

CHANCELLOR'S CABINET MEETING

Agenda

Monday, September 23, 2024

3:00 – 4:00pm

Board Room

1. Call to Order	Brian King
2. Finalize Agenda & Minutes of Meetings* a. April 22, 2024	Brian King
3. Role and Purpose of Chancellor's Cabinet*	Peter Khang
4. Institutional Effectiveness Partnership Initiative Review of IBA* • Peer Resource Team Visit: October 18	Brian King
5. Discussion of Definition of Consensus	Brian King
6. Adjournment	Brian King

CHANCELLOR'S CABINET MEETING

Minutes

Monday, April 22, 2024

Board Room

3:00pm

1. CALL TO ORDER

Chancellor King called the meeting to order at 3:00pm. New members of Cabinet introduced themselves.

2. FINALIZE AGENDA & MINUTES OF MEETINGS

The March 25, 2024 meeting minutes and April 22 agenda were approved.

3. INFORMATION TECHNOLOGY STRATEGIC PLAN

Associate Vice Chancellor of IT, Manveer Bola, and FLC Distance Education Coordinator, Dr. Morgan Murphy, presented a high-level overview of Information Technology's updated Strategic Plan. The full plan was provided to Chancellor's Cabinet in the agenda materials. The plan was approved by consensus.

4. NEW PUBLIC SAFETY APP

Chief Strategy and Communications Officer Gabe Ross presented an overview of the District's new safety notification system, SAFE Los Rios, which will be available as a desktop and mobile app. The various features and implementation timeline were discussed. The app will be launched in the Fall 2024 semester.

5. ADJOURNMENT

Chancellor King adjourned the meeting at 3:45pm.

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](#)

Overview of Interest-Based Approach to Conflict Resolution for Institutional Effectiveness Partnership Initiative Project (IEPI)

Background and Overview of the Interest Based Approach at Los Rios CCD

For many years, the Los Rios Community College District utilized the Interest Based Approach (IBA) as a way to resolve communication and relationship issues. The District offered a Three-Day [Interest Based Approach Training](#) for all employees. Individuals who completed the IBA process could also volunteer for [IBA Facilitator Training](#). In the [IBA Newsletter](#) dated January 28, 2020, Chancellor King outlined the purpose, history, and value of IBA and its central role to Los Rios culture. Any employee could request an [Interest-Based Facilitation](#). A broad, high-level overview of the principles of the interest based approach for a team in resolving conflict can be found on LinkedIn: [“How Can You Apply Interest Based Conflict Resolution in a Team?”](#)

Both the IBA Training and IBA Facilitation were open to all employee groups, including faculty, staff, confidentials, and administrators. A hallmark of IBA training has been that all attendees are treated equally, and no participant shared their job title or responsibility until the final day of training. For many years, the IBA Process was a source of pride for many who had participated in the training and saw the IBA approach as a unique part of culture at Los Rios. Districts from around California and across the United States reached out to participate in the Los Rios IBA Process.

The IBA Approach Training in the Spring of 2020 was the final IBA training before the pandemic beginning in March of 2020. As was the case with many in-person programs and training processes, IBA Approach Training was suspended during the pandemic. Even before the unprecedented impact of the global pandemic, Los Rios recognized that the IBA Approach Training might be in need of review and refreshing and possibly reimagining and updating. Though hundreds of Los Rios faculty, staff, and administrators have completed IBA Training, in recent years a growing number of new leaders have not had the opportunity to complete an experience that was shared across all stakeholder groups in the District.

Challenges During and After the Global Pandemic

Over the past four years since the last round of IBA Training, Los Rios many community colleges in California and across the United States have encountered a cascading series of crises, challenges and changes. Understandably, many of the decisions made in recent years have created frustrations and at times anger.

During the 2023-24 academic year, each of the Los Rios Academic Senates passed a resolution of No Confidence in the Los Rios Chancellor for a variety of reasons, including dissatisfaction with collegial consultation between the Chancellor, the District, the Board of Trustees, and faculty. As in the case across the United States, communications have been more strained and at times confrontational.

The IEPI Opportunity

As a new academic year begins, the Board of Trustees, the Chancellor and the Chancellor's Executive Staff (CES), including the four college Presidents and Vice Chancellors, and stakeholders and leaders across the District have identified improving communication and addressing past breakdowns in communication and decision-making processes as a high priority for 2024-25.

During the Spring Semester of 2024, Los Rios was invited to apply for the IEPI process. The Chancellor and the CES reached out to the District Academic Senate President to determine if there was an interest in considering the IEPI process as a way to review the Los Rios IBA process and consider how to review and potentially improve. At this point, all involved have agreed that the goal is to begin with an open mind and a blank slate, with no preconceived notions about what the outcome might be.

Los Rios Participants in the IEPI Process

Los Rios Regulation [R-3411](#) establishes the Chancellor's Cabinet (Cabinet). The regulation states that the Cabinet functions as the Los Rios participatory governance group, and includes appointed representatives from faculty, classified staff, students and administrators. The Cabinet has a regular meeting schedule, and provides an opportunity for all key stakeholder groups to take up issues of "district level significance".

The members of Cabinet who choose to participate will be the initial participants in the IEPI process, including the initial meeting with the Peer Resource Team (PRT). After the first meeting, Cabinet will provide recommendations about next steps and participation, including determining how best to utilize the IEPI grant funding.