

## CHANCELLOR'S CABINET SUMMARY

**Present:** Helen Benjamin, Peter Garcia, Gene Huff, Bob Kratochvil, Tim Leong, Mojdeh Mehdizadeh, Denise Noldon, Ray Pyle

**Guests:** Greg Stoup, Randy Tillery, David Vasnaik, Richard Villegas, John Wade, Christine Worsley

**Tuesday, October 22, 2013**

Item	Outcome	Follow-up
<b><i>Standing Items</i></b>		
Review of Agenda	New agenda items added: Valassis marketing discussion, Athletic director discussion.	
Review of September 24, 2013, Cabinet Notes* and November 13, 2013, Governing Board agenda	Cabinet had no further comments on the September 24, 2013, meeting. Helen reviewed and received Cabinet feedback on the November 13, 2013, Governing Board meeting agenda.	Helen will work with Pat on making revisions to the Governing Board meeting agenda.
Chancellor's Report	Helen discussed the recent Grand Jury request on child abuse reporting. Legal counsel Todd Goluba will be conducting a participatory governance session. Helen passed out the final draft of the accreditation Standard IV response for Cabinet review. Tim provided Cabinet an update on the 65 <sup>th</sup> anniversary event.	Gene will seek opinion from state Chancellor's Office and draft the Grand Jury response.  Presidents will review and provide feedback to Helen on the draft accreditation Standard IV response.
<b><i>Administrative Services/Human Resources</i></b>		
Campus Smoking Policy	Peter led a Cabinet discussion on smoking on the college campus.	None
Exit Interviews and Role of Retirees	Peter led a Cabinet discussion on conducting exit interviews.	None
Keenan Safety and Hazardous Materials Program <ul style="list-style-type: none"> <li>• Safety Inspection</li> <li>• Hazardous Materials/Waste</li> </ul>	Ray led a Cabinet conversation on these annual studies that identify opportunities to improve safety on our campuses and on the handling hazardous materials/waste.	None
Enrollment Update: Report on Progress toward Achieving 2013-14 FTES Goals	Jonah led a Cabinet conversation on the current Districtwide progress of reaching 2013-14 FTES targets.	None
FA13 Box 2A Preview*	Cabinet reviewed Districtwide statistics regarding full-time faculty	None

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	positions.	
2014 4CDLI Candidates	Cabinet discussed the opportunity to include part-time employees in the 4CDLI program and reached consensus that the program should be available to full-time employees only.	None
<b>Education/Technology</b>		
District/College IT Discussion <ul style="list-style-type: none"> <li>• Review of District/individual college IT organizational structures</li> <li>• Challenges</li> <li>• Areas for Improvement</li> <li>• Recommendations</li> </ul>	Mojdeh led a Cabinet conversation on the District and college IT organizational structures.	Mojdeh will discuss with Helen and Gene suggested next steps and place this item for follow-up at the November 12 <sup>th</sup> , 2013, Cabinet meeting.
Adult Education* <ul style="list-style-type: none"> <li>• Update on AB86</li> <li>• Results of Meeting with AB86 Task Force Committee Member</li> <li>• Next Steps</li> </ul>	Randy and Mojdeh led a Cabinet discussion on preparation for a special November 14, 2013, meeting with staff from K-12 school districts and adult education programs. Cabinet drafted potential outcomes of this meeting.	Peter will set up a meeting with the MDUSD superintendent. Denise will set up a meeting with the WCCUSD superintendent. Bob will set up a meeting with the Pittsburg/Antioch superintendent. All meetings will take place prior to the November 14, 2013, meeting. Mojdeh will place this item for discussion at a joint CRC and Consultation meeting on October 31, 2013, from 3:30 p.m. to 4:00 p.m.
Strategic Planning Update: Review of Feedback from Charette	Greg gave Cabinet an update on the first Districtwide strategic planning session held on October 2, 2013. The next planning session will take place on Friday, November 1, 2013. Community members have been invited to this charrette.	None
Update on District Career Pathway Programs	Deferred to the next Cabinet meeting.	Deferred to the next Cabinet meeting.
Early College Academy High School at DVC	Peter discussed and obtained Cabinet input on a partnership proposal from Clayton Valley Charter School.	Peter received Cabinet guidance to continue the conversation.

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<b>Facilities</b>		
Sustainability <ul style="list-style-type: none"> <li>• District Approach*</li> <li>• Review of Proposition 39*</li> </ul>	David Vaznaik gave Cabinet an update on his draft action plan on the District's sustainability efforts.	David will work with the college sustainability committees to obtain their input and support.
<b>Miscellaneous</b>		
District Athletics Discussion	Cabinet held a discussion with the college athletic directors about the District's recent change in intra-district recruiting.	Helen will draft a letter to high school principals acknowledging the change. Pete will send draft language to Helen.
District and College Roles, Responsibilities, and Service Outcomes (Functional Map)*	Cabinet reviewed and provided input on the functional map document, including additional clarification in the areas of crisis management and IT at the colleges.	Tim will schedule a meeting with Helen to discuss and revise the document.
Meeting of College Foundation Presidents	Cabinet agreed to host the college foundation presidents at a future meeting.	Helen will talk with the foundation presidents to find a suitable date and time to attend a future Cabinet meeting.
Valassis	Cabinet reviewed and supported the proposal to use Valassis for an online and direct marketing campaign.	Tim will work with the college marketing directors to coordinate the messaging of the ad.
<b>Policies and Procedures Review*:</b>		
<ul style="list-style-type: none"> <li>• Bus. 20.02, <u>Campus Safety and Reporting of Crimes</u> (2<sup>nd</sup> read, Consensus to begin the approval process)</li> </ul>	Cabinet reviewed and reached consensus to move forward with the approval process.	Gene will place this item on the November 5, 2013, DGC agenda for a first read.
<ul style="list-style-type: none"> <li>• HR2040.01, <u>Sabbatical Leave for Faculty</u> (Final Approval)</li> </ul>	Cabinet reviewed and gave final approval to this HR procedure.	Gene will distribute this final revised HR procedure.
<ul style="list-style-type: none"> <li>• HR4000.20, <u>Whistleblower Protection</u> (Consensus to begin the approval process)</li> </ul>	Gene received input from Cabinet and with one minor revision, consensus was given to begin the approval process.	Gene will place this item on the November 5, 2013, DGC agenda for a first read.
<ul style="list-style-type: none"> <li>• New BP1022 <u>Governing Board Communication Protocols</u> (Consensus to begin the approval process)</li> </ul>	Cabinet reviewed and reached consensus to move forward with the approval process.	Helen will place this item on the November 5, 2013, DGC agenda for a first read.
<ul style="list-style-type: none"> <li>• BP1010, <u>Code of Ethics of</u></li> </ul>	Cabinet reviewed and reached	Helen will place this item on

<b>Item</b>	<b>Outcome</b>	<b>Follow-up</b>
<u>the Governing Board</u> (Consensus to begin the approval process)	consensus to move forward with the approval process.	the November 5, 2013, DGC meeting for a first read.

**Adjournment: Next Meeting, November 12, 2013**

\*Attachment