CONTRA COSTA COLLEGE

Executive Team Meeting Notes

**Date:** Wednesday, April 24, 2019

**Time:** 9:00 – 11:00am

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

Present: Katrina VanderWoude, Carsbia Anderson, Susan Kincade, Mariles Magalong, Brandy Howard, Jason Berner, Sara Marcellino

Guests: Sonja Thompson, Seretha Gallaread, Petra Daal

Notetaker: Joy Brucelas

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| **Item and Timeframe** | **Person(s) Responsible** | **Potential Outcome** |
| 1. Funding Faculty Support for (Formerly) Basic Skills Students
 | Jason Berner | Information / Discussion |
| Dr. VanderWoude provide an overview after meeting with Jason and others on the status of Basic Skills funding.Jason Berner provided a history and overview to Executive Staff:CCC has a Learning Resource Center and for many years, we have also had English and ESL faculty to provide support. A faculty coordinator, Brandy Gibson is available for support to PRT --they were supported through a variable unit class. It also enabled the department to maintain a line of sight. Still need students to have faculty support, but had issues with the way the Classification Study resulted.This position is a classified position.For last 1.5 years, they were supporting faculty through grant funding paying OAS hours.Now, Basic Skills grant ended and looking for ways to institutionalize this support. English/ESL department is now creating Non-credit courses, eventually making it part of a certificate. English has already submitting documents through CIC and working through the system. English 75A—Supervised Tutoring (Non-credit course)Jason would like to support having faculty for 20-25 hours per week and paid at their Non-credit rate, they would not receive load. This generally generated some FTES. Susan also noted we have a change from the Chancellor’s office that we can collect apportionment for non-credit courses.What are Jason needs from Executive Staff?Jason would like to have faculty available 4 hours per day in the lab that will allow student tutors to be in the lab. Math has not had the faculty support model, however, math tutoring is being used, but not being tracked.There are separate hubs on campus for tutoring (i.e. STEM, Math, etc).Carsbia commented about AB-705, there will be need for more tutoring.Susan commented we have pockets of meetings occurring. We need to support our students through this transition. What resources does Jason need? (asked by Dr. VanderWoude)—He is just looking for a blessing from the Executive Team to have faculty for 4-hrs per day.—approximately $25,000/semester?Dr. VanderWoude is summarizing:English/ESL are impacted. Is Math impacted? (Yes)Dr. VanderWoude wants to have Jason help bring conversation together, figure out what our needs are, step back and see what we need and what we’re missingi.e. Scenario A (what can you live with), and the Scenario B…This entire group conversation will meet again on Wednesday, May 8, 2019 to touch base on this topic. Maybe bring Brandy into the conversation. What do we need for next week and talk about infrastructure.Sara mentioned she could have some foundation money. They can certainly help with some types of funds. Gift to support ESL and Immigrant students. Caution: Not look through lens of a Deficit Model. Jason will return Discussion! Recommendations out of Program Review—How does it help inform our decisions?Carsbia also thought about International Students, how do we support them.Mariles: there used to be a half-time faculty coordinator (Previously Jason) |
| 1. Cafeteria Vendor, Pacific Dining
 | Mariles | Information / Discussion |
| Dr. VanderWoude has not had any conversations with Nader.Last word—they are here until 6/30/19—they are asking to waive the commission—they owe CCC for 2017-2018. Get formal details from MarilesDr. VanderWoude is not inclined to allow them to not pay for 2019-2020 since they are in arrears of payment. Months ago, Dr VanderWoude had learned from the auditors that they have not paid. She had a lengthy conversation with Gene Huff.Forgiving their debt is not on the list. Mariles will let then know that we are not waiving their commission. We cannot give them a gift of public funds.The RFP will be going out this week. Mariles will follow-up in 2 weeks on other options. She will also have Nick report on this. Get Mariles, Dr. V, Nader, Carsbia together in 1-hour—maybe in Aqua Terra if Nader can sit at the table.  |
