

August 4th 2008 Campus Update

Last week was a very busy week. As most of you probably know by now we had two College employees submit resignations. Khristy Warch in Workforce has taken a full-time position in Palm Desert as a Job Placement Counselor and Tyesha Felder in the Foundation Office is on her way to Okinawa. I wish them both the very best and extend a very big thank you for their service to CMC.

The Adopt-A-Classroom is going very well and I want to thank everyone that has had a hand in making this possible. We have two classrooms left, Room's 11 and 119 A&B. I am going to see if I can come up with a couple of days before Fall Classes begin to see if we can get volunteers (with supervisor permission) from across the campus to finish up this project. Again, my thanks goes out to those who have helped and to those who could not for any number of reasons but were there in spirit! I am already getting positive feedback from students. Job well done and a big 212° to all!

You most certainly have noticed that a lot of moving around is going on. Let me update you on what has taken place and what is in process. First, OOI has moved into the Instructional Services areas (we are soon going to re-designate that as Academic Affairs) and the Copy Center is down in the old OOI area. That has caused some inconvenience and more shifts are in the making to get things worked-out with faculty mail and printer/copier access. The Board gave their final approval for the plan to not replace Renee in HR and to assign Bonnie Bilger as the Interim HR Manager, and for Tracy Sheehan to work out-of-class as the HR Specialist. We will do this for up to a year and then reassess the need to rehire a Human Resources Director. Part of the process to improve personnel support services includes the hiring an Accounts Receivable/Payable person with half of the duties in payroll. With this in mind Janice Blaisdell will be recommended for a shift from a Confidential Classified position to a Payroll Manager position. In addition Janice will make a physical move into the Academic Affairs/Human Resources area to stream-line payroll and HR processes.

Last Thursday's Board Meeting was the first public announcement of our being placed on "warning" by the ACCJC. From what I have heard and read the media has done a very good job of presenting the facts and not making this bigger in the eyes of the public than it needs to be. This is a good time for me to mention another significant change. Cathy Itnyre has agreed to once again take on the role of Accreditation Liaison Officer. With the Datatel implementation being upon us I wanted Greg Brown to be focused on that project and not saddled with ALO. Cathy has prior experience as ALO and I think will do us a fine job. I did tell Cathy that she will have the voice and support of my office as she takes on this assignment.

Until next week,

Roger

August 11th 2008 Campus Update

I sense that the pace of things at CMC is about to change! Only one week until the Fall Semester begins and we will be back in full-force doing what we do best, serving students.

Recapping from last week's events and issues I can say it was for the most part relatively calm. We continue to have issues with the Library's server which was corrupted and has resulted in significant issues for the Library. Steve Kemp, Carolyn Hopkins, and Al Whitehurst have recommended a potential solution that should, with any luck, get the corrupted data restored.

We had two very good 212° recognitions last week. Shannon Davis was recognized for her effort to go "above and beyond" in providing a service to a student on campus and Elaine Harmon was recognized for the extra hours (including her weekend) to get an MIS report to the Chancellors office on time. Thanks to both for there extraordinary efforts!

Dr. Jim Arneson spent most of last Friday working a both at the Marine Corps Exchange promoting CMC as the educational institution of choice for Marines and their families. I stopped in on the recruiting effort and Jim shared that the turnout had been somewhat dismal. The location had been changed and it was not in a very prominent location. I was impressed with the number of colleges that are competing for "our" students and will share some of what I saw with you on Thursday at all staff day.

It looks very much like we will be having our "official" ground breaking ceremony for the Bell Center on October 1st. As this gets closer and we have more information I let you know.

I spoke to the Basin Wide Foundation last Thursday and gave a general update on what the College has to offer program wise, what our current challenges are, and what new programs are being looked at. I will be out of the office on Thursday afternoon and Friday after the welcome breakfast. Have a great week and see you all on Thursday!

Until next week,

Roger

August 18th 2008 Campus Update

Last week I attended the first ASCMC meeting for the semester. It looks like we will have a very strong group this year. I know they have a great deal of energy and are excited about a number of things they have planned, including getting out the first edition of the voice. Thanks to Mike Danza and Melynie Schiel for there work with the students.

