



### Agenda Item Details

Meeting	Oct 22, 2018 - Chancellor's Cabinet Meeting - 12:00 p.m.
Category	2. BP/AR Review
Subject	2.09 Cabinet Notes - October 15, 2018
Access	Public
Type	Information

### Public Content

**SCCCD CHANCELLOR'S CABINET NOTES**  
**District Office Conference Room**  
**Monday, October 15, 2018, at 2:00 p.m.**

One Minute Around the Room	<p>Vice Chancellor Mosier attended the ACHRO conference and received good information on how to conduct workplace investigations. <b>She will share the step by step guide with cabinet.</b> The governor signed a new law relative to sexual harassment reporting and investigating. It will most likely increase the volume of required investigations to the point the district will need to employ outside counsel to handle the workload. She also stated training on sexual harassment awareness will be required by all employees including student workers. HR is looking to find a program that will meet this requirement.</p> <p>Last week Vice Chancellor Sullivan was busy with meetings relative to AB 19 as well as conference calls with bond counsel in preparation for the next steps of issuing bonds. She discussed the suggestion of a five-year certification which would give the district more flexibility. This week DBRAAC will review the breakdown of what the budget will look like with Madera becoming a college.</p> <p>President Goldsmith stated the press conference with Joaquin Arambula was a great event. FCC was awarded \$1M for CTE along with six other colleges to advance workforce training. FCC is hosting a huge Foster Youth event this Friday. There will be high school students and high school counselors on campus for the event. She announced the FCC choir will be going to Carnegie Hall and travel approval will be added to the board agenda.</p> <p>Vice Chancellor Countee reported he and Dr. Roguklin co-presented on the topic of data and diversity at the Western Region Council of Black American Affairs (WRCBAA). They were looking at the correlation</p>
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between the number of African America faculty and the student success rate. The data determined there was not a correlation, but they also addressed ways to attack the question differently. Dr. Roguklin has a vision to create some type of enterprise revenue with consulting with other colleges and districts. **Mr. Countee will provide Dr. Parnell profile information regarding his position on the WRCBAA.**

Executive Director Guerrero attended the CASE conference last week and he will be serving on the committee that organizes the conference for next year. He had an opportunity to meet Margaret Desmond Hughes who owns CFK in the Fresno. Based on a discussion with her regarding Giving Tuesday, he has sent CEO Steve Lyles a proposal for \$10,000 for the RAM Pantry. He announced Gina Cuttone will receive the volunteer fundraiser of the year award at a luncheon on November 8<sup>th</sup>. He is busy with finalizing the Chancellor's Circle event, Promise information and direct mailers.

Vice Chancellor Miktarian stated she is busy with the upgrade to Office 365 and on the advice of consultant Deborah Ludford she wants to meet the challenges of the changeover in a slow, methodical way and the training will be a little slower as well. Relative to the donors for the RC CFPA she understood that Ms. Berry held a meeting with Mr. McClarty and she thought he had a better understanding of the timelines as a result of the meeting. **Dr. Parnell will send Mr. Guerrero the email he received from Gus Bonner regarding this.**

Executive Director Ruiz announced Trustee Nishinaka received the California Association Nurseries and Garden Center Outstanding Horticulture Education Award. A press release will be out soon. Muro de Honor nominations are due October 23, 2018. Compact nominations are due November 16, 2018. She is currently working on putting together the legislative committee. She announced the following events: Southeast Fresno Trailblazers luncheon on November 7, 2018; the Hmong thanksgiving awards dinner on November 16, 2018; Westside Church of God program on December 7, 2018. **She will also buy a table for the volunteer of the year luncheon on November 8, 2018.**

Vice President Dale van Dam stated RC is working on the implementation of AB 705, and the ripple effects it has on the college programs. Advisory committee meetings are being held, the staffing prioritization process is underway and it is homecoming week. The RC Tigers are 6-0 and they play Saturday at 1:00 p.m.

Chancellor Parnell attended the HACU conference and he had an opportunity to share the RC and MCCC President recruitment materials at the conference. Next year he would like to be able to send five students from each of the colleges to the HACU conference being held in Chicago. He also had the opportunity to attend a building naming ceremony honoring his father at Lane Community College.

