

**Meeting Minutes**

January 27, 2012, 9:00 am, PDC 104

**Members Present**

Charlie Ng, Cheryl Marshall, Glen Kuck, Laura Gowan, Matthew Isaac, Robert Brown, Tina Gimple

**Members Absent**

Aaron Contreras, Alisa Moore, Barbara Nichols, Bruce Baron, Deb Daniels, Gloria Harrison, Amalia Perez, John Stankas, Joyce Green, Larry Cicalone, Scott Rippy

**Welcome & Introductions**

Introductions were made for the benefit of new member, Tina Gimple, who is representing CHC classified staff.

**Approval of Minutes**

The committee approved the minutes from November 18, 2011.

**Quarterly Reports****1.1.1 Create structures and processes to ensure effective communication about decision-making and collegial consultation among all district entities (namely, CHC, SBVC, DETS, EDCT, KVCR, and district office). (Bruce Baron)**

- In response to the third action, Glen, Cheryl, Laura and Tina will work to develop a training video for all participants in a collegial consultation committee. They will provide a draft at the 3/2/12 meeting.
- Regarding the fourth and fifth activities, Kelly, as meeting recorder, will forward quarterly reports to the presidents of the academic senates, classified senates, and student government, as well as to the campus presidents (cabinet and council), Bruce Baron, Charlie Ng, Jack Miyamoto, Larry Cicalone, Glenn Kuck, Matthew Isaac, and Pierre Galvez after each meeting. The email will contained meeting minutes and quarterly reports, if available, and invite the recipients to send representatives to upcoming District Strategic Plan meetings, if desired. The first distribution will be sent out with a paragraph to cover the context , i.e. "According to DSP goal 1.1.1..."

**2.2.2. Develop and implement a District Staffing Plan that includes targets for improvement of full-time/part-time faculty ratios. (Jack Miyamoto)**

Cheryl commented that this is an important item for accreditation. Charlie has received input from the campus that speaks to long range staffing projections, however, the projections he has received do not include part-time staff. He will compile those numbers, submit them to Chancellor's Cabinet and forward to Human Resources as a jumping off point. Glen suggested Charlie ask Jack to provide some staffing plans from other districts as a reference.

**3.1.1. Evaluate and enhance the system for training employees in accordance with district plans. [See also 2.3.1 and 4.2.1.] (Jack Miyamoto)**

Regarding progress on the first activity, Cheryl questioned which “applications” were being referred to.

The committee recommended that resources should be set aside to assign someone to identify training needs. It was also recommend that the professional development chairs be included in the meetings which occur every other month. Glenn Kuck suggested the use of a centralized training website which is being developed by Technology & Educational Support Services and will be ready, hopefully, by this Spring.

**4.1.1. Periodically evaluate, enhance, and document district collegial-consultation structures and processes.** (Bruce Baron)

It is recommended that the committee evaluation form developed by CHC and used this past year for the DSP and Budget committees be forwarded to the Chancellor for use in accomplishing this objective.

**4.1.2. Periodically evaluate, enhance, and document the functional relationships among district entities.** (Bruce Baron)

The committee recommended clarifying the first activity to read, “Create a ~~map~~ an organization chart of the functional relationships among district ~~entities~~ governance groups.”

**4.2.1. Facilitate the development of leaders through professional development. [See also 2.3.1 and 3.1.1.]** (Jack Miyamoto)

The committee had no further recommendations for this objective.

**5.1.1. Establish a district mentoring program for all new employees.**

For clarification purposes, the committee would like to know if there is any evidence of the new mentoring program for the District. Cheryl advised that the mentoring program is ongoing at CHC; she will ask Daniel Bahner to forward a copy of the evidence of their program to Jack Miyamoto.

**6.2.1. Support and expand community partnerships.**

The committee had nothing to add for this objective.

**Discussion of Quarterly Reports Due March 2, 2012**

The committee talked about the status of each objective to be reported on in March.

- 2.3.1. Nori has been named professional development chair at SBVC. Charlie will invite Nori to join committee and asked Robert to touch base with her on this objective.
- 2.3.2. & 5.1.2. Kelly will send an email reminding that he is replacing Deb.

**Adjournment**

The next meeting is scheduled for March 2, 2012 at 9:00 a.m. in PDC 104.

Kelly Goodrich, Recorder