

**CONTRA COSTA COLLEGE**  
**Executive Team Meeting Notes**

**Date:** Wednesday, March 27, 2019  
**Time:** 9:00 – 11:00am  
**Location:** SAB-201, President’s Office

Present: Katrina VanderWoude, Carsbia Anderson, Susan Kincade, Mariles Magalong, Brandy Howard  
Guests: Sonja Thompson, Seretha Gallaread, Petra Daal  
Notetaker: Joy Brucelas

Item and Timeframe	Person(s) Responsible	Potential Outcome
1) Review of March 20, 2019 Minutes	Katrina	Information / Discussion
<p>Mariles attended via Call-in! Office will be closed 11:30-12:30 p.m. on March 28, 2019 for lunch. A sign will be posted at the President’s Office front door. Moving forward, Dr. VanderWoude encouraged the Executive Team to start thinking about the length of meetings. Why do we have long, marathon meetings that last for more than an hour, up to 2 or 3 hours?</p>		
2) Provisional Org Chart	Katrina	Information / Discussion
<p>Dr. VanderWoude would like to get the provisional org chart out, where are we at? Who is where? Who is reporting to the President’s Office? What is the status with Brandy’s office for her move? Discussion! This needs to be a priority! Dr. VanderWoude would like Mariles to engage in the conversation in regards to adding a window in the office. It’s time to get the office ready with moving out supplies from the storage room and converting it to the new office space for Brandy Howard, Director of Marketing &amp; Media Design. Will the office have a Room number or will one be created? Yes, the office number is SAB-202.  PE/K moves will be happening during spring break. John Wade and his assistant will be moving from their swing space to the 2<sup>nd</sup> floor of Library. Discussion and feedback.  In regards to Facilities, meeting on PE/Kinesiology at District Office. Katrina provided a report and update to the Executive Team after meeting at the Chancellor’s Office. Dr. Vanderwoude requested to meet with Mariles, Carsbia, and Susan for a field trip to see the Kinesiology area; as well as, an overarching, global view of every project on campus with a full timeline. The next step is to get an up-to-date report. Dr. VanderWoude does not want to schedule any more individual meetings with the Athletics department; rather, only schedule meetings with the President, 2 Vice Presidents, the Business Office Director and Mariles and Ines, Interim Chief Facilities Planner.  Mariles asked to add additional moves in the Business Office, requesting that Nick move from his office space in SAB-210 into Mariles’ office space (SAB-209); and have Megan move to the office space that Nick currently uses in SAB-210. Dr. VanderWoude wants the moves to cause little disruption to the Business Office now, and maybe consider additional moves towards the summer after further assessment. She would like to continue to have further discussion with Mariles regarding these additional moves in the Business Office.</p>		
3) Permanent Structure	Katrina	Information / Discussion
<p>Mariles, Dr. VanderWoude, Carsbia and Susan will meet at 8:15 a.m. on 3/28/19 to discuss this topic.</p>		
4) AB 612: Statewide MOU to participate in the CalFresh program	Katrina	Information / Discussion
<p>Carsbia will review and let Executive Team know what the next steps are.</p>		

5) President's Office Suite meeting (10-11 a.m.)

Dr. VanderWoude invited the President's Office Suite staff to talk about various updates to the President's Office. She shared with the staff the office moves, logistics, faculty hiring process, and additional announcements.

As we go through these moves, she asked the staff to start thinking about spaces in the office. She provided the following updates:

- Brandy Howard, Director of Marketing & Media Design will be moving to the President's Office Suite, in room SAB-202. The room has been undergoing modifications from the previous storage space to accommodate the new office space for Marketing and Media Design. In the meantime, the goal is to clean out the space completely of any miscellaneous supplies and storage items. The plans are to add windows to the office, however, that may not happen until during the summer or date to be determined.
- Tish Young, Senior Dean of Instruction has moved from her office in the President's Suite in SAB-204 to SAB-222, a room that was previously used as a conference room. The room has been removed offline from 25Live and has been remodeled to accommodate a new office space for Tish Young.
- Susan Kincade, VP of Academic Affairs will be moving from her office in the President's Suite in SAB-207 to SAB-204. A request to custodial needs to be submitted to do a deep cleaning of the 3 office spaces (SAB-202, SAB-204 and SAB-207).
- Mariles Magalong, Director of Business Services will be moving from her office in the Business Office in SAB-209 to SAB-207 (in the President's Office Suite).
- Megan McDermott, College HR Assistant will be moving into SAB-209 (Mariles's previous office space)
- Jackie Lopez is now the permanent, full-time Administrative Assistant in the Business Office.

Dr. VanderWoude has invited staff from the President's Office Suite, Business Office, Scheduling and Marketing to Lunch tomorrow, 3/28/19 in Aqua Terra Grill. The office will be closed from 11:30-12:30 P.M. and a sign will be posted on the front door of office.

Dr. VanderWoude recognized Petra and thanked her for all her work, MVP! Petra will be working until April 17-18 (due to CAP of her hours for 2018-2019; she can return beginning July 1, 2019 for 2019-2020).

There is no formal process in the District for training new employees. Informally, job shadowing with counterparts at other campuses may be available. Seretha and Sonja was recommended to setup times with their counterparts at the other 2 campuses (LMC and DVC). Dr. VanderWoude will reach out to the campus Presidents asking for their support.

As a group, Dr. VanderWoude wants Megan McDermott to spend an hour with the President's Office Suite staff; as well as, add an additional hour with Nick Dimitri, and an hour with Jackie Lopez.

Sonja asked about the need for accessing SARS. Carsbia will check with Catherine Frost.

Dr. VanderWoude was asking about new employee training with Brandy and other staff. Mariles will follow-up on this training.

Faculty Hiring Process update: Dr. VanderWoude requested for an update on all faculty positions. She would like to reach out to the Hiring Committee Chairs and Department contacts and provide an update on their hiring process.

Topics to be added to future meetings:

- Conversation about Elumen (add to 8:00 a.m. meeting for tomorrow, 3/28/19)
- Online Leave Requests
- Update on Budget

Meeting ended at 11:30 a.m.