| 1. Internal Communication
 | Mariles | Information / Discussion |
| Internal Communication: PowerPoint presentation from Brandy. Ask for a copy!This is a Plan to Plan!People don’t know what’s happening and feeling disconnected.We have been talking about Communication Plan. Brandy brought information back.Strategic Communications GoalHave these strategies been applied to Guided Pathways? YesHow to get students engaged have not been identified in the workflow on presentation. This is a huge needWebinar Conversations are going on—in-lieu of in-person presentations. Developed an Overview Webpage, list of groups/members, and notes for steering committee.Recommendation list: Referred to book titled “SWITCH” – Brandy will share with team.FYI—Dr. VanderWoude—Having specific Professional Development training.Ensuring there are standing items to take these key points back to the department.Dr. VanderWoude commented and thanked Brandy for her work. In regards to Campus Climate, add commitment and calendar. Start thinking 2-3 areas, talk about overarching—what becomes a regular agenda item to Executive Staff. Brandy thinks we need to start at Management Council first.Sara commented not to forget why are we doing things and move forward together. Forum tomorrow: There will be a survey deployed immediately after to the forum on 4/26/19 related to Campus Climate. |
| 1. Review of Classified & Management
 | Katrina | Information / Discussion |
| How often are performance reviews being done for Administrators and Classified. Andrea Medina will attend the next Management Council meeting. Need to ensure the following:Local One: Classified (Article 14)—90 day, 6 month, 9-month, & 11-month evaluation—need to identify what changes. Distributed handout on Article 14 (Evaluation). This will also be shared at the next Management Council meeting.Managers: Andrea is doing an analysis on all managers now. This will be coming up soon. For the new managers, it’s critical they are doing a 10-month evaluation. Making certain everyone is aware of this process.Confidential: Similarities to ManagersSeveral onboarding of staff that need to make sure evaluations are completed. Andrea will provide a spreadsheet.Brandy feels there were evaluations of managers before Mojdeh left.  |
| 1. Review of College Policies & Procedures
 | Mariles | Information / Discussion |
| Mariles talked about initiating the review of college policies & procedures. Brandy and Carsbia was attending—Brandy suggested to go through entire handbook keeping, revising, or deleting areas/language. Can this be a first run with Operations Council. Committees that don’t exist, and clean up the clutter. By August, IEPI will identify the team. Look at our organizational structure, look at the proposal and we have the ability to say and add a statement of a full-scale review of all our college procedures. We will be going through Campus Climate and Morale. Make sure the college policies align with the District Policies. Is there a process to ensure the District Policies align with College Policies? District uses BoardDocs for Governing Board meeting materials. Brandy would like to get access and use for our governance process. She suggested it may start with Mojdeh. Dr. VanderWoude will check with Mojdeh and asked Brandy to check with Tim Leong. |
| 1. Dean Searches
 | Susan | Information / Discussion |
| Susan announced that the committees have been identified and onboard. We should be good! The positions close on 4/30/19.  |
| 1. Graduation
 | Carsbia | Information / Discussion |
| There is approximately 680 students that are eligible to graduate this semester. Still need about 20 volunteers about 4 p.m., reception at 5 p.m., Rehearsal at 4 p.m., 5 p.m. Marching of faculty and staff, ceremony begins at 6 p.m.Any Faculty marching and/or classified who are graduation, robes will be paid for. Email was sent before. Another email reminder will be sent out. This is our 70th year anniversary.Ribbons and Badges for volunteers will be placed in a graduation pack.  |
| 1. Other Items
 | Katrina | Information / Discussion |
| 1. Starting next week at the District, everyone is moving. Some are moving to the campuses, LMC or DVC. Their swing space will be conference in 6th floor. Full-scale moving will happen.
2. CCWe will be hosting the GB Meeting in December at CCC. Will check if a tour will be needed.
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