



Agenda Item Details

Meeting	Sep 10, 2018 - Presidents'/Chancellor's Cabinet Meeting - 2:00 p.m.
Category	6. Information Only
Subject	6.01 Cabinet Notes - August 27, 2018
Access	Public
Type	Information

Public Content

SCCCD CHANCELLOR'S CABINET NOTES
District Office Conference Room
Monday, August 27, 2018, at 2:00 p.m.

Facilities Master Plan Update	<p>George Cummings is setting meetings at the colleges for further input on the Facilities Master Plan (FMP). He will send another email to find a time for MCCC and FCC. The purpose of the meeting will be to see if anything was missed from the input last spring, provide an update on progress to date, and emphasize the FMP is still a working document. Presidents made it clear the data information has not gone through the constituent groups and it needs that step before the document is considered final. Mr. Petithomme reported on progress through the summer in terms of consultants doing the paving studies, landscape architect making site visits for landscape and irrigation standards, night walks to look at light levels on the campus, room assessments on the campus to be sure classrooms align with space inventory. He still has a few rooms to assess at FCC and will not be reviewing OCCC or TCC due to upcoming moves. He will assess a few dorm rooms at RC and the common areas. Ms. Miktarian will have a better idea on the traffic study after a Wednesday meeting. It was mentioned in some cases the plan still references Willow International. Also there was a request to add West Fresno and the Downtown Building to the narrative. District Office needs to have a section with graphics. Ms. Miktarian and Mr. Petithomme will work on this. Cabinet members are to look at the document and send their input to Ms. Miktarian and/or George Cummings by September 7th. Presidents need to look at the names to be sure they are correct.</p>
Technology Consultant Scope of Work	<p>Vice Chancellor Makarian introduced consultant Deborah Ludford who discussed the scope of the technology work to be performed. It is a large list and she asked for direction relative to the priorities of the district on the list of projects. Dr. Parnell explained this is an opportunity for Ms. Ludford to gather information she needs in order to make recommendations to the district on our technology. Meetings will be conducted at the colleges, without district management present, in order to allow for as much information sharing as possible to make informed recommendations. Ms. Ludford will attend the next DTAC meeting and work with the campuses to get as much buy-in by building from the campus input and moving forward. She will also meet with the Presidents and VPs at the colleges. She will look at the overall program and try to build on economies of scale and address the efficiencies of the district.</p> <p>Relative to the list of items to address, the social media policy will be looked at by the technology staff in terms of how we handle social</p>

	<p>media for the long term. Ms. Mosier pointed out HR also has a social media aspect that is separate from public information. In terms of priority Ms. Ludford recommends focusing on the technology plan, but she also needs to understand all of the priorities within the district. Priorities would be the backbone and overall health of our system and making sure things stay up and running, security and disaster recovery technology plan for the district. There was discussion regarding the possibility of aligning with the high school feeder schools and what they currently use. She will analyze Ellucian, data warehouse needs, as well as internal data collection. A list of possible priorities is contained in BoardDocs and cabinet can provide feedback and questions to Ms. Miktarian. Meetings mentioned above will be set up through Anne Adams and Ms. Miktarian, the goal is for the meetings to happen next week.</p>
One Minute Around the Room	Due to length of the meeting this item was skipped.
Follow-up on Action Items from the Last Meeting	Due to length of the meeting this item was skipped.
Action Items	There were no action items.
Update on BP/AR Plan for Review	<p>Cabinet was provided with a spreadsheet for the BPs and ARs that reflects a timeline for reviewing the documents in order to meet the accreditation recommendation that we have a plan for review and adoption of the BPs and ARs. It was explained the spreadsheets were created by using Ms. Mosier's timeline for review of the HR chapters and also two new BPs and ARs for each of the other chapters for each month. Vice Chancellors will be responsible for looking at the spreadsheet and determining which policy and regulation falls within their jurisdiction. Review that policy and regulation and submit it into Board Docs for review on the designated meeting. The schedule only lists when the item will come to cabinet for the first read, the timelines will be fluid and can be adjusted. This is just an attempt to get the process moving to show progress toward the accreditation recommendation. When there is more than one manager responsible for a certain BP and/or AR, those managers will need to work together. Dr. Parnell asked that they look at the CCLC version for comparison and follow the format that Ms. Mosier has established. It was agreed once the board policy goes through the complete process and is approved by the Board of Trustees then the accompanying AR will be uploaded to BoardDocs at that time. Presidents requested, with the passage of AB 705, Vice Chancellor Countee begin the review process on BPs 4240 and 4260 Academic Renewal and Pre-requisites and Co-requisites. There was discussion that some of the BPs and ARs will need to be reviewed by VPs and deans before coming to the Chancellor's Cabinet as well as reviewing the language from CCLC. There was also discussion on the 10+1 determination. The chancellor's office will work with the Vice Chancellors and Presidents on those determinations. It was also pointed out the Academic Senates can bring an item to the cabinet for review.</p>
BP 3540 – Sexual and Other Assaults on Campus (2nd Read)	BP 3540 – Sexual and Other Assaults on Campus redline version was approved as a second read and will go to Communications Council on September 25, 2018.
AR 3540 – Sexual and Other Assaults on Campus (2nd Read)	AR 3540 – Sexual and Other Assaults on Campus redline version was approved as a second read and will go to Communications Council on September 25, 2018.
BP 7110 – Delegation of Authority (2nd Read)	BP 7110 – Delegation of Authority redline version was approved as a second read and will go to Communications Council on September 25, 2018.

