

Executive Council Notes



*August 21, 2012
~ 9:00 a.m. ~
President's Office*

MEMBERS	ATTENDED
Dr. Victor Jaime	X
Kathy Berry	X
John Lau	X
Todd Finnell	X
Travis Gregory	X
Sergio Lopez	X
Ted Ceasar	X

STANDING ITEMS

1. Board Goals and Activities

- The Executive Council began discussions on the Board Goals set at the Spring Board Retreat. The EC discussed activities associate with Goal 1: “Develop a plan for a balanced and sustainable budget. The EC will continue to discuss these Board Goals at each Executive Council meeting leading to a plan to report back to the Board in spring 2013.

2. Review of Campus forum ideas.

- Vikki Carr will distribute the list to the Executive Council this week to begin responding to all ideas presented by staff last spring. Beginning at next week's EC meeting, we will begin to spend some time at each meeting to respond and plan for a follow-up campus forum.

3. Road to Recovery (Call Vikki & Bill in at 11:30 a.m.)

- Victor to discuss with Bill, Vikki, and Todd to have them come up with recovery items and have those items approved by EC.

4. President's Service Project (AS; ASG; President) – EC to bring ideas

- Add to the Joint list: Rotaract developed to the list being discussed between the Superintendent/President, the AS President, and the ASG President.

Victor Jaime – President's Items

1. Position Control Timeline for full implementation (URGENT)

- Todd Finnell will use ATLAS funds to get the position control system in place. In addition to the consultant to complete the program, the need to train staff and change processes for full implementation will need to happen. John will work with his area on the Business Process; Travis and Todd will do the same, including systems development and deployment. John, Travis, and Todd will

report on the progress at each EC meeting (Vikki to place this as a standing item for the three of them. Target implementation: Spring, 2013.

2. Retiree Contact Information

- Travis sent a letter to all retirees on their assigned e-mail address. This correspondence allows retirees to re-direct communication to another address or request correspondence by mail. A similar letter was sent two years ago.

3. Opening day issues:

- Used overflow parking; lots of crashers in 2700 building; most instructors taking crashers; Some AC issues were resolved, but high humidity is causing stress on some of our AC units. No traffic or security issues noted. Counseling saw about 100 walk-ins and all students were served. FA and Counseling reception areas split.

Travis Gregory – Human Resources Items

1. Financial Org Chart Review (Organizational Changes to Board in September)

Note: Title changes MUST be completed and go to Board in September as Vikki MUST file 2012 Local Agency Biennial report to the Registrar of Voters.

- Travis has taken the suggestions and will send us the new draft that is consistent across the Board.

Sergio Lopez & Ted Ceasar – Student Services Items

1. Hiring of Financial Aid Staff Secretary II/III

- Categorical funds available to fill this position (no district funds). Recommended Staff Sec 2, for financial aid. This will be a short-term temporary employee for this year only until we determine future funding. This will first be offered to any eligible displaced employees.

Other items discussed were related to personnel and other confidential matters.

*****End of Notes*****