

**SPC President's Cabinet Meeting - Action Items**

Date: 07/28/09

Present: Maureen Cartledge, Rita Castro, Michael Chavez, Burton Crow, Julius Gordon, Vernard Grice, Matarì Gunter, Cindy Katz, Ben Kraft, Mecca Salahuddin, Karen Sides  
 Absent: Adena Williams Loston, Christopher Pate, Jorge Trevino, Paul Borrego

Corrected notes: see highlight in yellow.

	#	Topics	Action	Resp. Party	Due Date	Notes
Leading Learning	1	Report Out of Cleary's Meeting	BK presented Performance-Based Planning handout. Item 5 needs to be revisited to look at completion based upon grade distribution and not based on KPI 51. In comparison to other colleges, we will adjust to <b>86.3</b> .	BK	07-29-09	
	2	Minute Order, Faculty Positions	Those missing from the minute order will be added to a revised minute order this morning. Any other new hires need to be completed ASAP, per RD	All	07-31-09	
Accountability and Transparency	3	Professional Development week activities	RD presented latest changes to Professional Development Week activities. Suggestion that we consider holding Employee Happy Hour in the foyer of the new building. KS will check with AWL	KS	07-28-09	
	5	Developmental Ed				RD shared that Dr. Clark requested developmental ed orientation for students and adjunct faculty this fall. This will be a challenge because none of the colleges (except NVC) are prepared to do this so quickly. RD stated we will work this through.
	6	PR Update	<p>MG shared that next Missions game volunteers are in place. Silver Stars game in Sept is college night, volunteers are being secured.</p> <p>Distributed new letterhead template requesting feedback on how far to drill down in customizing letterheads for divisions and offices and departments. RD suggested that MG contact other colleges to see what they are doing.</p> <p>MG reminded that all official materials must use the approved college logo with exceptions given to student clubs or organizations.</p>	MG	08-05-09	

	7	SACS Summer Institute				MS presented her findings at the institute relative to the 5 year report. We have 2 years prior to report due date in 2001 to respond to SACS report questions.  KS suggested we quickly assign someone to begin work on this. RD stated this is under review with a new position possibly being held responsible.
	8	CQIN	KS requested discussion on what institutional improvement the SPC team should address at the conference. Suggestions include Welcome Center (MCH, BC), penetrating local community (VG), and improving President's Academy, (MS) .KS will share suggestions with AWL for final determination.	KS	07-28-09	
Student Empowerment	9	Enrollment				BC presented data for Summer II and Fall 09. Numbers up for summer by 1%, Fall numbers doing well.

BK – Outdoor furniture will be delivered to both campuses over next two weeks

BK – ID cards for district will be required for everyone, Alamo Colleges DPS will come to campus within the next few weeks to coordinate.

RC – Deans from LRCs across district will be going to Austin Community College to share ideas in next couple of weeks

BK – Surveillance cameras will be going in throughout campus in September

RD – suggests that campus police do regular building walkthroughs in new building - BK will follow up

BK – will send out email regarding contacting DSP if you don't feel safe.

MCH- Freshman Orientation on August 21

JG – Student Life is requesting administration to serve sweets to students during first week of school. JG will send email to KF and KJS requesting a timeslot for Dr. Loston

MCH – 2+2+2 will be taking students on university tours throughout the city

RD – need to do a brown bag for participants in Noel Levitz conference to share with broader community sometime in Sept. RD will coordinate.

BK – active shooter training will be scheduled again for fall semester