

STATE CENTER COMMUNITY COLLEGE DISTRICT

Summary of Chancellor's Cabinet Meeting Monday, September 9, 2013

Present

Deborah G. Blue, Sandra Caldwell, Teresa Patterson, George Railey, Deborah Ikeda, Tony Cantu, Greg Taylor, Ed Eng, Diane Clerou, Brian Speece, Nina Acosta

Absent: Gurdeep He'Bert

Meeting Ground Rules

Dr. Blue led the discussion on meeting protocols. Some of criteria identified were: one person speaks at a time, stay focused on the agenda item, listen respectfully, everyone contributes regardless of rank and value, respectful dialogue, support the consensus, summarize agreements for each agenda item and at the end of the meeting, maintain confidentiality as appropriate, consensus decision-making, mutually supportive, demonstrate trustworthiness, maintain a sense of humor, hard on issues/soft on individuals, encourage a blame-free culture. **The suggestions will be compiled and returned to chancellor's Cabinet for formal adoption. Once approved, it will be placed on the Chancellor's Cabinet webpage.**

Decision Making Manual

Dr. Blackwood reviewed the latest draft of the decision-making manual. Cabinet will provide Dr. Blackwood with additional information and recommendations by September 13, 2013.

Grant Application Approval & Submission Process on the Campus and District Level

Dr. Railey reviewed the draft grant application approval & submission process on the campus and district level. **Dr. Railey requested Cabinet review and provide feedback by September 16. This item will return to Cabinet on September 23, 2013 for consideration.**

Board Policy 4020 Program, Curriculum and Course Development

Dr. Railey reviewed Board Policy 4020 Program, Curriculum and Course Development and the recommended changes from the California Community College League of California. This item will return to a future Cabinet meeting.

Board Policy 4040 Library Services

Dr. Railey reviewed BP 4040. Cabinet approved the board policy and recommended it be forwarded to Communications Council for consideration.

Signature Programs

Dr. Railey reviewed information on signature programs, including the definition of signature programs and the process for applying for "signature status". **Cabinet will review the provided documents and provide input at the September 23, 2013 Cabinet meeting.**

Sabbatical Leaves

Diane Clerou reviewed the draft operational guidelines for sabbatical leaves with Cabinet. Diane will finalize the changes and bring the item back to Cabinet for approval.

Negotiations

Diane Clerou provided an update on negotiations.

SCCCD 2013-2014
Inaugural Leadership
Development Academy

Diane Clerou asked for input on the nominations of participants and the Capstone projects. Cabinet members will send recommendations to Diane Clerou for capstone projects. Diane will compile a list and send it to Cabinet for input. Notification to the selected nominees will be sent this week. The first day of the academy will be September 26, 2013.

Military Cords

This item was continued to the September 23, 2013 Cabinet meeting

Commencement Dates for
2014

This item was continued to the September 23, 2013 Cabinet meeting

Special Board Meeting
September 17,2013

Cabinet reviewed the draft September 17, 2013 agenda.

Board Presentation and
Standing Board Item
Calendar

This item will placed on the September 23, 2013 Cabinet agenda.

Vacation Liability Report

This item was continued to the September 23, 2013 Cabinet meeting

Around the Table

Dr. Railey thanked Cabinet for participating in the Ellucian/Datatel action planning project. Ellucian/Datatel will prepare a report on their findings as a result of the project on October 14, 2013. In addition, they will present an executive summary to Cabinet.

STATE CENTER COMMUNITY COLLEGE DISTRICT

Summary of Chancellor's Cabinet Meeting Monday, September 23, 2013

ACTION/DISCUSSION ITEMS

<u>Present</u>	Deborah G. Blue, Sandra Caldwell, Greg Taylor, Deborah Ikeda, George Railey, Tony Cantu, Ed Eng, Diane Clerou, Brian Speece, Nina Acosta Absent: Teresa Paterson, Gurdeep He'Bert
<u>Priority Registration</u>	Dr. Railey reviewed SB1456 regarding priority registration. He requested feedback from Cabinet. The information will be reviewed by the constituency groups. Dr. Blue recommended a general agenda item presented to the board during the November board meeting. Dr. Railey will begin to review the board policy and administrative regulation on priority registration with the vice presidents. Greg Taylor will contact CCLC to determine whether they have a model board policy and administrative regulation.
<u>Draft Board of Trustees Meeting Agenda for October 10, 2013</u>	Cabinet reviewed the October 10, 2013 board agenda. Dr. Railey will review his presentation during the Oct 7, 2013 Cabinet meeting.
<u>Meeting Ground Rules</u>	Cabinet reviewed the draft of the meeting ground rules. There was consensus to adopt the ground rules as amended.
<u>Grant Application Approval & Submission Process on the Campus and District Level</u>	Cabinet reviewed the draft of the approval and submittal process for Administrative Regulation 3280. Cabinet approved the process with recommended changes. The item will be presented to Communications Council for information only.
<u>Military Cords</u>	Dr. Blue recommended identifying the military cords in future graduation programs. A sample from a community college in New Mexico was shared
<u>Commencement Dates for 2014</u>	This item was moved to the workgroup meeting.
<u>Signature Programs</u>	Dr. Railey reviewed the components of the signature program guidelines. Cabinet recommends beginning the consultation process. The recommendations will be forwarded to Communications Council.
<u>Instructional Calendars for 2014-2015 and 2015-2016</u>	This item was moved to September 30, 2013.
<u>Board Presentation and Standing Board Item Calendar</u>	This item was moved to September 30, 2013.

