



PRESIDENT’S CABINET MEETING

SUMMARY

September 14, 2022; 2:00pm – 3:00pm

LRC 250 | [Teams Link](#)

AGENDA ITEMS	SUMMARY
<p>Orientation (McGrath)</p>	<ul style="list-style-type: none"> • President McGrath provided an orientation to the committee. The presentation highlighted the following information: <ul style="list-style-type: none"> • A new committee structure was created to improve transparency and simplify the governance process. Planning Council and Budget Council will be the primary committees to report to President’s Cabinet. Other committees may directly report us to this body on occasion. • Two new documents were created to be in compliance with accreditation standards—Comprehensive Master Plan (CMS) and Strategic Plan. The CMP is a long-term plan, and the Strategic Plan is the short-term plan. All participatory governance documents can be found on the Governance and Decision-Making website. • The college’s accreditation process is much simpler and gentler now. It is a 7-year process instead of the previous 6. Midterm report is due soon to ACCJC. • President’s Cabinet will meet the 2nd and 4th Wednesday from 2pm-3pm in LRC 250. President McGrath would like to spend more time on less items, so the conversations are more meaningful and impactful. Cabinet will discuss communication to ensure committee work is shared with the campus. Messaging from constituent leaders is at times more impactful. • President’s Cabinet initial work will be the clean-up of the governance structure, review the responsibilities of cabinet and integrate cycles, and create an integrated planning calendar. • Future agenda items include Program Review, DEI Plan, budget, President’s Cabinet responsibilities, and GWC Committee Structure. Susana Castellanos and Jeannette Jaramillo will be invited to provide an update on the HEDS Survey and discuss next steps. Vice Chancellor Marlene Drinkwine will also be invited to present on the District budget. • Questions and comments were shared by Cabinet members: <ul style="list-style-type: none"> • Jordan mentioned the Integrated Planning Calendar will help with transparency on processes and timelines. He requested the awards calendar to be included so the campus is aware of when the money is awarded and why to also improve transparency with feedback on requests. Additionally, a flow chart of each process and responsible body will also be helpful. President McGrath added the Integrated Planning Calendar will make sure the College is on schedule for accreditation and agenda planning. The Executive Team will put together an initial draft and present it at a future meeting. • Houlihan shared committee chairs should express and encourage members to ask questions. President McGrath added

Next Meeting: October 6, 2022

	<p>committees need to provide sufficient background information for members to contribute, especially students, and to refrain from using acronyms. Additionally, each member on a committee is a representative of a body. Comments are given merit from a constituent group not by an individual's idea. Voices should be heard to ensure the decisions being made are what is best for the college.</p>
<p>Program Review (Randall/Jordan)</p> <ul style="list-style-type: none"> • 2021-22 Requests • Mid-Cycle Requests 	<ul style="list-style-type: none"> • Randall and Jordan presented on the next steps and timeline for the 2021-22 Program Review Requests. The presentation highlighted the following information: <ul style="list-style-type: none"> • There are requests from the last cycle that have not been allocated. • The vice presidents will review their requests to update and prioritize based on urgency. • Prioritized lists will be reviewed by the Planning Council at their September 21 meeting to ensure the requests align with the college goals. • The Budget Council will identify possible funding sources and provide the dollar amount of available ending balance from General fund at their October 5 meeting. • The requests will return to President's Cabinet on October 12 for approval. • Program Review is a 2-year cycle for departments to request personnel, facility items, equipment, and supplies. The year in-between is the Mid-Cycle. Mid-Cycle requests can include personnel requests but must be an extenuating circumstance and legitimate reason. A Program Review must have been submitted for a Mid-Cycle request to be considered. • Questions and comments were shared by Cabinet members: <ul style="list-style-type: none"> • Jordan shared concerns regarding Mid-Cycle Requests. The College is behind again time wise. • Kiefer asked how classified requests get approved. President McGrath responded that this is a process that needs to be clarified. The Executive Team is currently integrating each of the wing's prioritized lists. Once we know how much funding is available, a decision will be made for the classified requests from the 2021-22 Program Review Cycle. • Jordan asked if Research would resume responsibility for Program Review to provide data this year. Randall responded that the Research office created data dashboards that contain most if not all the information needed for Program Review. The dashboard is available on the ORPIE website. • Jordan and Randall will work on transitioning the request form to a fillable form due to technical issues encountered on NextGen. Jordan will work with Houlihan and Lee for the Administrative Services and Student Services wing forms.
<p>Announcements (All)</p>	<ul style="list-style-type: none"> • No announcements

Chair: Tim McGrath

Recorder: Diana Retes

Participants:

~~Roseleen Gerges, Ayrena Chatas~~, Janet Houlihan, Damien Jordan, Heather Kelley, Jill Kiefer, Claudia Lee, Noah Levin, Kay Nguyen, Meredith Randall, Stephanie Smallshaw
(~~striketrough~~ = absent)