

MEMORANDUM

DATE: April 25, 2002

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

SUBJECT: Chancellor's Monthly Report – April 2002

As we move through the Spring Semester, things have been heating up in a dramatic way. Issues at the federal, state, and local/district level all seem to be converging at this time, making for a very heavy schedule requiring a lot of attention. I wanted to review with you several areas that have been getting special attention this month.

First, we have had three committee meetings of the board in April: facilities, education, and legislative committees. I have already provided you with a copy of the meeting notes of the Facilities Committee meeting, held on April 3. I'm enclosing in this report copies of the meeting notes for both the Education Committee and Legislative Committee meetings (Attachments A). Also attached (Attachment B) is a revised handout of the College's Legislative Priorities that will be distributed to all the participants gathering for the April 29 (AFT-sponsored) and April 30 (League and Board of Governors-sponsored) "Capitol Days" in Sacramento. The information has been revised to reflect the ideas and outcomes of the Legislative Committee meeting (**to the extent possible**).

On another subject, one of the District's and Chancellor's key objectives this year was to identify major areas of the Enhanced Self-Study that reflect "high need" and represent a challenge from an implementation standpoint, particularly in terms of resource requirements. Given this need, the strategy was to develop a new Title III proposal request to the U.S. Office of Education that addressed these requirements. Some of you may recall that the last time we developed a Title III proposal (more than five years ago) we contracted with an outside firm (Western Research and Development) at considerable expense (approximately \$175,000). This time, I am pleased to say that the effort put forth was much more "grassroots," utilizing in-house resources at considerably less cost. We did utilize Dr. Kathe German of Development Institute, Inc. as a key resource consultant in helping to oversee the development process of the proposal and to get our own people involved. Dr. German also edited the final proposal. As you already know, Dr. German has been directly involved with the Enhanced Self-Study project over the past 12-15

months, and has been assisting Vice Chancellor Don Griffin in the implementation of the new structure for the Division of Student Development and, most recently, the restructuring of the Counseling Department. She also happens to be one of the foremost experts and consultants on Title III in the country, and given the level of competition (only 17 colleges will be funded), the District benefited enormously from her assistance and hard work on this project.

Dr. German worked directly with the Office of Research and Grants, and she coordinated the efforts of a team that consisted of our new Associate Dean of Grants and Resource Development, Kristin Hershbell, as well as Gail Waldron, Eva Schiorring and Kelly Karandjeff, also from the Grants Office. This group represented the core writing team under Kathe's leadership but the group that "fed into" this process with programmatic ideas and suggestions consisted of a wide array of faculty and staff as follows:

Bruce Smith	Elma Cabahug
Kimberly Bolding	Stacey Cerwin-Bates
Gail Waldron	Sharon Seymour
Marylou Leyba	Laura Walsh
Tom Tragardh	Barbara Scrafford
Michael Hulbert	Frank Chong
Keith McAllister	Frederick Teti
Ann Clark	Bob Gabriner
Don Griffin	John Batty-Sylvan
Kitty Moriwaki	Rex Garner
Bill Beaver	Sandra Handler
Wing Tsao	Doug Re
Mamie How	Lindy McKnight
Patty Chong Delong	Frances Lee
Brian Ellison	Deanna Abma

Activity directors designated as coordinators of this project (at this time), based on their active engagement with the development efforts to date, are Larry Klein (Dean of Special Projects), Project Director; Nick Chang (Dean of Matriculation), Director of Activity One: ***Increasing Persistence and Retention of Developing Enrollment Management Systems***; and Nadine Rosenthal (Department Chair, Learning Assistance), Director of Activity Two: ***Increasing Student Achievement Through Developmental Program Reform***. Attached for your review and information (Attachment C) is a Proposed Abstract and Summary Budget of the Application for Federal Education Assistance to the USOE's Strengthening Institutions Program. A copy of the full proposal (all 100 pages) is on file in my office should you have an interest in reading it.

I do need to emphasize that *applying* for a grant is quite different from getting one. This is the most competitive grant program this year in all of the USOE-funded programs. Proposals will be evaluated by an outside review team and Title III staff on a scale of 1 – 100, with 100 being the perfect score. It's very likely that in order to be funded, a proposal will need to have no less than a 97.5 – 98 point evaluation, which doesn't leave

much room for error. Based upon my own work with Title III over the years, coupled with Dr. German's, we do believe that the quality effort and the proposal merits this level of assessment but, as you can see, it doesn't take much to bump an institution out of the competition. Nonetheless, I can say with a high degree of confidence, that no other community college in this country has assembled the quality team and put forth a better effort than City College to be in this competitive position. They are to be commended for their efforts to day and, hopefully, will be fully rewarded once USOE makes its final decision. I'll keep you posted on the review process.