It looks like the Library has been spared a total loss of information from their server breakdown last week. We contracted with a company called TLC to restore what they could and Carolyn has developed a very aggressive work-plan to fill the gaps of lost data.

I attended a meeting at the Twentynine Palms Chamber of Commerce on Tuesday concerning their "Pioneer Days" celebration. We will have a number of opportunities to make CMC visible to the public during that celebration. I did commit us to sponsoring the "Fire Brigade" event that is open to all teams regardless of their affiliation with a fire department. It seemed to be a good fit for us since we have a Fire Technology Program. The Chamber Committee suggested that we enter a team in the Outhouse race? Let me know if you find this interesting and maybe we will enter a team.

You all know of course that we had our All Staff Day on Thursday and from what I can tell it went well. I was unable to attend the afternoon presentation which I understand was exceptional! I have discussed with the both Association President's the issue of what is appropriate and desired by the varying groups for All Staff Day. I would like to hear from you some topics that you feel are appropriate and needed to help you better you job skills or would help us institutionally. My goal is to move toward more break-out sessions where you have a wider range of choice.

I took vacation on Friday to spend the day with a couple of friends from Missouri but made it to the welcome breakfast that was held for all of our new faculty and staff. It was a good event and served as a way for us to not just welcome but help provide some limited orientation to whom does what on campus.

We held the first weekly meeting between HR, Payroll, Association Presidents and myself that is designed to improve communications as well as help education administration on the concerns and processes that impact both Associations membership. It is my hope that we will shift much of our working hours from "reacting" to "prevention" when it comes to personnel actions.

The last of our classrooms to be adopted was completed Friday and Saturday thanks to volunteers from Student Services. Again, I want to extend a big thank you to each of you for your part in this wonderful gesture to make CMC a better place. Finally I want to thank the Classified Association for their allowing this project to take place. Without this positive relationship it would not have been possible.

Until next week,
Roger

September 8th 2008 Campus Update

Well it has been nearly 2 weeks since I last did a campus-wide update. I didn't do one last Monday, because, well it was a holiday. Anyway I will try to recap highlights from the past two weeks.

On Monday August 25th I attended a PASS (Eco-Summit) meeting here on campus. It looks like it is going to be a very educational conference. As you know the college is very much involved in the conference and we continue to need volunteers to help out on Friday and Saturday October 10th and 11th. Please let Laura Hall or myself know if you can lend a hand. Help is needed in many areas, technology support, welcome desk, parking cars, distributing handouts, etc.

Tuesday the 26th the Cabinet met off campus for most of the day talking about accreditation, budget, and such. A significant amount of the morning was spent going over the closing (07/08) "unaudited actuals" which are the closing budget documents submitted to the Chancellors Office. I have inserted four tables at the end of this memo that explains where we ended the year, how we fared on the 50% law, and where our beginning unrestricted fund balance is for FY 08/09. It was a very productive meeting that helped re-assure me we are on the right track with our accreditation. The meeting was cut short due to the campus-wide power outage that also took place on this day.

On Wednesday the 27th you saw many of our managers and administrators out in force at Phase III hosting a "welcome back, we survived week one" cookout! It was well attended by all employees and I want to thank all our fine cooks and servers for a job well done.

Greg Brown, Joe Olson, Rodger McGinness, Annette Bell, Cheryl Munsey, Bonnie Bilger, and I all participated in a meeting to examine the programs and budgets that are currently termed "Workforce". It seems over the years programs and budgets have "morphed" into a rather complicated knot that needs to be undone. The short story is we have two grant programs, TEP and CalWorks that have federal and state funding. In addition, both also receive some dollars for the general operating fund. The program we all call "Workforce" actually is an unfunded county program that is part of the Workforce Investment Act. There may be some shifting of tasks and functions that will need to be negotiated, or there may be no shifts at all, but there is no plan or any talk of eliminating any hours of any of employees related to any of these programs. Just want to stifle any rumors that may be going around.

Thursday the 28th was the Board meeting where I gave a verbal update to all on where we ended the year financially and where we stood on 50% compliance. I mentioned in the beginning paragraphs that I have attached a more refined breakdown of this information for you to see. Otherwise the BOT meeting was fairly routine.