Follow-up on Action Items form the Last Meeting	<p>Dr. Parnell explained Dr. Roguklin is working with Cherylyn Crill-Hornsby on producing data that will influence the decisions that need to be made relative to the Promise programs. Ms. Sullivan stated it will be necessary to use the services of an outside contractor to write the rules for the system to allow for the different fee waiver options for students. A contractor has been identified that will be able to do this to expedite the process. Additionally, the Presidents had an opportunity to meet, discuss and memorialize the understanding of the different Promise programs as it relates to implementation of the programs.</p> <p>Dr. Parnell stated it is the goal of the district to award as much funding as possible and to make a decision as soon as possible on the Promise programs.</p> <p>Relative to items for the campus food pantries, Ms. Mosier is going to go with any non-perishable items and cash. It was mentioned the best thing are items that can be a quick grab and go for students. Also, students do not seem to be interested in the large containers of spaghetti sauce. <b>Mr. Guerrero will be sending a registration form to MCCC and CCC to establish a foundation account for cash deposits for their food pantries.</b></p> <p>With new laws coming forward, Ms. Mosier discussed the concept of loaning out small portable refrigerators for storing breast milk for employees. She also stated they are considering making a separate AR on the topic of lactation. She announced the president search committee meetings for next week and ACCT will be distributing recruitment materials at the conference next week.</p> <p>Relative to the board policy review for the future, Dr. Parnell agrees that three years might be too soon. We will go through this current cycle and then change the next review date to be five years out.</p>	
Action Items		
SCCCD Strategic Plan to Board of Trustees for November	<p>Dr. Parnell stated previously the cabinet recommended adding in a Promise and Pathway goal to the District Strategic Plan. Also the State Chancellor has been clear about the need to align our goals with the state's goals. Mr. Countee held a District Strategic Planning meeting last Friday and it was decided to have a sub-group work on the alignment piece. Relative to the presentation <b>Mr. Countee will change the wording in the logos and will also work with the committee on the slides to show alignment. In the meantime, cabinet needs to send feedback and changes to Mr. Countee as soon as possible. This will be brought back for a first and second read again.</b></p>	
Accreditation Tracking and Timeline	<p>Mr. Countee provided an accreditation tracking document which contained two compliance <b>recommendations that need to be completed by Ms. Mikitarian and Ms. Mosier by October 23<sup>rd</sup>.</b></p> <p>The bullet point information to be provided needs to only address the</p>	

	district level response to the recommendation. The colleges are preparing their own responses. Mr. Countee will provide a copy of the report prior to submission and will share the college responses with Ms. Mosier. Bullet points are due next week; evidence to follow. It was explained the other items on the form have to do with the Mid-Term report which will be due at a later date.
BP/AR Review	
BP 7345 – Catastrophic Leave (Second Read)	BP 7345 – Catastrophic Leave redline version was approved as a second read and will go to Communications Council on November 6 as information only.
AR 7345 – Catastrophic Leave (Second Read)	AR 7345 – Catastrophic Leave redline version it was agreed the district will contribute 1 day for every 5 donated and was approved as a second read and will go to Communications Council on November 6 as information only. The Personnel Commission will address the rule change.
BP 7400 – Travel (Second Read)	BP 7400 – Travel redline version was approved as a second read and will go to Communications Council on November 6 as information only.
AR 7400 – Travel (Second Read)	Ms. Mosier provided a revised redline version of AR 7400. Sharing one room has been removed, and it was agreed to change the gratuity amount to 20%. There was discussion regarding the wording of advanced payment on air travel and the use of travel agencies. <b>Mr. van Dam and Ms. Sullivan will provide their suggested language to Ms. Mosier. Dr. Parnell will then review and make the determination on the language and let the cabinet know the outcome.</b> AR 7400 will come back at the next cabinet meeting.
AR 7126 – Applicant Background Checks (First Read)	AR 7126 – Applicant Background Checks was provided as a first read. <b>Cabinet members need to review and email Ms. Mosier any questions in advance so staff can research their questions prior to the next meeting.</b>
AR 7127 – Verification of Eligibility for Employment (First Read)	AR 7127 – Verification of Eligibility for Employment was provided as a first read.
BP 7335 – Health Examinations (First Read)	BP 7335 – Health Examinations was provided as a first read.
AR 7335 – Health Examinations (First Read)	AR 7335 – Health Examinations was provided as a first read.
AR 7336 – Certificate of Freedom from Tuberculosis (First Read)	AR 7336 – Certificate of Freedom from Tuberculosis reflects changes in the law and was provided as a first read.
AR 7344 – Notifying District of Illness (First Read)	AR 7344 – Notifying District of Illness is being changed to align with contract language regarding notification of illness. This was provided as a first read.

