

President's Council
Minutes
April 17, 2002

Members Present: Dr. Joyce, Luella Jennings, Dr. Baker, Enrique Luna, Marty Johnson, Audren Morris, Cathy Scattini, Terrence Willett, Roman Levy

Guests: Pat Howell, Tim Phillips, Jan Chargin,

Minutes 3/6 and 3/27 (include parking study pros and cons in 3/27 min)

Budget

Topic reported on at the college wide meeting today.

Learning Communities

Karen Warren reported that the College received a \$25,000 grant through the Packard Foundation to support Learning Communities. Karen distributed a copy of a report on Learning Communities, Spring 2002 and presented Dr. Joyce and Marty with plaques for their support of learning communities. A retreat is coming up in April to continue developing activities. Marty asked about quantitative assessment. Karen reported that Terrence Willett is working on this. Karen also distributed information from a web site on learning communities.

Classified Hiring Process

Pat Howle distributed a revised DRAFT document of the classified and supervisory/confidential recruitment and hiring responsibilities. There was a consensus of the Council to remove the last sentence in section V, E. and to add a statement to section III. that includes the word "diversity". Pat will email revisions to Council representatives. Feedback should be forwarded to Pat and he will report back to the Council.

Parking Permits for Live Oak and Gilroy High Schools

Dr. Baker and Marty met with local high schools principals and a request was made to honor parking permits for staff from high schools. The impact would be mainly in the evening. Some parking revenue would be lost, but this would promote partnership image the College. Dr. Baker is working with staff at other colleges to do the same. This should be communicated to staff and security. It was suggested that only current parking permits would be honored. There was a consensus of the Council to support this recommendation.

Telephone Web Registration Update

Tim Phillips distributed and reviewed the summary of web and registration plan. Dr. Joyce noted that this information should be communicated to staff. Dr. Joyce asked Dr. Baker and Roman Levy to take this information back to constituent groups to see if they would like to have Tim present this information. Cathy Scattini asked about the impact on staffing.

Dr. Baker stated that staff would need to be trained and available to assist students. Dr. Baker will follow up and address the needs of staff, training, site visits, etc.

Technology Committee Staff Resource Recommendation

Tim distributed and reviewed the technology committee staff resource center recommendations. Dr. Joyce noted a concern about the cost of hiring a temporary replacement and would like to have more discussion on this. Marty stated that a recommendation would be brought to Cabinet on April 18.

Space Needs/Approach

Marty Johnson reported that this would be put on hold until there is some indication that resources are available to cover cost and if need becomes greater. Dr. Joyce noted that the Council could revisit this issue in Sept. Dr. Joyce asked Marty and Tim to communicate this to stakeholders

Management Performance Feedback Questionnaire

Marty Johnson distributed a revised feedback questionnaire and reviewed history of document. The Administrators met today and proposed a shorter form, every administrator and supervisor be evaluated through this process, rotating every three years, e.g. 1/3 of the group at a time. The manager would identify those in the department and others to fill out form. A signature would be optional; all forms would be given to the supervisor of the person being evaluated. A summary would then be sent to person being evaluated. Dr. Joyce suggested that the word Manager (Administrator/Supervisor) be used throughout the document. Enrique asked about the confidentiality of typing comments and providing clear instructions. Dr. Joyce stated that confidential staff could do the compiling of information. This information should be communicated to supervisors. Marty will modify the form, include directions, and bring back to the Council.

Reports

Administrators

Dr. Joyce reported that a follow up accreditation visit is scheduled for April 23. Students and staff will be attending Capitol Day on April 30 and graduation is scheduled for June 7.

ASB

Roman Levy reported that petitions for the ASB election, including Student Trustee, are due Friday in the ASB office. The tentative dates for voting are May 6, 7 and 8.

Professional Support Staff

Luella Jennings reported that the professional support staff met and discussed the recommended cost containment of travel and conferences. The staff thought it was a good recommendation. Other items discussed were the mural project and classification study status. Staff is pleased with how it is progressing.

Supervisors/Confidential

Audren Morris reported that there is a concern about CalWORKS funding and MIS support. They would like an update at the next Council meeting.

Faculty Senate

Enrique Luna reported that the Senate discussed the concern about matriculation. The Senate is promoting Capitol Day, a letter writing campaign, and a phone calling campaign. There is a strong concern about offering English and math classes in less than 6 weeks. The Senate discussed the issue of trustee appointments brought up at the April 9 board meeting and will be writing a resolution to remind the Board that they should be diligent in using an appropriate process.

Marty suggested that the Strategic Planning Steering Committee meet one more time to give guidance and be ready for the fall. Marty will send information to the Council to review and meet the following Wednesday, May 8, 3:30 - 5:00 p.m. Board members should be invited to this meeting.

The next meeting of the Council is May 1.

Meeting adjourned 4:50 p.m.