**Leadership Minutes**

**July 16, 2018, 12:30-2pm**

**Attendees:** Dr. Jeff Passe, Dr. Hend Gilli-Elewy, Dr. Christina Chavez-Reyes, Dr. Jann Pataray-Ching, Dr. Dennis Quinn, Dr. Sandy Dixon, Dr. Nancy Sanders, Mrs. Rebecca Briseno, Mr. Marcos Pineda and Ms. Stephanie Rascon

1. **Welcome at 12:32pm**

Welcoming all. Dr. Nancy Sanders is representing Doctoral in Dr. Betty Alford’s absence.

1. **Change of major forms**

Associate Dean Dr. Hend Gilli-Elewy had sent information to department chairs regarding change of major forms prior to this meeting. Each department will need to update if they have yet to.

- Early Childhood Studies is missing updates, Education Department chair Dr. Jann Pataray-Ching will have to discuss with ECS program coordinator Dr. Nancy Hurlbut.

1. **Office and room assignments**

Dean Passe reminded those present that any office moves or changes must go through the Dean’s office before they become official. He encourages any ideas or suggestions that could improve functionality go to him.

1. **Staff lounge**

Dean Passe discussed the current use of the staff/faculty lounge in Building 6 by doctoral students and the request to also have it used by education Master’s students.

- There have been some issues in the past with cleanliness, missing items and the use of personally bought kitchen supplies. Staff feels strongly about keeping this space solely for staff/faculty use.

As a solution:

Dean Passe is proposing a student lounge space be created on the first floor of Building 6, room 101, that is currently being used as a mailroom. The mail drop location and printer would be moved to the upstairs lounge, room 217, to be used as needed. The door to 101would be kept open at all times for student access, with a microwave and limited furniture/seating.

- The leadership team expressed support for this idea and think it would be best not to put a refrigerator in this space.

1. **Communications policy**

Assistant to the Dean, Ms. Stephanie Rascon passed out handouts to the leadership team regarding college communications. There currently isn’t a streamlined process in place that monitors what media that is representative of CEIS is released to the public. This tentative policy is an attempt at quality control and Dean Passe will check back with the leadership team in a month before making it official.

Handout reads:

The Communications Specialist acts as a liaison for the college with the Department of Strategic Communications and Media Vision. Communication requests to these departments, such as graphics, video hosting, event promotions and social media, need to be coordinated through that person. To ensure the quality and consistency of information disseminated to media sources, the following policy shall be enforced:

All media inquiries are to be handled by the chief executive or his or her designee, regardless of who the media representative is, whom he or she represents, or how innocuous the request. All press releases or other promotional materials are to be approved by the chief executive or his or her designee prior to dissemination.

- Dean Passe is the Chief Executive and the designee is Communications Specialist Ms. Ashley Jones.

- Do not go directly to Media Vision. If there is media that a department wants to put out, play it safe and have it approved by Dean Passe and Ms. Jones first.

1. **Meeting with Admissions Staff**

Dean Passe was invited to speak with admission representatives on August 15th from 11:15-12pm, location 98-P2-7. These representatives do outreach and sell us as a college based on programs, etc. Dean Passe would like to know if anyone is interested in attending this meeting with him or providing information, he is open to a PowerPoint.

Here are some examples:

1. What do we want a high school graduate to know about us?

2. If someone wants to become a teacher, what are the steps…?

- Liberal Studies Department Chair Dr. Christina Chavez-Reyes suggests looking at AACU leap outcomes.

- AD Gilli-Elewy comments on the changing roles of college advisors who currently play a role in outreach. They may not be involved with outreach in the future and it may be necessary to find another way.

- Dean Passe will wait to hear back from leadership team to see who is interested in going.

1. **Unofficial comp time**

Ms. Rascon sent an email to all staff reminding them of current reporting absence procedures. Including what to do if there is overtime and payment or compensatory time off is requested. The goal of the reminder is to prevent the accrual of any unofficial time for overtime hours worked.

- Per University regulations there is no unofficial time. If an employee works more than their assigned 40 hours a week ,depending on time base, and overtime is pre-approved by their lead the employee must get paid overtime or earn CTO at a 1.5 hour rate.

- Staff also has an opportunity to request an alternate work schedule with their departments to make accommodations for an upcoming event.

1. **Absence Reports**

Ms. Rascon will be forwarding the email that was sent to staff with updated CTO and overtime information to all department chairs. (Emailed on 07/17/18)

1. **Room renovations**

AD Gilli-Elewy is currently working with Mr. Andrew Naranjo, CPP’s Academic Affairs Capital Projects Specialist, and furniture company BKM for the renovation of CEIS spaces.