BP 5500 – Standards of Conduct	BP 5500 – Standards of Conduct the latest redline version was reviewed. Ms. Mosier asked if the agenda could reflect a first or second read and was unsure which redline version was the correct one to review. She also asked what EW stands for. <b>Mr. Countee stated he has a response from Robin Torres that he will share with the cabinet.</b> This will come back to the next cabinet meeting as a first read. There was discussion regarding the district plan to keep the board policies broad and the administrative regulations will have more detailed information.	
AR 5500 – Standards of Conduct	Cabinet suggested addressing marijuana use for students in this AR. <b>It was also suggested the Title IX Coordinators and Deans of Students review this AR. Mr. Countee will circulate it for review with those suggested and bring it to a future cabinet meeting as a first read.</b>	
CP Technology Training Series & Possible Partnership with Training Institute	Ms. Mosier discussed the need for continued professional development for the classified staff and provided cabinet members with a proposed schedule for upcoming technology training. She also stated they would like to possibly partner with the Training Institute for training sessions. Currently Ms. Elba Gomez and Ms. Melissa Flores are working with Mr. Scott Olds on the planning and scheduling of the training sessions. There was discussion regarding the number of training sessions as well as the managers that would be involved in training. Ms. Mosier stressed employees need basic Word and Excel training. <b>Mr. Countee will work with the Training Institute on a proposal that would be multiple sessions per year and the different sites.</b> It will be an at cost proposal and that would be their contribution to the program. Dr. Parnell stated the training needs to be provided but the schedule needs to be modified. He will also consider the budgetary issues for the training. <b>Ms. Gomez and Ms. Flores will work with Mr. Olds to modify the schedule and they will keep Ms. Miktarian informed.</b>	
Discussion and Decision Regarding Cancelling Cabinet Meetings	Meeting changes for cabinet are: <ul style="list-style-type: none"> <li>Monday, November 19, 2018 – General Counsel Interviews at 8:30 a.m.</li> <li>Monday, November 19, 2018 at 2:00 p.m. – cancelled</li> <li>Monday, December 10, 2018 at 2:00 p.m. – cancelled</li> </ul>	
Parking – Relaxed, Codes, Chargebacks	There was discussion regarding issues with parking in terms of relaxing lots, loss of parking fine income, issuing parking codes to visitors who come to the campus, emailing out passes for daily events, and charge back of expenses to the colleges. There was discussion regarding the pros and cons of increasing the parking fee from \$1 to \$2 per day. There was also discussion regarding increased charges for community members attending events on campus. No decisions were made since Ms. Sullivan had to leave the meeting early. <b>Dr. Goldsmith recently</b>	

	<p><b>sent out a parking protocol memo to the FCC faculty and staff and she will share that email with cabinet members.</b> Dr. Parnell stated we need to consider the increase in the parking fee and need to prepare the board with background information in advance.</p>
IS/Technology Governance – PII and Grade Changing	<p>Ms. Miktarian provided the cabinet with a listing of employees who have access to change student grades as well as a list of employees who have access to the personal identifiable information (PII) for all employees. <b>She asked cabinet members to review the list and respond and provide feedback as to who can be removed from the access.</b> She said this is a huge security issue to the district which needs to be resolved as soon as possible.</p> <p>Ms. Mosier stated the PII access is larger than the list that was provided. She explained every person in the district who enters information into the NAE screen has access to this information. This access is granted to many people all over the district. It was stressed that students should definitely not have access and again, <b>cabinet needs to review the list and let Ms. Miktarian know who should come off the list by Friday, October 18, 2018.</b></p>
Discussion of AB 19 and Other Promise Programs	Data is still being collected on the number of Promise students and the costs associated with free tuition. There will be further discussion once the data is all in and determinations can be made relative to the sustainability of the program. Dr. Parnell again stated he recommends taking some of the money from each college and putting it in an endowment so there will be funds for the future.
Discussion of November 13, 2018 Board Meeting	The draft agenda was reviewed and placeholders were added to the agenda as a result of discussion.
Presidents'/Chancellor's Cabinet Notes	Provide Claudette with any corrections to the notes.
Schedule for Eileen O'Hare Anderson	Ms. Anderson will be in the district on Thursday and Friday, October 18 and 19, 2018.
Quarterly Classified Evaluation Report	The quarterly classified evaluation report was provided in BoardDocs.