AR 7110 – Delegation of Authority (2nd Read)	AR 7110 – Delegation of Authority redline version was approved as a second read and will go to Communications Council on September 25, 2018.
AR 7337 – Fingerprinting (2nd Read)	There was discussion regarding fingerprinting of all student workers in the district. Following discussion of the logistics of how this will occur given the large number that will need to be fingerprinted especially at the beginning of each semester and the machine is located at district police office, it was decided to do further research on the logistics before moving forward on the final approval of this AR. Ms. Miktarian and Ms. Mosier will get together for further discussion on this.
BP 3550 – Drug Free Environment and Drug Prevention Program (1 st Read)	BP 3550 – Drug Free Environment and Drug Prevention Program, this was a first read and there were no changes to the redline version.
AR 3550 – Drug Free Environment and Drug Prevention Program (1 st Read)	AR 3550 – Drug Free Environment and Drug Prevention Program, this is a first read of the redline version. There was discussion regarding the listing of the resources and it was determined those need to remain in the AR. This will come back to the next cabinet meeting as a second read.
BP 3555 – Drug and Alcohol Prevention Program (1 st Read)	BP 3555 – Drug and Alcohol Prevention Program, it was recommended to abolish this policy as AR 6950 – Drug and Alcohol Testing, recommended by CCLC, covers this topic in more detail. This is a first read and will come back to the next cabinet meeting as a second read.
BP 7370 – Political Activity (1 st Read)	BP 7370 – Political Activity, this is a first read with only minor changes to formatting and will come back to the next cabinet meeting as a second read.
AR 7370 – Political Activity (1 st Read)	AR 7370 – Political Activity, this is a first read. The HR department added the language relative to an annual notice every October. Ms. Mosier suggested the PIO department be responsible for sending out the annual notice on political activity. This announcement will go out by October 1. Timing needs to be coordinated with the return of staff and prior to the political season. Ms. Ruiz will add the language below and have general counsel review, prior to sending the announcement. "that no district funds, services, supplies, or equipment may be used to urge the support or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees." and coordinate this announcement going out prior to October 1. This AR will come back to the next cabinet meeting as a second read.
BP 7510 – Domestic Partners (1 st Read)	BP 7510 – Domestic Partners, this is a first read and HR added CCLC non-discrimination language for domestic partners. This will come back to the next cabinet meeting as a second read.
AR 7371 – Personal Use of Public Resources (1 st Read)	AR 7371 – Personal Use of Public Resources, this is a first read and HR added "that no district funds, services, supplies, or equipment may be used to urge the support or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees." Dr. Parnell asked that this language also be added to the Political Activity notice that will be sent out districtwide. Ms. Mosier stated CSEA will need to be reminded they cannot use the district email for supporting candidates. This will come back to the next cabinet meeting as a second read.

Review Board Agenda – September 4, 2018	<p>Dr. Parnell reviewed the agenda. VC Miktarian has a bond presentation in the agenda, cabinet needs to review and let Ms. Miktarian know by Tuesday, 8/28/18 if there are any changes. There was discussion on the final budget presentation and the changing FON and FTES numbers and the impact on finalizing the budget.</p> <p>Ms. Berry asked about the status of AR 6200 from the last year in terms of approval through the constituency process and if there is a final AR it is not posted on Board Docs. Dr. Goldsmith stated the FCC academic senate originally voted against AR 6200 and then they want to revisit it again and they think it is a 10+1. Claudette is going to check notes for the status and will send the AR to constituents.</p> <p>Christine Miktarian asked for a status update of AR 6500 Property, it needs to be uploaded to BoardDocs.</p>
Fulton Building Move	<p>Ms. Miktarian and Dr. Parnell would like to hold informational meetings with staff to answer questions on the status of the move to Fulton Street. The informational meetings will be as follows:</p> <ul style="list-style-type: none"> • Wednesday, September 5 from 9 – 10am at Herndon Campus • Wednesday, September 5 from 11 am – 12 pm at DO • Friday, September 7 from 3 – 4 pm at DO <p>Ms. Miktarian will give the Chancellor’s Cabinet members FOB access. There was discussion regarding the plan for parking. Ms. Miktarian explained there will be a parking attendant who will enforce the parking violations should they occur.</p>
Cabinet Notes – Monday, August 06, 2018	If there are changes to the notes let Claudette know.
Eileen O’Hare Anderson Schedule	Ms. Anderson will be in court this week but available via email. Contact Claudette to work with Ms. Anderson for any concerns.
Office 365 – Downtime Scheduled for Cutover	Email will not be available on Sunday, September 16, 2018 from 4:30 a.m. to noon while the Office 365 project update takes place.
SSO Proxy Update: Impact to Students using Canvas	There was discussion of the single sign on update and the banner that will be on the webpage for students containing an advance notification that in the near future they will need a CCCID. Ms. Ludford explained this is a pilot project and there may be some changes. There is a push to get one ID number for students and have it run stay with them through the whole system. She will keep Ms. Miktarian apprised of this.