

Management Council

McKinley Williams

Notes

January 30, 2009

**Management Council
Thursday, January 29, 2009
2:00 p.m., LISC Lab**

Present: Present: Sue Abe, Michael Aldaco, Tim Clow, Vicki Ferguson, Donna Floyd, Terence Elliott, James Eyestone, Helen Kalkstein, Viviane LaMothe, Priscilla Leadon, Susan Lee, Marva Lyons, Mariles Magalong, Jennifer Ounjian, Darlene Poe, Seti Sidharta, John Wade, Janis Walsh, Chad Wehrmeister, McKinley Williams

Absent: Nick Dimitri, Alex Ilich, Bruce King, Carol Maga

Introduction of Kenny Purizaga, Evening Program Monitor

Guest: Ray Pyle, District Office

1. Ray Pyle distributed an update on the Measure A 2002 and 2006 Bond Report. This report was presented to the governing board last night and shows what projects have been completed in the last six months along with some financial attachments. Ray said we will have a 4.8 million dollar budget for remodeling the Music Building. The last page in the report shows a cash flow report on the Capital Improvement Program. It not only shows bond funding but also capital funding from the State. We are expecting to start a lot of projects at CCC within the next year. Ray encouraged questions. Mack said we have a lot of projects at CCC and our campus will radically change with the new classroom building and new SA building. We are also applying to the State for a new Science building.
2. Collective Bargaining – Susan said this Friday there is a joint meeting of faculty and managers at Jeff Michael’s mother in law’s home to discuss faculty evaluation. We are having our first negotiation session soon and the remainder of the meetings for this semester are scheduled for every other Friday. Mack said we want to put the evaluation process on the table for Local 1. This recommendation is one of the accreditation recommendations. Darlene is our representative for the Local 1 negotiations.
3. Committee Reports – DGC – Helen Kalkstein said they discussed the budgets. The State budget may be resolved in two weeks and they are hoping for an 18 month budget. We were reminded to turn off lights and be prudent in our electricity usage. All three colleges are doing well with enrollments. Community colleges are taking fewer hits from the State but we will probably face a property value deficit of 1%. Our district is still in good fiscal condition. DGC members received an enrollment report. The second half of the meeting was devoted to strategic planning. Mack said the district is creating its strategic plan and expanded their DGC membership with other district employees for their charette planning session.
DMC - the manager representatives were not present to give a report.
Staff Development – Janis says they have been meeting and developed an activity – The Great Managers Seminar. This event is parallel to the Great Teachers Seminar except it is one day as opposed to two or three days. The committee has contracted with Mike McHargue, who led a CCCCCD Great Teachers Seminar in the early 1990’s. The event is scheduled for April 3rd at Hotel Mac. Janis distributed a handout of “homework” to the managers before they attend The Great Managers Seminar on April 3rd.

