



# Peralta Community College District

Berkeley City College ♦ College of Alameda ♦ Laney College ♦ Merritt College

## Strategic Management Team (SMT) and Executive Cabinet

June 21, 2007

### AGENDA

Meeting Purpose(s): 1) Plan for Office of Educational Services; and 2) Develop Leadership Succession Program

9:00	<b>I. Introduction &amp; Purpose</b>	Elihu Harris
9:05	<b>III. Implementation of Strategic Directives</b>	
	A. Improve Committee Effectiveness, Map of Committees – <i>Report</i>	Jelks
	B. Office of Educational Services - <i>Feedback</i>	Yee
	C. Drafting of Ed Master Plan– <i>Update</i>	Yee
	<ul style="list-style-type: none"> <li>• “Family of Plans” approach</li> <li>• Chuck McIntyre Report</li> </ul>	McIntyre
	D. Short Agenda for SMT – <i>Discuss</i>	Jelks/Downs/Nguyen
	E. Updating Strategic Plan, Preparing for July 9 <sup>th</sup> Meeting – <i>Update</i>	Nguyen
	F. Develop Leadership Succession Program – <i>Discuss and Commission</i>	Nguyen
	G. Managers’ College, Present Program – <i>Feedback</i>	Le/Nguyen
	H. Master Calendar – <i>Update</i>	Nguyen
10:15	<b>IV. SMT (General Report and Update on Action Steps – see Master List)</b>	
	A. Berkeley City College	Walters/Allen
	<ul style="list-style-type: none"> <li>• CITD</li> <li>• Dept Chair plan</li> </ul>	

B. College of Alameda	Cervantes
C. Laney College	Chong
D. Merritt College	Herring
E. Educational Services	Yee
<ul style="list-style-type: none"> <li>• Peralta Fact Book</li> <li>• Researchers explain decreasing graduation rates</li> <li>• CDs of McKinsey report</li> <li>• Student survey</li> </ul>	
F. Enrollment	Perdue
<ul style="list-style-type: none"> <li>• Gordon Poon's presentation</li> <li>• Tracking positive attendance</li> <li>• Schedule on website</li> <li>• Plan for Financial Aid, per audit</li> <li>• Counselors and Financial Aid Staff visiting Santa Monica College</li> <li>• Coordination among Colleges to target: <ul style="list-style-type: none"> <li>- Chinatown</li> <li>- Fruitvale/Latino population</li> <li>- ESL off-site/community-based locations</li> </ul> </li> </ul>	(with Gary Perkins)
G. Marketing	Heyman
<ul style="list-style-type: none"> <li>• Repackaging</li> <li>• Reconstitute committee with PIOs</li> <li>• Decision on Webmaster in IT or Mktg</li> </ul>	
H. Finance	Smith
<ul style="list-style-type: none"> <li>• Establish early checklist/priority list for "left side" expenditures</li> </ul>	(with Herring)
I. Human Resources	Smith
J. Technology	Perkins
<ul style="list-style-type: none"> <li>• Computer inventory</li> </ul>	

	<ul style="list-style-type: none"> <li>• Training for faculty</li> </ul>	
	K. Risk Management	Baldinelli
	<ul style="list-style-type: none"> <li>• District-wide safety committee</li> </ul>	
	L. Legal / Board Policy	Nguyen
	<ul style="list-style-type: none"> <li>• VPs/Deans meeting</li> </ul>	
	M. General Services and Facilities	Ikharo
	<ul style="list-style-type: none"> <li>• Committee to investigate security issues</li> <li>• Night managers</li> </ul>	
11:50	<b>IV. Summary and Next Steps</b>	
12:00	<b>Close...</b>	