CONTRA COSTA COLLEGE

Executive Team Agenda

**Date:** Wednesday, February 27, 2019

**Time:** 9:00 – 11:00am

**Location:** SAB -201, President’s Office

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| **Major Topic** | **Action / Decisions** | **Follow-up** |
| 1. Review Agenda | Every other week, include Brandy and Sara;  Hiring Matrix, Travel Matrix, Mayra, etc. beginning 3/6/19 at 9 a.m. Inform them with this new structure w/ follow-up by Dr. VanderWoude (identify meeting schedule) |  |
| 1. Leave Request Online \* | Mariles announced the plan to start implementing the new Electronic Leave Request on March 1, 2019.  Local 1 Reclassification Process meeting tomorrow afternoon; therefore is unable to attend Management Council meeting. Dr. VanderWoude would like this as an agenda item. Mariles will provide an update report at the next Executive Staff meeting with a timeline and brief discussion of process. Mary asked James Eyestone to help with the demonstration on Friday and Susan will provide a summary at Management Council before James provides the demo. | Would like to include Division Admins, Student Services Managers, screenshot instructions. |
| 1. Office Moves | Phase 1 is almost complete:  Brandy is located in the Outreach office space. The goal is to get Brandy moved to the President’s Office as soon as possible w/ continued work during spring break.  Phase 2: Vacating Conference Room SAB-222 (Table for Tish Young’s office)—move to HR  Mariles talked about more storage by Student Lounge  Discussion of any office space available.Mariles said there is one more office space available in the GE Building (106 or 109F). She will verify!  Dr. VanderWoude thought we have 7 office spaces available.  Mariles has a list and will provide an update. This needs to be ensured with new faculty hires coming up.  With new hires, do we have ensured there are space available?  AA Building Office furniture? (Carsbia)  Bruce has the ok to start moving furniture to Tish’s office and Megan.  Remove SAB-222 off of 25Live.  If possible, move to SAB-211  Carsbia wants to look at having a conversation about the Assessment Center! (Both Deans)—Discussion! 2 Dean office suite with Admins. Carsbia will follow-up with Dr. VanderWoude to go over the idea and plan. Confidentially!! Welcome Center! (Discussion) |  |
| 1. Meetings support for minutes |  |  |
| 1. Dean Searches |  |  |
| 1. Management Council Agenda |  |  |
| 1. Graduation \* |  |  |
| 1. IEPI Status \* |  |  |
| 12. Others Items to share?  Committee Staffing /  Funding |  |  |
| 13. Next Meeting: March 6, 2019 |  |  |
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Return to Title V (Susan)

Committee Staffing

Funding / Budget Allocation

Cafeteria Vendor (Mariles)

Other items:

Staff Replacement Process (Faculty and Staff) – Include with Dean Searches