

MEMORANDUM

DATE: February 27, 2003
TO: Board of Trustees
FROM: Dr. Philip R. Day, Jr., Chancellor
SUBJECT: **Chancellor's Monthly Report – February 2003**

I will provide an oral summary of my monthly report at this month's meeting. The following represent other activities I have been engaged in during the month of February:

- 1) Met with Frances Lee, Brian Ellison and members of the Curriculum Committee.
- 2) Met with the leadership of AFT 2121 to discuss logistical plans for the ratification vote and proposed agreement.
- 3) Attended the National Advisory Council for the Assessment of Vocational Education panel meeting in Washington, DC to review first recommendations and draft report to Congress.
- 4) Conducted Department Chair interviews for selected department chairs.
- 5) Met with Dr. Don Griffin, Larry Klein, and Rick Cantora regarding scholarship office issues and physical space requirements.
- 6) Met with Peter Goldstein and Dr. Kathleen Alioto regarding funding for the Health and Wellness Center.
- 7) Met with the Administrators' Council Executive Committee to discuss current plans and issues.
- 8) Attended a special Board meeting to adopt amendments to college bargaining agreements/wage benefits for all employee groups.
- 9) Met with Dr. Gabriner, Dr. Griffin, Dr. Alioto, Frances Lee, and Kristin Hershbell regarding Koret Foundation funding.
- 10) Attended a community celebration at PCR for the swearing in by Mayor Willie Brown of Dr. Anita Grier as President and Lawrence Wong as Vice President of the Board of Trustees.

- 11) Met with Dr. Brian Ellison regarding the 2003-04 College Catalog.
- 12) Met with Tobin Kendrick and architects regarding the Health and Wellness Center Preliminary Building Plans. Also in attendance were Peter Goldstein, Linda Squires-Grohe, Brad Duggan, Jim Blomquist, and Kathleen Alioto.
- 13) Chaired College Council meeting to discuss budget status and computer rollout update.
- 14) Met with the Diversity Committee of the Board of Trustees to discuss Statewide Diversity Project and Hiring Report for 2002/03.
- 15) Gave welcome remarks at the Board Second Annual Forum for Community-based Organizations at PCR sponsored by the Office of Outreach and Recruitment/Dean Elizabeth Brent.
- 16) Met with Mamie How, Doug Re, and Bill Beaver regarding Macintosh/PC/ITPC policies.
- 17) Attended a Board Facilities Committee meeting to discuss the Master Plan and Capital Outlay.
- 18) Met with officers of the Academic Senate to discuss current issues and plans.
- 19) Met with the Enhanced Self Study Ad Hoc Coordinating Committee to discuss status of recommendations.
- 20) Attended a joint meeting of the Board's Finance and Education Committee to discuss the Strategic Plan and Budget.
- 21) Met with members of the Planning and Budgeting Council to discuss budget status and revised budget planning documents.

If there are any questions on the above schedule or activities, please don't hesitate to contact me directly. Thanks for your continuing support.

PRDJ:jcd

