

MEMORANDUM

DATE: August 28, 2003
TO: Board of Trustees
FROM: Dr. Philip R. Day, Jr., Chancellor
SUBJECT: **Chancellor's Monthly Report – August 2003**

Well, the College is back in session and it appears as though we are off to a roaring start. The place is extremely busy and judging from the numbers of the first day of credit classes, we will have more students with us this fall than last. This is despite the fact that we are operating on a schedule of offerings that has been reduced by 4% over last year's schedule. Our faculty and support staff are to be strongly commended for continuing to try to accommodate as many students as we can without closing off the door of opportunity and they're doing a great job. Don Griffin, Terry, Hall, the Deans, and Department Chairs are also to be commended for their enrollment management efforts and for making the type of adjustments necessary to respond to this level of unprecedented demand.

Clearly, our jobs have been made that much more complex given the situation with the UC and CSU system. The significant increases in tuition that they have imposed on their students and the limitations they have put on enrollment (both new and transfers) have created a situation that ends up putting more demand on City College and other community colleges around the state. The good news is that we are trying to accommodate and be responsive to as many students as we can. The bad news is that the workload of our faculty and staff is at unprecedented levels as we struggle to do more with less, class sizes are increasing, and it is a bit of a challenge (to say the least) to fulfill and address the rising tide of expectations of our students, community, and state. Having said that, I can say unequivocally that no other college is better able to respond to this challenge than City College thru the dedication and commitment of its hardworking faculty and staff.

Interestingly, the impact of the budget on City College and its students is getting a lot of attention. So much so that some people are calling to inquire how they can help. An excellent example is Claude and Louise Rosenberg who recently called and indicated they wanted to be of some assistance to the college, its students, and to its faculty. After some preliminary discussions, Dr. Alioto and I presented to them a range of options (a menu of opportunities, if you will) and then met with them late Friday afternoon (August 15).

Kathleen and I left that meeting with a strong sense that Claude and Louise would do something but did not know what or for how much. On early Monday and on the first day of

classes, Mr. Rosenberg called and indicated that they were prepared to give the college, through its Foundation, a cash gift of \$250,000. The purposes of the gift would be twofold. First, \$150,000 would be allocated to support the continuation of our Basic Skills Improvement Initiative funded in part by the Koret Foundation. The expectation was that the Rosenberg gift could be used as leverage in getting Koret to support Year Two (2) of the initiative started this past year and at the same time help financially augment what we have committed to this important area of academic and student support. The second part of the gift (\$100,000) would be allocated to support the expansion of our library and learning assistance center operations and support for students. As you know, because of the budget crisis, we've had to cutback on the services, acquisitions and hours of operation of the library. This grant will help restore some of that effort particularly the hours of operation.

I can't begin to tell you how uplifting it has been to have this bit of news on the first day of class. Needless to say, the Math and English departments are ecstatic and Rita Jones is equally excited. Kathleen and I, with the full support and assistance of Bob Gabriner and Kristin Hershbell, will be attempting to gather additional resources to help us through the coming year. This is a great beginning and the entire college community is very delighted, appreciative and respectful of the generosity of the Rosenbergs...they are truly very special friends of the college.

On another note, I have met with the Academic Senate leadership and others (Administrators' Council Retreat) to discuss ideas for the organization of our upcoming Accreditation Self Study. I shared with them information about the standards for assessment and an organization schematic outlining the activity areas that needed to be given attention and review. They responded very positively and we pledged to get ourselves organized and have faculty, administrators, classified, and students appointed to the identified work groups no later than December, 2003 so that the self study process could get underway during the spring semester of 2004. A copy of that overview is attached. The Board members need to think about a member of the Board who could serve on the Steering Committee of the Self-Study. The logical person would be Trustee Marks, who serves as chair of the Education Committee but that is a decision for the Board.

Also, we did have a highly successful joint meeting with the Sunshine Ordinance Task Force (SOTF) of the City. The tone was both positive and constructive and the outcomes were very positive. Both groups decided that there is a need to follow-up with a smaller workgroup approach to examine other areas of potential interface between our efforts to operate in the "sunshine" and those of the City. A copy of the minutes of the meeting are attached and I would call your attention to Resolution S9, which relates to this matter. I think you'll be pleased to see the breadth of the proposed resolution and the extent to which it focuses on the discussion and outcomes of our meeting with the SOTF. A very special thanks and note of appreciation must be extended to Donna Hall, the administrator of SOTF, for her support and leadership in helping make this productive meeting happen.

Finally, you should have all received a copy of the End of Year Assessment Report, the updated draft of the Strategic Plan Implementation Schedule, and the update on the status of the PLA and call for availability for a special meeting. Please review and if you have any additional questions or concerns, please advise.