Earlier I referenced the attached copy of the Education Committee Meeting Notes. During the meeting, questions were asked and addressed about the purpose and scope of the **Mid-Term Report for Reaccreditation**. As a follow-up to the meeting, Dean Sandra Handler and I met to discuss the issue further. Our conclusion was that it might be helpful for the board to see a copy of the **Mid-Term Report submitted in 1996** (Attachment D). The size and scope of the report is certainly suggestive of what our final product may look like this time around. I hope this is helpful. The Education Committee agreed that it would be beneficial to meet again to review the status of the newest Mid-Term Report sometime after the next draft is complete, but before final revisions are made (period between August 15 and September 9).

In the near future, we are having what I expect to be the last meeting of the District's Sunshine Ordinance Advisory Committee. I had hoped that this last meeting, originally scheduled for April 16, would have taken place by the time I wrote my Chancellor's Report; however, it has been rescheduled for April 23. Although I plan to give you a final update on the night of our next board meeting, I want to give you a sneak preview and status report. Attached (Attachment E) for your review is a copy of the minutes of our February and March meetings and a **draft copy** of the Committee's Recommendations. Attached to the committee's report is a detailed, side-by-side analysis of the City's Sunshine Ordinance, the Brown Act; California Public Records and Open Meeting Laws, which was prepared and analyzed by the committee. It is in our interest to have a full discussion with the committee about the **draft report** at the April 23 meeting. I emphasize the word *draft* only to suggest that there may be some changes made by the time of my report to you on April 25. In May, I will be presenting a complete report and final recommendation on this matter. I have to say, the committee has been a pleasure to work with, taking their role very seriously, and I look forward to our final deliberations next week.

You may recall that in last month's Chancellor's Report I referenced a national conference in which I would be participating as an invited speaker. The Washington ***Conference on Community Colleges and Low Income Populations*** focused on pragmatic next steps and high priorities if community colleges are to improve their effectiveness in helping low-income populations get in, stay in, and advance to further education and/or quality employment. As the final speaker for the last session, I had an opportunity to synthesize much of the cutting-edge research presented earlier in the conference and offer my own insight into areas where more research is needed and where policy openings should be pursued. To my pleasant surprise, many of my comments were

summarized and published on the front page of this month's edition of the American Association of Community Colleges' (AACC) national publication, *Community College Times* (Attachment F). The subject matter of this policy forum was particularly important when considering the ways in which advocacy for our District and students plays out in the national education agenda.

Additionally, I'd given the board a copy of the new By-Laws for the City College Foundation, as well as a status report on the restructuring of the Foundation Board of Directors (12-10-01). Earlier this month, we convened the quarterly meeting of the new Foundation Board, and in an effort to keep you current on the issues discussed, I am attaching the meeting agenda herein (Attachment G). I am also including a list of members of the newly formed board and a report of the board's Advisory Committee on Finance and Investments, attached to which are biographical profiles of the members of that committee (also Attachment G). It is important to remind the board that our ultimate objective is to have 24 members who reflect the diversity of the community we serve. In my December communication to the Board of Trustees, I had asked for the submission of prospective names for the Foundation Board, and I would like to remind you to forward any suggestions you may have. As a follow-up to this Chancellor's Report, I will provide a more detailed list of criteria that the nominating committee, chaired by Walter Newman, is using. My other purpose for drawing your attention to the documentation on the restructuring of the Foundation Board is to illustrate that we are, indeed, well on our way to accomplishing major objectives related to the City College Foundation and overall strategies related to fund-raising and resource development. It should also be noted that without the support and distinguished leadership of Dr. Kathleen Alioto, we would not be nearly as far as we are to date in terms of attracting the numbers and quality of peoples involved. She deserves to be acknowledged for her ongoing commitment to bringing our College Foundation into the 21st Century.

Finally, I want to thank you for your active participation in so many of the critical meetings and activities on April's calendar. Your keen interest and active support in the District's priority programs and time-sensitive initiatives helps keep the wind in our sails and certainly inspires our staff, faculty, and students to stay fully engaged even as the building demands of the end-of-term weigh heavier.