4. Mack introduced Michael Aldaco, our new A & R Director to his first Management Council. Everyone introduced themselves and welcomed Michael to the monthly meeting.
5. Mack addressed the next agenda item in Carol's absence: keys to classrooms. There have been problems with part-time faculty obtaining keys. We want to make sure all part-timers know of the policy. Mack distributed policy B2000.8 and B2301.01 from our College Procedures Handbook. There was discussion on how we are able to retrieve keys from part-time instructors as our procedure states we will retrieve keys every semester. Mack encouraged the deans to continue this discussion to develop a method for collecting keys once the semester is completed.
6. CLARUS recommendations – Mack distributed a digested list of recommendations we are suggesting in response to the district office. Our responses are due to the district tomorrow. Mack said Executive Staff identified those recommendations we are planning to implement and those we are not going to implement. If there are any changes, the suggestions need to be submitted to the President's Office immediately. There was some discussion about who responds to students requesting written information such as the catalog, schedule, etc. Mack said we want to respond immediately to those kinds of calls and ensure the information sent out is consistent in packaging and format
7. Accreditation Report – Mack distributed the report written by our team and submitted to the commission on January 7th. The report lists our recommendations and identifies how we responded to the previous recommendations (from 2002). They also validated our self-study. We should receive our letter from the commission tomorrow. Mack reviewed the recommendations in the report. Page 17 of the report lists our first recommendation. James is in the process of updating our technology plan. Page 22 lists our second recommendation. The report states for us to have completed our SLOs by 2012. They interpreted student services to include tutoring, library, etc and we did not have SLO's for those departments. We will also need advisory committees for these departments. We are in the process of revamping our website. Page 36 lists district's recommendations that the district will respond to. Page 38 lists another one of our recommendations which is for us to periodically review our governance process. Our governance process is listed in our College Procedures Handbook. Mack said College Council will be reviewing our governance process at its next meeting. Page 44 lists the last recommendation for the District. Mack encouraged the managers to read this report as we will be responding to the recommendations.
8. District Strategic Initiatives Report – Tim said the three campuses have been working together to help develop the district strategic plan. The district hired a consultant to help with the process. We reviewed what we accomplished in our last strategic plan. The district has to change the mission of the district to include basic skills and ESL. The Research Council will take the latest report and continue incorporating the suggestions that have come forth from the planning sessions. Tim will send out the latest report. Tim said he also received the ARCC report (Assessment Report of Community Colleges). This report looks at persistence rates and compares our outcomes with our peers. We are showing improvements in every category with exceptions of ESL classes. We are either close to average or above average on all classes. Mack has to write a narrative response to this report and Helen Benjamin will sign off on it. The State legislators are also looking at it.
9. Portal Training – Tim showed an example of a training portal page. Tim said they are hoping to ultimately have SLO storage on the portal. The District is expecting to go live in April. Tim said the portal will be used for discussion groups. Portal use is for internal communication between faculty and students, managers and students, manager to managers, etc. Seti said there is a Contra Costa College Facebook group. My Space and Facebook can be linked to the portal. Every student will

have an e-mail address. James said the district is in the process of trying to integrate our e-mail with the Portal. The Outlook Calendar will also be integrated in the Portal.

10. Around the Table – Jennifer said they are currently selling tickets on Feb. 7th for Luna Fest. Luna Fest is a collaboration film festival with breast cancer survivors and women movie makers. Contra Costa College is the east bay Luna Fest coordinator.

John said we are almost done with the renovation of the track and field. The track usage will now be Monitored which means community members can still utilize the facility but they will have to sign up.

Priscilla distributed a flyer advertising Careers at Chevron, an event occurring here at the College. She also had flyers for an event targeted at middle school girls for expanding their horizons.

Chad announced they we have finished their selection process for finding a company for students to purchase on-line parking passes. The company is user friendly allowing students to purchase permits from home. We will have purchasing options available on campus. Once the student purchases the permit, they receive a bar code and then a few days later they receive a parking permit in the mail.

Mariles announced that Betsy Hernandez-Dye was temporarily the Buildings and Grounds secretary and now she is working in the accounting office at the district office. Jacinta Alfaro is now temporarily the Buildings and Grounds secretary. Carlos Fonseca is now filling in for Jacinta in the Business Office. Elizabeth Vega is our temporary account clerk in the Business Office.

Helen announced the Knox Center needs a seasonal cashier. Mariles suggested using someone from the part-time pool of employees used in the A & R Office.

Susan told of a story of two students smoking by the AA Building. One of the students works at the College. These students said they didn't know of non-smoking policy. Susan continues to remind students of our non-smoking policy when she sees them smoking on campus.

Darlene said they have been faced with students in classrooms late at night telling the custodians they have the teacher's permission to stay late. The custodians find students here on campus until 11:00 p.m. Campus police has been extremely helpful in these situations. The deans will remind faculty that students are not allowed to stay in classrooms without an instructor present.

11. Mack introduced Kenny Purizaga, our Evening Program Monitor to everyone. Tim and James began Datatel Training.

12. Meeting adjourned at 3:20 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President