

MINUTES



EXECUTIVE LEADERSHIP COUNCIL

**September 18, 2012
Conference Room B (AD208)
8:30 a.m. – 12:00 p.m.**

Attendance:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Barbatis, Peter | <input checked="" type="checkbox"/> McColskey, Erin | <input checked="" type="checkbox"/> Vallejo, Maria |
| <input checked="" type="checkbox"/> Beck, Celeste | <input checked="" type="checkbox"/> Russell, Bernadette | <input checked="" type="checkbox"/> Wihbey, Jean |
| <input checked="" type="checkbox"/> Becker, Dick | <input checked="" type="checkbox"/> Sass, Sharon | |

ITEM 1. Two Minute Updates

Barbatis:

- Mission critical report will now show by campus, kind of seats, by term and paid
- Career Centers and student deans have been asked to work with undecided students to declare major
- Significant focus on advising
- Development Day everyone participates – College closed.

Becker:

- Cafeteria issues discussed
- Health insurance plan will be the same, with the same rates
- Bring requests to October 2nd meeting
 - Non-Instructional new positions
 - New initiatives
 - Needed services (prioritize)

McColskey:

- Handout – Preliminary 2013 Legislative Issues

Russell:

- Held constitution day
- Club rush held
- Will do some lockdown “runs”
- Coming back with proposal on Engineering Technology

Vallejo:

- Constitution week up coming
- Hispanic Heritage Week
- Handout – Fall 2012 Office of Student Activities (tentative event dates)

Wihbey:

- Ophthalmic Medical Technology opening September 19th at 5:00PM

ITEM 2. Today's topics / presentations / discussions:

Campus & District planning units process:

- Jennifer Campbell reported that there are 5 institutional effectiveness processes. Strategic planning is one. Also have process to look at administrative support units, which is what discussing. Units create 5 year measurable objectives – with progress reports over years. There are 8 units being done this year. At district, want one objective for each reporting unit but can combine and/or collaborate. At campus, has to be at least one each for academics and student services. Timeline, process and reporting discussed.

Handouts: District/Campus Administrative Planning Units; and Campus and District Planning Process 2012-17

Safety

- Claude Edwards and Larry Leskovian will be doing series of reports on variety of safety areas. Power outage issues discussed. When out, decide course of action in 15 minutes whether to react (evaluate building or whole campus). Other related issues discussed, such as role of business coordinators, having Q&A, and evenings. Slip, trip and fall accidents discussed. Safety is: Reviewing all accidents to see if common cause, conducting inspections, golf cart safety, OSHA hazard communications rules changes on chemicals, ergonomics, student training insurance, & a manual for Risk Management. Look at safety & Risk Management webpage.

Handouts: PowerPoint Presentation: "Power Outages"

FYE / Student convocation:

Suggestions:

- One session per campus
- Weekday, maybe before classes
- Maybe evening
- Reconsider tickets
- Book: Ask faculty discuss – if do common selection has to connect to classroom
- Budget at campus level
- Connect to FYE

Minutes Submitted by: Erin McColskey, Scribe

Distribution:
Executive Leadership Council
Dr. Dennis Gallon