Of course Monday September 1st was a holiday, which I personally enjoyed and wish we had more of! On Tuesday I met for nearly two hours with General Gurganus and

Sergeant Major Bellis on needs they have identified and on some opportunities we need to be looking into. Two areas that the General asked we look into are meeting the needs of dependent spouses while the military member is deployed and what we could possibly do in partnership with their NCO Academy. We will explore as many opportunities as we can on the base in hopes of increasing our FTES.

On Thursday I attended the Academic Senate meeting and went over the budget and 50% numbers as well as some thoughts on how we could address enrollment growth. I hope to get on the agenda for the Classified Senate meeting next week to talk on the same subjects. On Friday I attended a morning meeting in San Bernardino with the County Superintendent of Schools. The meeting was mostly geared toward K-12 Superintendents but there was some good information I came back with and I think it's important that the college stay linked to K-12 leaders.

Please take a look at the tables that follow that go over the budget and the 50% breakdown. Until next week, remember "Accreditation – Just do It!". A motto coined by our own Cathy Itnyre who is serving as our ALO!

RUMOR ALERTS!

Rumor number one: I am about to "declare" CMC a tobacco free campus. Not so, I wouldn't even if I could make such a decision without a great deal of consultation and probably negotiation.

Rumor number two: My news letters and general attitude are overly positive (guilty as charged). I don't think we need me or a news letter to get negative energy flowing at CMC, it's a natural phenomenon.

The figures below reflect our unrestricted (no grant or other restricted funds) funds.

	Projected Budget	Actual Budget
	Revised 07/08 Budget	Unaudited Actuals
Total Revenues	\$10,722,454.61	\$10,684,538.80
Total Expenses	\$11,489,270.23	\$10,929,000.28
Revenue Vs. Expense Difference	(\$766,815.62)	(\$244,461.48)

(Table 1)

Ending Balance From 06/07 (Beginning Balance for 07/08)	\$2,691,323.27	\$2,691,323.27
Less Deficit From 07/08	(\$766,815.62)	(\$244,461.48)
Ending Fund Balance	\$1,924,507.65	\$2,446,861.79
Less (Restricted) Reserves <ul style="list-style-type: none"> • State required • Board required + 2% • Tortoise fencing • Prepaid expenses • Revolving cash • Parking reserve • 50/50 deficiency 		\$1,559,590.28
Unrestricted Reserves		\$887,271.51

(Table 2)

50% Compliance Worksheet			
	Positive	Negative	Difference
Academic Salaries			
• 1100 & 1300	\$3,727,318.86	\$3,755,879.56	
• 1200 # 1400		\$1,227,529.95	
Classified Salaries			
• Noninstructional		\$1,900,298.66	
• Instructional Aids	\$99,528.78	\$135,741.69	
Employee Benefits	\$870,887.57	\$1,937,207.48	
Supplies & Materials		\$138,798.95	
Other Operating		\$1,045,158.57	
Equipment Replacement		\$85,814.52	
SUB-TOTAL	\$4,697,735.21	\$10,226,429.38	
Exclusions: Leases/Lottery		(\$230,147.28)	
TOTAL	\$4,697,735.21	\$9,996,282.10	
Required 50% Amount			\$4,998,141.05
Actual Expenditure			\$4,697,735.21
Difference (Amount out of compliance with 50%)			\$300,405.84*
Required Adjustment			\$600,811.68

(Table 3)

Note: In order to shift the 50% by \$300,406.84 requires a total budget adjustment of \$600,811.68

Budget Impact	
Total Reserves (08/09) (From Table 2)	\$2,446,861.79
Less Restricted Reserves (From Table 2)	\$1,559,590.28
Unrestricted Reserve Balance (From Table 2)	\$887,271.51
Less 50% Compliance Adjustment (From Table 3)	\$600,811.68
Unrestricted Fund Balance (Beginning FY 08/09 Balance)	\$286,459.83

(Table 4)

September 15th 2008 Campus Update

An email from the Chancellor's Office that came out Thursday gave hope that a budget agreement would be signed in Sacramento. By close of business Friday a new update advised that it did not happen. We still are very much up in the air on what will happen with the state budget.

