CONTRA COSTA COLLEGE

Executive Team Meeting Notes

**Date:** Wednesday, March 20, 2019

**Time:** 9:00 – 11:00am

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

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| **Item and Timeframe** | **Person(s) Responsible** | **Potential Outcome** |
| 1. Budget Process | Carsbia Anderson | Information / Discussion |
| We need to get the budget set up. We are currently living with the basic principal that the only way to remain healthy is not to grow. In order to remain healthy we actually DO have to grow. The president, the VP’s and the district office all agree, we have to change the dialogue. People have to hear this message from people that they trust. We need to get on the same page. Let’s set the tone, do some educating on campus. Start with the Deans and the managers. How do we start?  Can we look at 16-17 spending and do a base line budget based on what was spent that year and how was it sourced? It is difficult to identify the expenses that were paid out of the grants, 3SP etc. Can we go to the 3SP manager and ask if they have this information? We need to empower the CBO. They should know where every cent is. There is a process and we have to ask, ‘where is the CBO in this process?’ The CBO needs to be privy to information. Can Mariles go back and construct the last 2 years of spending?  We need operating expenses. We are not talking about millions of dollars. I need to be able to help people, if I want to sponsor someone, if I need travel expenses. We need a division office budget. Its more than money, it’s a morale issue. Staff is currently in the mode of searching for funds. How do we stabilize? Morale is affected by funding. People don’t feel like they have institutional support. We have to live in the now, we need a baseline budget. People need to feel like help is on the way. We know the PRT is out there but in the meantime we need to function. We can’t solve this today but we have to define what we need.  Typically the CBO identifies the holes and has a holistic view of the big picture. The CBO makes suggestions of where to pull money from. It’s not fair to managers to have to make do with what they have. This will cause burnout. It has been hard to see forward with all of the staff changes happening. Where do we go from here?  -Get a baseline budget  -CBO should ID the money to stop the begging.  Budget council is recovered but it only talks about operation and instructional budgets. What is the experience level of the budget council committee members? Do they know about funding formulas? What is the baseline of understanding of the budget council? Do they have accounting training? Mariles orients the new council members about the process. She gives them details on how we get funded etc.  The allocation process withholds 10% over 10 years then requests for reinstatement plus 10%. We would have reallocated the whole budget to meet the needs of the college.  ACTION ITEM: Joint meeting in April to discuss: Here is where the money is being spent; Here is where the money is coming from. | | |
| 1. Resource Allocation Process | Carsbia Anderson | Information / Discussion |
| TABLED | | |
| 1. Promise Grant | Carsbia Anderson | Information / Discussion |
| Miguel Alvarez invited us to attend. Promise will pay some of the registration. Maybe we can use promise ambassadors in the welcome center? 75% of the students that have filled out the FAFSA.  This is major because they are awarded the cash up front. Students who apply late end up dropping out because they have to pay up front and then they are reimbursed.  Should we use the management council meeting time to discuss this? ACTION ITEM: Carsbia will find out. Let’s discuss who should go. Let’s be organized.  GUIDED PATHWAYS: Creating pathways within our structure for our students. Susan came away from the meeting feeling like they have no structure yet. They are still in a recovery phase. There is no leadership component yet. Where does it land? They are missing structural leadership. It’s too early to identify a program to model after. DVC is ahead of us but we are ahead of many colleges in California. We are in the hiccup phase. How do we get to the next phase? Do they need help to figure out what the ‘ask’ is? They need help with facilitation to get to what the goals are. They need help with the next steps.  ACTION ITEM: Meeting with Susan, Carsbia, Dr. VanderWoude & Mariles. Guided Pathways will help us cut a budget. Let us ID redundancies and combine efforts. | | |
| 1. Leave Requests | Carsbia Anderson | Information / Discussion |
| Carsbia is receiving ALL leave requests even if it’s just for an employee to do outreach within the same county. Is it necessary for the employees to submit leave requests for each time they leave campus? Mariles feels as though no leave form is required if it’s within the same county.  ACTION ITEM: Mariles to define exactly when a leave form is required. | | |
| 1. Graduation | | |
| Plan is to have 9 people on stage during graduation. Chancellor will not attend this year. There will be stadium seating. The stage is in front. Some board members will not be able to attend. There are 3 graduations in the area on that same day. Only 20 faculty attended last year. Maybe the number is low because they feel like they don’t have a role in the graduation. Per HR rules at least 1/3 of faculty are required to attend the graduation. We need to identify the VIPs and board member that will be attending. In the past the President’s office has done this. Caps and gowns for the faculty and staff are purchased and not rented.  ACTION ITEM: Sonja to let Joy know that we need to do this.  ACTION ITEM: Set up another meeting regarding Graduation. We also need to discuss the PRE graduation party. Currently there is no money in the budget for graduation. | | |
| 1. PE-K operations during construction   TABLED | | |