Evaluations of DW managers and confidential employees meeting

This item was moved to September 30, 2013.

Budget Development Calendar

Mr. Eng reviewed the budget development calendar. Dr. Blue recommended the campus presidents, Dr. Railey, Diane Clerou and Jothany Blackwood work on the process and the calendar. Mr. Eng's support staff will take notes to document the progress.

Vacation Liability Report

The item was moved to workgroup.

Board Policy 4020 Program, Curriculum and Course Development

Cabinet reviewed the latest changes to the draft of BP 4020. **Dr. Railey will incorporate Cabinet's recommended changes and bring the document back to the back to Cabinet on September 30, 2013.**

Next Meeting Date and Agenda Items

The following items will be placed on the next Cabinet agenda: ARC Score Card and the latest draft of the October 10, 2013 board agenda.

Around the Table

The board agenda focused memo will be mailed on Monday October 7, 2013 by noon. Brian Speece and Sandra Caldwell stated Reedley College will participate in an active shooter scenario on October 9.

STATE CENTER COMMUNITY COLLEGE DISTRICT

**Summary of Chancellor's Cabinet Meeting
Monday, September 30, 2013**

ACTION/DISCUSSION ITEMS

<u>Present</u>	Deborah G. Blue, Sandra Caldwell, Tony Cantu, Diane Clerou, Ed Eng, Deborah Ikeda, Teresa Patterson, George Railey, and Dori McKay
<u>Cabinet Agenda Review</u>	<p>Dr. Ikeda asked that "Affordable Care Act – Information to Students" be added to the agenda. Dr. Railey asked that "Accreditation Deadline for Edits." Ms. Clerou asked that "Negotiations" be added and kept on as a standing item.</p> <p>Meeting ground rules were reviewed.</p>
<u>Instructional Calendars for 2014-15 and 2015-16</u>	Dr. Railey stated calendars were reviewed by constituents and are ready to go to board for approval in October.
<u>Evaluations from Districtwide Managers and Confidential Employees Meeting</u>	Ms. Clerou reviewed the evaluations from the last meeting and discussed timely topics, sending agenda earlier, allowing longer breaks, employee assistance programs, the Affordable Care Act (aka Obama Care), handling grievances and complaints, Liebert Cassidy training sessions for managers, Liaise Faire presentation and speakers and briefings by the presidents. Diane Clerou will research how to format future evaluations electronically.
<u>Draft Board of Trustees Meeting Agenda for October 10, 2013</u>	<p>Deadline for items and exhibits is Friday, October 4, for Dr. Blue to review with board president on the following Monday.</p> <p>Dr. Blue asked management to set aside adequate time to review board mats before submitting them to her office. She also suggested cabinet members identify the process and flow at their locations for submitting items for the board agenda.</p> <p>Cabinet reviewed the October 10, 2013, board agenda.</p>
<u>Board Presentations and Standing Board Items Calendar</u>	Cabinet reviewed and updated the Board Presentations and Standing Board Item Calendar.
<u>Board Policy 4020 – Program Curriculum and Course Development</u>	Dr. Railey presented proposed changes to BP 4020 and AR 4020. Dr. Blue asked that this be redone using existing BP and AR formats and fonts, showing strikeouts and additions for first reading. Dr. Railey will make corrections and bring back.

Chancellor's Cabinet Meeting Summary
September 30, 2013

Signature Programs

Dr. Railey reviewed the components of the signature program guidelines, incorporating the changes requested at the 9/23/13 cabinet meeting. Dr. Blue asked that the document be watermarked as a draft.

Affordable Care Act

Ms. Ikeda reported that counselors and nurses at WICCC have been getting information for distribution to students. Presidents should coordinate with each other and their health nurses. Ms. Ikeda will send a copy of the information to cabinet members.

Accreditation Follow-up
Deadline for Edits

Moved to workgroup meeting. Deadline for items and exhibits is Friday, October 4, for Dr. Blue to review with board president on the following Monday. Agenda will post on Monday, October 7.

Negotiations

Diane Clerou reported on status of negotiations.

Next Meeting Date and Agenda
Items

The following items will be placed on the October 7, 2013, cabinet agenda:

- 1098T, Ed Eng
- All presentations to the board at the October 10 meeting will be previewed at the October 7 cabinet meeting.
- Obligation Number, Clerou
- Sabbatical Leaves

Around the Table

Dr. Patterson reported on her meeting with the Governor's staff.