LEADERSHIP COUNCIL

MEETING NOTES - February 26, 2002

Attendance:
- Christopher O’Hearn, Chair
- Monica Anderson
- Deb Blackmore
- George David
- Mark Fernandez
- Sheryl Hullings
- Ralph Jagodka
- Phil Maynard
- Becky Meza
- Ron Reel
- Temi Smith
- Sharon Valentine
- Robertson Wellen

Guest: Nancy Rice

President O’Hearn called the meeting to order at 3:00 p.m. He thanked those present for agreeing to serve on this newly reorganized council. Self-introductions were made.

1. Council History

President O’Hearn briefly discussed why the Leadership Council structure was changed. He felt if this council was going to be a recommending body to the President, we needed to reconsider how we do business. He envisions the Leadership Council as a group that represents the interests of the entire College rather than a specific group. He said the new Leadership Council will be more of a planning body and more focused on long-term strategic planning for the institution. The Budget Committee will also be a separate group rather than a sub-committee of Leadership Council. It will continue to report to and advise Leadership Council.

2. Purpose Statement

President O’Hearn suggested that the council may want to review its current purpose statement to determine if it needs to be revised.

Action Required: Include on future agenda for Council discussion.

3. Accreditation Self-Study

In preparation for the upcoming accreditation visit (Fall 2004), President O’Hearn announced that members of Leadership Council will serve as the accreditation steering committee. A draft timeline for the Accreditation Self-Study was distributed. The two co-chairs for the self-study are Kerry Stern, Dean, Learning Resources, and Jemma Judd, Professor, English, Literature. The new accreditation standards consist of four standards, rather than the previous ten. However, because they have been reduced, they are more complex. Kerry and Jemma will be meeting soon with the Accreditation Liaison Officer, Jane Faulkner, and President O’Hearn to organize the selection of standard co-chairs and committee members for each of the four standards.
4. **Budget Assumptions**

President O'Hearn restated that Leadership Council will be very involved in the fiscal stability of the College. The College was already facing a deficit of $6.3 million for this year, but was able to identify funds to end the year with a balanced budget. That was prior to the Governor’s proposed mid year cuts, which are estimated to be another $4 million.

Vice President Nancy Rice reviewed the 2002-03 budget and presented a deficit reduction plan which includes:

- Transferring $2 million from the Capital Outlay Reserve Fund
- Estimated additional savings from continued “job chill” ($250,000)
- Estimated savings from credit and noncredit enrollment management ($1,300,000)
- Estimated savings from early purchasing cutoff ($425,435)

Our goal is to protect essential College programs and services, in keeping with our Mission, Core Values and Goals while protecting the District’s reserves.

Vice President Rice also reviewed the tentative 2003-04 budget, which projects a deficit of over $10 million.

Action Taken: It was the consensus of Council members to recommend to President O’Hearn that he approve the deficit reduction plan as presented and share it with the Board of Trustees at tonight’s meeting.

5. **Possible Council Name Change**

Since the Council is now restructured and geared more towards planning, there was discussion about a possible name change.

Action Required: Will be placed on next Leadership Council agenda for further discussion.

6. **Membership, Terms of Office**

There was discussion regarding the need to have staggered terms in order to ensure consistency. It was suggested that current appointments could be made for one, two, and three year terms. Future appointments would all be for three year terms. Student terms will continue to be for a one year period.

Action Required: Will be placed on next Leadership Council agenda for further discussion.

7. **Expectations**
President O'Hearn shared his expectations for Council members – which is that each represent the entire institution. The Council will make recommendations to the President on a consensus basis, and it is important that the group represents recommendations appropriately and with solidarity outside of Council meetings.

8. Meeting Schedule

Meetings will normally be held on the first and third Wednesdays, 3:00-4:30 p.m., in the Administration Building, room 205. NOTE: The meeting on Wednesday, March 5, will begin at 3:30 p.m. so the President can meet with the newly formed Budget Committee from 3:00-3:30 p.m.

The meeting adjourned at 4:30 p.m. Note: Mark Fernandez left the meeting at 3:45 p.m.

CCO:dc