

CHANCELLOR'S CABINET MEETING

Agenda

Monday, August 29, 2022

3:00 p.m.

Los Rios Board Room

1. Call to Order	Brian King
2. Finalize Agenda & Minutes of Meetings* a. April 25, 2022	Brian King
3. Chancellor's Cabinet Overview/Orientation*	Brian King
4. Reaffirmation Process for LRCCD Strategic Plan*	Jamey Nye
5. Enrollment Management	Brian King
6. Adjournment	Brian King

**Attachment*

CHANCELLOR'S CABINET MEETING

Minutes

Monday, April 25, 2022

Zoom Video Conference

3:00 p.m.

1. CALL TO ORDER

Chancellor King called the Zoom Conference meeting to order at 3:00 p.m.

2. FINALIZE AGENDA & MINUTES OF MEETINGS

The April 25, 2022 meeting agenda and the March 28, 2022 minutes were approved.

3. OVERVIEW OF APPROVED REVISIONS TO 2022-2023 ACADEMIC CALENDAR

Deputy Chancellor Nye presented the proposed revisions to the 2022-2023 Academic Calendar. There were no questions from Cabinet members.

4. UPDATE ON SUMMER ENROLLMENT TRENDS, BUDGET, AND STRATEGIC ENROLLMENT MANAGEMENT

Vice Chancellor Rodriguez provided an update on the state budget and previewed what is expected from the Governor's May Revise. He also discussed the fact that district enrollment is down about 20% over the last two years and is down even more for many California community colleges across the state, so a lot of focus will be put towards pulling ourselves out of the decline.

5. ADJOURNMENT

Chancellor King adjourned the meeting in honor of former LRCFT President Dean Murakami at 3:30 p.m.

1.0 Definition

- 1.1 Participatory governance is a collaborative goal-setting and problem-solving process built on trust and communication. The process involves representatives from appropriate constituent groups who engage in open discussion and timely decision-making in areas of Los Rios Community College District Policy development and implementation not specifically restricted by legal and policy parameters.

2.0 Responsibility/Communication

- 2.1 In all areas of the District where decision-making is shared, the principals involved must also share accountability. All parties involved in the participatory governance process recognize the responsibility to communicate the reasons and rationale supporting a decision to representatives of all appropriate constituent groups.
- 2.2 In its role as the final decision-making body in the District, the Los Rios Community College District Board of Trustees shall give reasonable and due consideration to the recommendations and positions developed by faculty, staff and students through the participatory governance process. The recommendations developed through the participatory governance process will normally be accepted, and if a recommendation is not accepted, the Board of Trustees or its designee shall promptly communicate its reasons in writing to the affected participatory governance body.

3.0 Accountability

- 3.1 Accountability is defined as the obligation to perform, to justify, to explain and to be held responsible for the consequences and timeliness of an action or decision.
- 3.2 Principles of accountability, as defined by the District, require the following elements:
 - 3.2.1 Measurable performance criteria, timelines, definitions of roles, clear evaluation of standards, all existing within a legal and fiscal framework.
 - 3.2.2 A process which designates levels of authority/accountability and areas of responsibility.
 - 3.2.3 Established and agreed-upon fallback procedures, should the process fail, thus allowing District and State mandates to be met.
 - 3.2.4 The realization that two or more separate constituencies can have shared accountability for decisions/recommendations.

4.0 Participation

4.1 Participation in participatory governance should be broad-based. Participants are faculty, classified staff, students and administrators.

LRCCD

Policy Adopted: 12/12/90

Policy Revised: 6/11/14

Policy Reviewed: 6/11/14

Adm. Regulation: [R-3411](#)

1.0 Chancellor's Cabinet

- 1.1 Purpose: Pursuant to provisions in the collective bargaining agreement with LRCFT, the Chancellor's Cabinet will function as the Los Rios Community College District participatory governance group and may take up issues of District-level significance which are not reserved by law, contract or agreement for negotiation, or which may be the responsibility of other groups. The composition of the Chancellor's Cabinet is defined in the collective bargaining agreement and consists of faculty, classified staff, students, and administrators, including the Chancellor.
- 1.2 In order to facilitate discussions, the Chancellor's Cabinet shall operate to assure that all affected and appropriate constituencies have input and involvement in the resolution of these issues.
 - 1.2.1 All members of the Chancellor's Cabinet shall represent the interests of their constituencies. These interests could be those of either the constituency or the particular College. Members will assume the responsibility for considering the District-wide and College-specific implications of issues.
 - 1.2.2 The Chancellor's Cabinet may form task groups. Such task groups shall report to the Chancellor's Cabinet.
- 1.3 Areas of responsibility:
 - 1.3.1 Review and provide recommendations to the Chancellor on proposed changes to District Policies and Administrative Regulations.
 - 1.3.2 Serve as the steering committee for District strategic planning processes.
 - 1.3.3 Review and provide recommendations to the Chancellor on District-related accreditation processes and documents.
 - 1.3.4 Discuss issues of District-level significance and interest to members.
- 1.4 Chancellor's Cabinet composition: The Chancellor's Cabinet consist of the following:
 - 1.4.1 Chair: District Chancellor.
 - 1.4.2 Faculty: Ten (10) faculty members consisting of the District Academic Senate President, one (1) Academic Senate President from each College, the LRCFT union President, and one (1) LRCFT College President from each College.
 - 1.4.3 Administration: Five (5) administrative representatives consisting of the College Presidents and one (1) at-large administrator selected by LRMA.
 - 1.4.4 Classified: Seven (7) classified staff representatives consisting of the respective presidents of Los Rios Classified Employees Association (LRCEA), the Los Rios Supervisors Association (LRSA), and the Los

Rios Chapter of the Service Employees International Union (SEIU), the Classified Senates for each College.