As you know from Joe Olson's email that went out last week we have had to freeze spending so we can continue to meet payroll. I want to reinforce that we have contingency plans in place to cover payroll if we need it. What we are trying to do is avoid having to exercise a line of credit that in the end would be costly to our bottom-line. In last weeks update I did a recap of where are financially and on 50% compliance. One possibility we are looking into as a short-term solution is delaying the required adjustment that needs to be paid for 50% compliance. We have preliminary approval from the Faculty Association and are awaiting word back from the Chancellor's Office on if this will be allowed.

We had a break-in over the weekend in classroom #9. The culprits broke an exterior window with a rock but apparently did not get anything. The Sheriff's Office is continuing its investigation and they are focusing on a vehicle observed leaving the campus area as they were responding to the alarm.

On Thursday I attended a PASS (Eco-Summit) Conference meeting that was followed by a training session for volunteers. As you know the college is very much involved in the conference and we continue to need volunteers to help out on Friday and Saturday October 10th and 11th. Please let Laura Hall or myself know if you can lend a hand. Help is needed in many areas, technology support, welcome desk, parking cars, distributing handouts, etc. We have a number of faculty volunteers and some MIS staff that have stepped forward to help with conference technology needs.

At our Managers meeting last week a training session was conducted on managing personnel vacations. This was a direct result of the memo from HR earlier advising that all vacation time needed to be utilized by the end of this month. In the near future managers will be working with their staffs to come up with vacation plans for personnel in their departments. The whole idea to avoid any last minute rushes on vacations that negatively impact college operations or to the employee. We don't want to have to disapprove requested vacation time because everyone is asking for it at the same time. I am asking that you please work with your supervisor to help us develop a "tentative" vacation plan. As a side note, in the future a portion of time from each managers meeting will be dedicated to training. Initially we will be going over and reviewing Faculty and Classified Contracts with managers.

A few words about accreditation: The visit we will have in March is called a "follow-up" visit, which is different from the visit we had in March of 2007. While we were expected in the six-year report to provide broad-based evidence both of our college's progress from our initial accreditation as well as evidence that all campus constituents participated

in compiling the report, the “follow-up” visit is much more directed at demonstrating that we have made progress on correcting the deficiencies noted by the Commission. I believe that the appropriate personnel to lead this response are the Vice-Presidents of areas noted by the recommendations. Naturally, the VPs will have to rely upon the assistance of the entire college community to compile their responses. But we want to avoid tasking people with extra meetings and committees, so the VPs will take the lead and share their documents across the campus at the appropriate time.

Each of the four areas of non-compliance is being examined and documentation is being compiled by a vice president:

- Recommendation 1: The team recommends that the College provide evidence that its newly appointed Strategic Plan and forthcoming Educational Master Plan are implemented through an ongoing and systematic cycle of evaluation, integrated planning, and resource allocation. The planning should be research-based, collegially developed, and directly supportive of the College’s decision-making process.”
 - Joe Olson and I are working on this recommendation collecting existing evidence and compiling new evidence as it comes available.
- Recommendation 2: The team recommends that the plan to acquire a new Enterprise Reporting System be expedited and the appropriate staffing for institutional research, ERS training, and systems operations and servicing be provided to support the use of information technology required to improve institutional effectiveness and reliable date-based decision making.”
 - Greg Brown is working on this recommendation. As the person who is managing the whole ERP implementation process he is in the best position to manage our evidence of implementation.
- Recommendation 3: The team recommends that the College establish, through a fully participatory process, a College-wide structure for ongoing systematic review of all programs for relevance, achievement of learning outcomes, currency, and future program needs and plans. The recent consultant-drive review of programs may serve as a guide. The program reviews should be integrated with the College’s budget, educational, and strategic planning process.”
 - Roger McGinness is working on this recommendation since he manages the part of the College that will have the largest number of program reviews. Each program review completed will be submitted the Vice President that oversees that department and they will maintained at the Vice President level.
- Recommendation 7: The team strongly recommends that the College President take decisive measure to improve the campus climate, building trust and fostering mutual respect and communication with all campus constituencies.”