

President's Cabinet
Purpose, Function, Responsibilities, Norms and Expectations
September 24, 2013

Purpose and Function

The Cabinet provides primary leadership support for strategic priorities and initiatives, and serves to enhance communications within the College and the community. It functions as an advisory body to address and assist with matters of substantial importance to the College, including but not limited to college-wide initiatives and the strategic plan.

Membership and Meeting Frequency

The Cabinet includes Vice Presidents; Executive Directors; Public Information Officer; Deans; Director of Institutional Research; Special Assistant to the President for Grants and Contracts; and the Executive Associate to the President for Legislative Affairs and Resource Development. The Cabinet meets monthly.

Primary Responsibilities

- Advise President on matters of substantial importance to the college
- Generate recommendations for synthesis by the Cabinet's Executive Leadership Team
- Recommend agenda items for OPCOM meetings
- Communicate directly with members of OPCOM, faculty, classified staff, students and others as needed to ensure that channels of communication are open and fully effective

Norms and Expectations

- The Cabinet is a team of college leaders, *not* representatives of departments or divisions. Each member of the Cabinet is expected to "check their day-to-day role at the door" and function in a manner that serves the best interests of the college as a whole.
- Cabinet members may submit requests for agenda items directly to the President (*through his Executive Assistant*) up until 48 hours prior to the next Cabinet meeting.
- The Cabinet agenda is finalized and approved by the President.
- Meetings are scheduled from 90 minutes to 2 hours and will begin promptly at the appointed time. Members are expected to be on time and to remain for the duration of the meeting.
- At Cabinet meetings, each member of the Cabinet holds equal status with every other member.
- Cabinet members must possess - and demonstrate - the utmost respect for, and confidence in, their Cabinet colleagues at all times.

- Cabinet members are expected to participate actively and productively in discussions.
- Discussions will be civil, respectful and organized.
- Communication will be honest, frank and purposeful.
- The President will generally facilitate the meeting, but may from time to time defer that responsibility to another member of the group.
- Managing Cabinet Discussions:
 - Due to the size of the Cabinet, discussions must be highly structured and organized.
 - Every effort will be made to accommodate all Cabinet members wishing to speak on a particular topic.
 - A Cabinet member who wishes to speak will so identify by raising his/her hand until acknowledged by the facilitator; interruptions will not be tolerated.
 - The facilitator will call on individuals in order, recognizing first those individuals who have not already contributed to the discussion.
 - To ensure that everyone has a proper opportunity to contribute, members should limit their comments to no more than 3 minutes per turn.
 - When the facilitator is satisfied that a topic has been thoroughly covered, (s)he will close the subject and move on to the next agenda item.
- At each meeting the President will identify a "Disparity Monitor." The role of the disparity monitor is to closely follow the discussion, identify and call out any behaviors, issues or aspects of the discussion that may diminish the Cabinet's effectiveness going forward. The Disparity Monitor ensures that all necessary issues are brought to light in *any* discussion, and that necessary dialogue about those issues then ensues, if appropriate. The Disparity Monitor has the exclusive authority to interrupt a conversation at any time when (s)he determines a need to do so. Over time, each member will have the opportunity to serve in the role.
- Notes/ minutes of all Cabinet meetings will be made available to the Cabinet for review, and then to the campus.