

**Agenda Item Details**

Meeting	Jun 10, 2019 - Chancellor's Cabinet Meeting - 2:00 p.m.
Category	6. Information Only
Subject	6.01 Cabinet Notes - June 3, 2019
Access	Public
Type	Information

**Public Content**

**CHANCELLOR'S CABINET NOTES**  
District Office Conference Room  
June 3, 2019

One Minute Around the Room	<p>Mr. Guerrero is busy packing for the district office move. Next week he will be attending a Network for Foundations meeting at the College of the Canyons then he will be on vacation.</p> <p>Dr. Buckley is happy to be officially onboard and enjoyed the surprise welcome party today. RC sent a team to Irvine as part of the IPEI on enrollment. He has reviewed the districtwide response on the SLO issue.</p> <p>Ms. Mosier stated there still needs to be a districtwide email on the SLOs. <b>Ms. Matz will provide Mr. Countee with a copy of the Friday memo discussing the SLOs and he will take the lead on the SLOs.</b> Ms. Mosier explained SLOs are not a union matter. The Presidents can direct the academic staff on SLOs and on the syllabus. If there is push back from employees or from Keith Ford, Presidents need to work with Ms. Mosier regarding the response.</p> <p>Dr. Bennett held a meeting with the SBDC regional director and they are proceeding with issuing small business loans. Dr. Bennett is pleased to have a complete executive team with the additional of the new VPI on staff.</p> <p>Mr. Reyna's home closed escrow and he is pleased with the proximity to all of the campuses from his home. He has met with the MUSD Superintendent Massetti, Supervisor Frazier and Trustee Kahn. MCCC staff will meet tomorrow to discuss the mission and vision for MCCC as part of the accreditation requirements.</p> <p>Ms. Mosier reported HR has moved to the Fulton building and the small glitches are being resolved.</p> <p>Ms. Miktarian has been busy with board agenda preparation.</p> <p>Dr. Hall reported FCC is celebrating the design science graduates and the success of the IDEA Summit. Campus groups attended the strategic enrollment academy last weekend. Dr. Van Hook and</p>
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	<p>her staff recently visited FCC to review Guided Pathways and the student success teams.</p> <p>Mr. Countee will be doing a lot of business travel this month. Ms. Torres provided Presidents with latest data on enrollment targets.</p> <p>Ms. Ruiz is busy with the logistics of the move.</p> <p>Ms. Sullivan is busy with board meeting preparation.</p> <p>There was discussion regarding the FTES for summer, the 320 report and the push /pull of enrollment. Dr. Parnell stated if the enrollment is slightly negative then we will have to push for next year. The district will continue to monitor the numbers.</p>
Follow-up Items from the Last Meeting	<p><b>Ms. Mosier will find out if the CUE four part training series is available online.</b> The \$4,500 charge is most likely for each college and not for the district. The four part series is a deeper dive on equity in faculty hiring, focuses on job announcements, implicit and explicit bias, and interviews. Ms. Mosier stated there is still the possibility of bringing CUE to the district.</p> <p>Dr. Bennett stated CCC took what they previously learned from CUE and made adjustments to the job descriptions and implemented processes with the committees and it made a drastic change to CCC hiring in a positive way. She would now be interested in equity into the classroom.</p>
Chief Technology Officer Interview Questions Feedback	<p>Cabinet needs to continue to provide interview questions to Ms. Mosier for the Chief Technology Officer position. Ms. Miktarian has provided sample questions that address the cost of ownership for buildings. <b>Dr. Buckley will provide a question relative to the transition to electronic forms in more areas than just requisitions.</b></p>
AR 7233- Working Out of Classification	<p>This was removed from the agenda so that HR can draft language relative to the timeline for applying for Working Out of Classification. There are parameters involved in WOC and managers should consult with HR if they have any questions as it relates to this. She stressed managers need to take a greater responsibility in knowing what the employee is doing in terms of their duties and be held accountable for working employees within their job description. If there is a need for higher level duties to be performed, they need to consult with HR.</p> <p>Dr. Bennett asked about working 5 days at a higher level. Ms. Mosier explained if employees work more than 5 days in 15 day period at a higher level, and they do not have permission, then they can be disciplined. Employees cannot decide to take on higher level duties and then the district is required to pay them for those services. Ms. Sullivan stated managers previously received an email encouraging managers to work with HR concerning the parameters relative to WOC and suggested sending that reminder. Ms. Mosier will check on this email and resend it if necessary. Always consult with HR on these kinds of issues.</p>
Review Board Agenda, Regular	<p>Introduction of guest will include the FCC badminton state championship team and the presentation of a plaque to Student</p>

Meeting June 4, 2019	<p>Trustee Chuck Rodriguez. Swearing in of the new student trustee will be moved to follow introduction of guests. Public comment may include bookstores, PLA, faculty on SLO, administrative salaries and y-rating employees. Dr. Parnell stated the goal with compensation is to get everyone just above the average in the districts that we use from comparison. This is to keep us competitive.</p> <p>Dr. Bennett will check with Mr. Besmer regarding her concerns on the CCAP agreement with CUSD.</p> <p>Ms. Mosier stated the MCCC ISER was not reviewed by HR and there are statements that are contradictory to actual practice. <b>She asked Presidents to be sure to allow her to review these write-ups in the future.</b></p>
Accreditation Follow-up Reports; FCC, RC, CCC	<p>Mr. Countee stated the accreditation reports reflect the college input and cabinet input. The ALOs worked closely with the college leads and this provided the current information that includes feedback by the constituencies. <b>FCC will send the most recent follow-up report to Mr. Countee.</b></p> <p><b>Dr. Bennett expressed concern regarding wording relative to specifics of timelines she will send Mr. Countee the specific language to address her concerns.</b></p>
Ellucian Strategic Alignment Report	<p>Ms. Miktarian provided the Ellucian alignment report. Cabinet needs to review this and be prepared to discuss the next steps that have been recommended by Ellucian. <b>Provide feedback to Ms. Miktarian by June 21, 2019.</b> Upon her return from vacation she will review the feedback and discuss the next steps that have been recommended by the Ellucian.</p>
Cabinet Notes	<p>Send any edits and corrections to Chancellor's Office.</p>
Districtwide Meeting Management	<p>There was discussion regarding the safety presentation at the management meeting last Friday. The question was raised as to who should be the point person for the district office Darren Cousineau or Chief Flores. For the managers who did not attend the training for NIMS/SIMS, cabinet determined those managers need to do the training so they can obtain their certificate of completion. <b>Ms. Zuniga will send an email explaining this to the managers and provide the link.</b> Ms. Miktarian stated she will have Mr. Cousineau work with campuses to set up a locations and the tree of people. Dr. Bennett asked that he start with the Presidents now, so they can get some of the work done this summer. Dr. Buckley stated there should be one drill per semester and we should integrate with public agencies so they are working with the district for the future.</p> <p>Ms. Mosier stated HR is currently working on agendas for next year and asked managers to provide topics for the management meetings for next. She stated if there is a topic that has been done in the past but needs to be revisited that is o.k. too. <b>Send an email to Ms. Zuniga or Ms. Mosier by June 17, 2019.</b></p>