Additionally, I was involved in the following:

- 1) Met with Trustee Grier regarding planning for the next several months.
- 2) Together with Kathleen Alioto, met with Kay Dryden and Walter Newman to discuss upcoming meetings of Foundation Board and status of plans for Institutional Advancement.
- 3) Met with Bob Gabriner regarding the Management Plan, End-of-Year Report and the Strategic Plan.
- 4) Together with Trustee Carter and Phyllis McGuire, attended the Bay Area Council Gala dinner
- 5) Met with Dr. David Wolf and Dr. Steve Weiner regarding “Keeping the Promise” Project funded by various foundations.
- 6) Met with Bob Gabriner, Phyllis McGuire, Terry Feeley, Eunice Azzani, and Roberta Achtenberg of the San Francisco Chamber of Commerce to discuss a closer partnership with the Chamber’s San Francisco Works initiative.
- 7) Attended the Private Industry Council and Workforce Development Board Retreat regarding the One Stop Centers which was held at the Trocadero Clubhouse.
- 8) Together with Phyllis McGuire, attended a forum on Bay Area Leadership for a California Initiative to Build a Technologically Professional Workforce at Mission College.
- 9) Interviewed by KCBS radio station and NBC Channel 11 regarding the opening of the fall semester, status of enrollment, and impact of the budget cuts.
- 10) Met with Julia Bergman and others regarding the Works of Art Committee.
- 11) Had a working lunch with Dr. Griffin, Sue Homer, Lynda Hirose and others regarding the Multi-Cultural Infusion Project.
- 12) Attended a joint meeting of the CCSF Board of Trustees and the City’s Sunshine Advisory Committee to discuss the current status of Sunshine Ordinance recommendations by the district.
- 13) Met with the Administrators’ Executive Committee regarding plans and agenda for August 15 retreat of the Administrators’ Council.
- 14) Met with Phyllis McGuire, Suzanne Korey, and Bob Gabriner regarding the Muni Improvement Project Fund and Transportation Academy Initiative.

- 15) Met with former City Assessor Doris Ward and Calvin Grigsby for a discussion on funding and financing of our bonds.
- 16) Met with Kathleen Alioto and Herb McLaughlin of KMD regarding the Health and Wellness Center and fundraising strategies.
- 17) Welcomed new employees at the Employee Orientation held at the Rosenberg Library.
- 18) Together with Martha Lucey and Terry Hall, met with Judges Judy Tang and Lilian Sing to discuss plans for a Youth Conference that we are hosting.
- 19) Attended a Board Retreat at Gough to discuss Board self-evaluation, team building, Board-sponsored resolutions/shared governance, policy making and role of trustees, and review of the proposed Chancellor's objectives for 2003-04.
- 20) Met with members of the Cabinet to discuss preparations for the fall semester and other matters.
- 21) Together with Mamie How, had a telephone conference with Dr. Milliron and Dr. de los Santos regarding the League for Innovation in the Community College's seventh annual Innovations Conference.
- 22) Met with Stan Warren (Executive Director/Secretary) and others regarding the PLA (Project Labor Agreement).
- 23) Gave welcome address at the Diego Rivera Theater for Fall 2003 Flex Day.
- 24) Attended joint meeting of SEIU/Classified Senate plenary session and swore in the newly-elected Council officers.
- 25) Together with Superintendent Arlene Ackerman and SFSU President Bob Corrigan and other leaders from SFUSD, met with representatives from Harvard University to discuss Harvard's Public Education Leadership Project (PELP).
- 26) Attended and spoke at the Administrators' Council Retreat held at Pierre Coste Restaurant.
- 27) Attended faculty meeting of the Multi-Cultural Infusion Project.
- 28) Together with Kathleen Alioto, met with Claude and Louise Rosenberg to discuss potential development opportunities.
- 29) Together with Peter Goldstein, met with Supervisor Aaron Peskin to discuss the Chinatown/North Beach Campus plans and developments.
- 30) Met with Gloriamarie Caluen, Student Trustee regarding future plans and her role.

- 31) Had a telephone conference with other panelists to the National Governors Association's national conference on Increasing Higher Education Productivity to Close the Achievement Gap to be held in San Francisco on September 15, 2003.
- 32) Met with Dr. Don Griffin and Marylou Leyba regarding Title IX compliance and study.
- 33) Met with Jerry Sullivan of the American Association of Collegiate Registrars and Admissions Officers (AACRAO) regarding NATN. Also met with AACC President Dr. George Boggs and representatives of the Department of Education.
- 34) Met with the Labor/Management Council of SEIU Local 790 to discuss future plans and issues.
- 35) Met with the leadership of AFT 2121 to discuss current plans and concerns.
- 36) Met with Pam Calloway, President of the Private Industry Council, regarding workforce investment issues.
- 37) Met with the Mission Campus Advisory Committee to discuss plans for the New Mission Campus.
- 38) Met with Academic Senate Officers.
- 39) Attended meeting of the Workforce Investment Board Executive Committee at the Gough Auditorium.
- 40) Chaired the meeting of the college's Planning and Budgeting Council and discussed this year's agenda, budget, and planning issues.

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

Attachments

PRDJ:jcd

