

MEMORANDUM

Date: August 19, 2004
To: Board of Trustees
From: Dr. Philip R. Day, Jr., Chancellor
Re: **Chancellor's Monthly Report - August**

Well this has been our typical August and the pace has been incredible...School is now underway and everything seems to be moving forward. While there have been a few rough spots at the Ocean Avenue Campus (traffic and parking issues), they seem to be limited to the "opening day" of classes. Once students were able to deal with the new reality of the re-configured Balboa Reservoir and we were able to figure out the best way of moving them in and out, everything really smoothed out. The work in the reservoir is about 90% done. The contractor has been unbelievably responsive and cooperative and we expect the work to be completed over the next couple weeks. Aside from making sure we were ready for opening day, we have been working on a number of issues related to budget planning for the upcoming year; matters related to facilities planning; preliminary work at the State level on budget issues for the 2005-2006 budget; and, of course the institutional self-study.

Given all of what is going on and the sheer weight of this Board package, I am not going to go into the details on all of the above. I am attaching several documents that I hope will be of interest. These include:

- a) Grants Update (please note the new \$1.1M award from NSF to support our Ramp-Up to Bio-technology Careers Program);
- b) A Status Report on the Self-Study;
- c) A copy of a prospectus entitled "Academy for Improved Student Success" which was referenced in my Flex Day Speech and is an outgrowth of discussions held last year between the College's Diversity Committee; Basic Skills Initiative Work Group; the Multi-Cultural Infusion project staff; Ethnic Studies Department; and others. It also relates very directly (I believe) to one of the Board identified "priorities," i.e., Diversity.
- d) And lastly, (sorry to increase the weight of your package) copies of the 2003-2004 End-of-Year Report and Management Plan for 2004-2005. We promised that we would get these documents to you earlier rather than present them all at once and at the same time you are asked for your final approval of the College's Budget in September.

Additionally, I was involved in the following during the month of August:

- 1) Met with Peter Goldstein, Bob Gabriner, Phyllis McGuire and Martha Lucey for a discussion on specifications that need to and should be included in an overall enhanced Communication Plan for the College. This is in response to the Board's identified priorities.
- 2) Met with Kathleen Alioto to discuss upcoming meetings of Foundation Board and the Foundation's planning retreat.
- 3) Met with Bob Gabriner, Kathleen Alioto and Kristin Hershbell regarding funding opportunities for the college and ensuring that our efforts continue to be driven by the Institutional Advancement Plan (IAP) and are well coordinated.
- 4) Met with Aly Satterlund, Ron Lee, Peter Goldstein and Bob Gabriner regarding planning and setting a timetable for updating the Board Policy Manual which will be presented to the Board of Trustees for review.
- 5) Met with members of the Cabinet to discuss preparations for the fall semester and other administrative matters.
- 6) Met with Peter Goldstein, Don Griffin, Terry Hall, Aly Satterlund, and Jim Blomquist for a monthly update on Facilities projects.
- 7) Met with the Sunnyside Association Executive Committee to discuss the status of the Student Health Center, new Child Care Center Building, Circular Drive/Havelock Street Traffic Flow, and the MOU regarding the "Hill."
- 8) Welcomed new employees at the annual "New Employee Orientation" held at the Rosenberg Library.
- 9) Met with the Labor/Management Council of SEIU Local 790 to discuss future plans and current issues.
- 10) Attended and spoke at the Administrators' Council Retreat held at John Adams Campus.
- 11) Gave welcome address at the Diego Rivera Theater for Fall 2004 Flex Day.
- 12) Attended joint meeting of SEIU/Classified Senate plenary session and swore in the newly-elected Council officers.
- 13) Met with the staff of the PE Department to discuss the new Health and Wellness Center.
- 14) Met with Stan Warren (Executive Director/Secretary), Bill Wong (Carpenter's Union), and John O'Rourke (Electrical Workers' Union) regarding the PLA (Project Labor Agreement).
- 15) Met with Bob Gabriner, Leslie Smith, Sue Homer, Ruben Lizardo and Laurie Olsen of the "California Tomorrow" Project regarding a potential collaboration to further the course for non-credit advocacy.

- 16) Attended a Board Work Session at Gough to discuss matters related to the budget, Bond sale, and Chancellor's 2004-2005 Objectives.
- 17) Met with Trustee Julio Ramos, Phyllis McGuire, Richard Marquez, Cristina Olaguer and others for a discussion on community-based programs.
- 18) Chaired the meeting of the college's Planning and Budgeting Council and discussed this year's agenda, budget, and planning issues.
- 19) Attended the Missing California Community College Students Art Installation Project kick-off held at Union Square, San Francisco.
- 20) Met with Pamela Calloway, Lynn Bunim, Dwayne Jones, Trent Rhorer, Steve Arcelona, Jessie Blout, and representatives from the Haas Foundation for a discussion on Workforce Development.
- 21) Met with leadership of AFT2121 to discuss labor/management planning issues.
- 22) Met with Mark Phillips, Fred Castro of SFSU and Aly Satterlund for a transition meeting on the San Francisco Higher Education Consortium. Also attended a lunch meeting with members of the consortium.
- 23) Met with representatives of a delegation from Beijing to discuss the foundations/structure of the U.S. community college system.
- 24) Met with Linda Squires Grohe, Don Griffin, Leslie Smith, Bob Gabriner, Tim Berthold, Jose Ramon Pena, and Vicky Legion regarding Community Health Works.
- 25) Met with Phyllis McGuire and the President of Goodwill Industries to discuss a closer partnership regarding training and workforce development.
- 26) Met with members of the College Diversity Committee to discuss issues and plans related to the various diversity initiatives of the college.

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

PRDJ:lh

Attachments: Grant Activities Update
End-of-Year Report
Management Plan Report