Classroom 6-204:

- AD Gilli-Elewy would like input regarding table size of 19” vs. 24” width, the length will remain 60” which comfortably seats two people. The leadership team has no objection to 19” width.

- An aluminum track will be installed along the back wall for white boards to be hung. There may be a cabinet placed in the classroom for storage after use.

- The Room will be painted a neutral or warm tone with a pop of color in form of an accent wall. Current colors in mind are: grays, blues and greens.

- Carpet will not be installed in this room in order to maintain cleanliness, keeping current VCT.

Conference room 94-230:

AD Gilli-Elewy is working with Budget Analyst Mrs. Zeida Garcia to find funding to upgrade this conference room. Some projects we would like seen done are:

- The replacement of existing stained carpet with new carpeting.

- The painting of the room with neutral and inviting warm tones.

1. **Emergency Chair**

AD Gilli-Elewy would like the department chairs to select a back up that would be available to sign on a department chair’s behalf in the case of an absence or emergency.

- It was discussed to have a blanket authorization that allows one department chair to sign for another department. The leadership team agreed to this, as long as the documents that are signed are carefully read and the department chair is notified.

- In the event that there aren’t any other department chairs available the Associate Dean will sign.

1. **Budget issues**

Dean Passe and AD Gilli-Elewy met with Mrs. Garcia before this leadership meeting to discuss the college budget. Unfortunately, we are still not in a position to give each department a budget.

- Departments should use actual amounts from last year. If a department needs this information Mrs. Garcia can provide department actuals and identify spending in each category.

- It is advised to continue spending on department needs and supplies as necessary.

- Mrs. Garcia has asked the departments to provide adjunct contract information to her at their earliest availability. The Department of Education can provide supervisor information they currently have, and if there are any changes a revision could be made later.

- Department chairs will be paid 08/10.

1. **Fund Raising**

Dean Passe has been working with CEIS’s Director of Development Ms. Liliane Ribeiro to establish fundraising goals.

**a.** The comfort of the building for students and funding for benches in Bldg. 6 hallways. Per Fire Marshall and safety, we could install up to 42 benches in Bldg. 6 and they cost $900-1,000 for a three-person bench. A fundraising campaign will be brought up, calling all faculty and graduates who would be interested in donating for a bench.

**b.** Dr. Sandy Dixon believes it would be a good idea to showcase students’ art and have a rotating art collection placed in the student lounge or conference room. Leadership team is in agreement.

**c.** PIE has made a difference to a number of teacher credential students each year. This scholarship has afforded many of those awarded the ability to go to school full time and not have to work. Dean Passe would like to have PIE’s scholarship guaranteed to 15-20 credential students every year. If we make a call to alumni and other educators; they may know wealthy friends that care about education and have an interest in donating.

- Dr. Pataray-Ching suggested having a form sent out to alumni for donations. The form can list donation options like: bench seating, PIE scholarships, etc. This would allow the individuals to decide what they would like to donate to instead of just giving funds.

- Dr. Chavez-Reyes suggests having swag sent to people so they can become sustaining members. It would also be helpful to take advantage of the polytechnic identity, in connecting the learning to the lesson and actions.

**d.** Dean Passe believes it is also important to have a quality video that showcases the college and programs within our college. This will help those who want to donate connect with the college.

**13. Other**

**a.** Dr. Sandy Dixon spoke to facilities about the location of the evacuation chair in Bldg. 94. The 2nd floor has ground level access, but the 3rd floor does not and there is not chair. They are requesting that she obtain the permission of others in the building in order to have it moved to the 3rd floor. Per the leadership team there are no objections to have this chair moved.

**b.** Dr. Dennis Quinn would like to have access to minutes taken at leadership meetings. Dean Passe says it is okay to share minutes with others on leadership team.

**c.** In the absence of Dean Passe and AD Gilli-Elewy, Dr. Chavez-Reyes and Dr. Dixon have offered to be a back up at the orientation scheduled tomorrow, Tuesday 07/17 and Wednesday 07/18. There is also a morning parent meeting at 10am on Wednesday, 07/18, Dr. Sandy Dixon and ASC Mr. Marcos Pineda will attend.

**d.** AD Gilli-Elewy would like to remind the department chairs to email notes to her regarding staff evaluations. Evaluations are all due by the end of August in order to count for the year. If a staff member is exceeding or not meeting expectations, there needs to be an example noted.

1. **Next meeting – August 13th**

- Dr. Chavez-Reyes will not be able to attend this meeting.

Meeting adjourned 2:10pm