Adult Education Allocation	<p>Mr. Countee provided a preliminary spreadsheet showing the adult education allocation funds that have been allocated to each college and need to be spend the funds by December 31st. He explained Rozanne Hernandez will have a more detailed report within the next few weeks this is just a heads up for initial planning purposes.</p>
AB 705 Workshop Draft Report	<p>Mr. Countee provided draft meeting notes from the AB 705 Workshop held on July 31. He stated it was a good meeting and there was agreement in some areas and the need for further conversation in other areas. They are continuing to find ways to come together and it will be on the next VPs agenda. He also announced that meeting is being moved to August 31.</p>

Cabinet Notes – Monday, August 13, 2018	If you have changes, let Claudette know.
Eileen O'Hare Anderson Schedule	Ms. Anderson is on vacation this week, and in court next week. If you have legal needs work through Claudette for assistance.
Part-Time Contracts	Ms. Mosier stated division offices have to make certain they issue part-time contracts to adjuncts. They have to have a contract prior to starting work. A specific area of concern is the Police Academy. She stated even if it is an emergency appointment, they have to issue a contract and give them a notice of assignment. If their classes end up changing, it is not that big of an issue. She stated this is also a requirement for counselors and librarians. Do not make a big of issue of it right now, but do ensure that contracts are being given.