1.4.5 Student: Four (4) student representatives consisting of one (1) selected by each College's student body association.

1.5 The appropriate appointer shall determine the length of term of his/her appointees. All appointments for the succeeding year shall be identified no later than June 30.

2.0 Meetings

2.1 During the regular academic year, meetings shall be scheduled monthly on the fourth Monday of the month. Alternate and/or additional meetings will be held the second Monday of the month, if necessary.

2.2 In the event that the Chancellor is unable to attend, the Chancellor may designate a representative and a substitute Chair.

2.3 A quorum shall be defined as: members in attendance.

2.4 Chancellor's Cabinet meetings shall be informal, and recommendations shall be reached by consensus. If consensus cannot be reached, no recommendation shall be forwarded.

2.5 Any member of the Chancellor's Cabinet may propose agenda items. These items shall be presented to the Chair who will determine whether the item is within the stated purpose of the Chancellor's Cabinet. The Chancellor's Cabinet shall be informed of all proposed agenda items and their subsequent disposition by the Chancellor. Items not included on the agenda can be raised as information items during the meeting.

2.6 The Chancellor's Cabinet may act on any agenda item. Such actions include recommending approval or disapproval, referring the item to a task force for further study, or deferring discussion of the item.

3.0 Communication

3.1 The Chancellor's Cabinet operates on a representative basis. Therefore, Chancellor's Cabinet members are responsible for communicating with their constituencies.

3.2 Agendas and Minutes

3.2.1 The Chancellor's Cabinet members shall receive all agendas and supporting documents in the week prior to a scheduled meeting.

3.2.2 The Chancellor's Cabinet members shall receive draft minutes of previous meetings in the week prior to the next scheduled meeting.

4.0 Chancellor's Cabinet Committees

4.1 The District Accreditation Coordinating Committee (DACC) shall coordinate District-level accreditation activities including maintaining a District Function Map, facilitating collection of District-level evidence for College Self-Evaluation and other required accreditation processes, and coordinating presentations to the Los Rios Community College District Board of Trustees to request Board approval for submission of required accreditation documents to the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

4.1.1 DACC membership shall be appointed by the appropriate District and College constituency groups and will comprise the following:

4.1.1.1 The Vice Chancellor of Education and Technology serves as committee co-chair;

4.1.1.2 One (1) District Academic Senate representative appointed by the District Academic Senate President and serves as committee co-chair;

4.1.1.3 The College Accreditation Liaison Officers;

4.1.1.4 The College Accreditation Chairs.

4.1.2 Communication: DACC operates on a representative basis and the representatives are responsible for reporting to their constituencies. The Vice Chancellor of Education and Technology shall provide regular DACC updates to the Chancellor's Cabinet.

LRCCD

Adm. Regulation Adopted: 8/1/90
Adm. Regulation Revised: 5/10/04; 4/28/14; 7/8/15
Adm. Regulation Reviewed: 7/8/15
Board Policy: [P-3411](#)

Reaffirmation Process for LRCCD Strategic Plan

Chancellor's Cabinet May 10th

Since the Chancellor's Cabinet is by [LRCCD Regulation 3411](#) Section 1.3.2 the steering committee for District strategic planning processes, the Chancellor's Cabinet decided to create an annual process for reaffirmation of the current [LRCCD Strategic Plan](#).

- Set up a process where the strategic plan never sunsets, rather assess every year to adjust indicators and strategies; create a yearly evaluation of strategic plan, yearly weigh in so there is constant input, data reporting, reflection, and adjustment
- Goals are still relevant to the work and direction the LRCCD is moving, need to think about indicators and strategies with minimum, if any, adjustments only to the current goals.
- Need to spend time and energy on the work not on the process
- Want to move to a more agile strategic plan process to be more responsive to internal or external changes
- Need to take into account the need for a remote process this fall

Desired that the Chancellor's Cabinet reaffirm the LRCCD Strategic Goals as follows:

1. Establish effective pathways that optimize student access and success.
2. Ensure equitable academic achievement across all racial, ethnic, socioeconomic, and gender groups.
3. Provide exemplary teaching and learning opportunities.
4. Lead the region in workforce development.
5. Foster an outstanding working and learning environment.

After the reaffirmation of the goals, it is desired that each college review the strategies used for each indicator of achievement and consider what specific strategies were successfully used at the college to meet or make progress on those indicators. The strategies may already be listed in the current strategic plan or may be strategies which should be considered for inclusion in the next strategic plan.

Fall 2021 Process

Recommended process for Chancellor's Cabinet and colleges to weigh in on the reaffirmation the strategic plan

- District Institutional Research created over the summer a report of progress on indicators of achievement and strategies to share with Chancellor's Cabinet early in fall
- Send data districtwide so each college may collect feedback, perhaps by having listening tours or other collegewide events

- Discuss at college participatory governance meetings and then share feedback at October Cabinet meeting
- Survey for entire district to solicit feedback on the strategic plan and the research report
 - Plan for end of year survey in late spring 2022 with results being discussed at Cabinet in the fall

Reaffirmation Process Timeline:

September

- Review of Indicators and progress of goals
- Approval of process for reaffirmation

September-October

- College and constituency feedback

October

- Discussion of feedback and reaffirmation of LRCCD Strategic Plan

October-November

- Share final plan with district and colleges

April-May

- Strategic Plan survey

Early Fall

- Annual review and evaluation