Other activities I have been involved in this month are reflected below:

- 1) Attended the annual Cesar Chavez breakfast meeting at Cathedral Hill Hotel, accompanied by selected staff, faculty, and board members.
- 2) Met with Nancy Pelosi's staff to discuss issues regarding reauthorization of the Welfare Reform Act, Vocational Education and Higher Education.
- 3) Met with the College Advisory Committee to discuss a variety of issues and reports (Attachment H).

- 4) Attended a breakfast reception hosted by Cruz Bustamante for Senator Hillary Clinton.
- 5) Met with AS officers and Dean Frank Chong regarding plans for AS elections.
- 6) Attended the San Francisco Organizing Project's (SFOP) kick-off event for the Affordable Housing Ballot Initiative, 2002 ("Homes for the City").
- 7) Attended the welcoming banquet for the Zhejiang University City College President and visiting associates.
- 8) Met with members of the Sexual Harassment/Gender Bias Committee to discuss issues and concerns.
- 9) Met with Professor Kathy White on the status of the College's activity and plans regarding Teacher Preparation.
- 10) Met with the leadership of AFT 2121 to discuss labor/management issues.
- 11) Attended the Bay 10 Annual Dinner hosted by Chabot/Las Positas Community College.
- 12) Met with Frances Lee, Elaine Johnson, Phyllis McGuire and Wing Tsao on Biotech and related upcoming plans.
- 13) Met with Jorge Bell and Ted Alfaro on the upcoming Hispanic Association of Colleges and Universities National Capitol Forum on Hispanic Education in Washington D.C.
- 14) Met with George Shardlow and Sandra Handler on status of the WASC Mid-Term Report.
- 15) Met with Frances Lee, Wing Tsao, Pierre Thiry, and Carmen Lamha regarding future plans and needs of the new Computer Networking and Information Technology Department.
- 16) Met with Peter Goldstein, Brad Duggan and George Rush regarding new site for the gymnasium.
- 17) Hosted a half-day follow-up session for purposes of reviewing the work and draft report of the two-day Strategic Planning Workshop.
- 18) Attended a meeting of the Facilities Committee of the Board of Trustees to discuss proposed board resolution and updates on the Five-Year Special Projects List.

- 19) Attended a meeting of the Education Committee to discuss and review plans and status of WASC required Mid-term Report.
- 20) Attended the board meeting of the City College Foundation to discuss a variety of issues related to the future development plans of the Foundation.
- 21) Met with members of the City College Sunshine Ordinance Advisory Committee.
- 22) Met with the Labor/Management Council to discuss a number of issues and plans.
- 23) Attended the annual Hotel & Restaurant fund-raiser, "Wok on the Wild Side."
- 24) Attended, with some board members and administrators, the annual Jewish Vocational Services (JVC) luncheon at the St. Francis Hotel.
- 25) Met with Bob Gabriner, Linda Squires Grohe, Ophelia Clark, Darlene Alioto, Bruce Smith, and Madeline Mueller to discuss the final draft of the new Administrative Evaluation procedures and process.
- 26) Interviewed finalists for Design Architects for City Colleges' Master Plan.
- 27) Attended the AFT-sponsored reception at 33 Gough, with Nancy Pelosi as guest of honor.
- 28) Attended the 82nd Annual AACC Convention in Seattle, WA, and was an invited participant and speaker for a number of conference sessions.
- 29) Conducted interviews for new Department Chairs for the Counseling Department.
- 30) Met with the Executive Committee of the Administrators' Council to discuss upcoming issues and plans.
- 31) Offered welcoming remarks at the annual CCSF Career Fair.
- 32) Met with Trustee Grier, Frances Lee, Bruce Smith, and Wood Massey on the Older Adults program and SFUSD's School Volunteer Program.
- 33) Attended the annual Faculty Tenure Party at PCR.
- 34) Met with Dr. Denton Crews and Dr. Elaine Johnson on the development of a business plan for Bio-Link.
- 35) Met with the Enhanced Self-Study Ad Hoc Coordinating Council to discuss current plans and project status.

- 36) Attended, with Leslie Smith, the BCP Task Force meeting in Sacramento.
- 37) Attended the Asian Coalition Dinner at the Golden Dragon Restaurant.
- 38) Attended and made a presentation on the NATN at the annual meeting of the College Board in Chicago.

Thanks, and if you have any questions on my activities of the month and the items above in advance of our meeting, please let me know.

Attachment

PRDJ:jcd