

Managers

Helen Carr

Management Council - Agenda

September 20, 2002

Management Council Agenda
Thursday, September 26, 2002
2:00 p.m. to 5:00 p.m. – Fireside Room

Item	Time	Person(s) Responsible	Desired Outcome
1. Training on United Faculty Contract	2:00 p.m.	District Office Greg Marvel and Andrea Gonzales-Lewis	Trained Managers
2. Collective Bargaining	3:30 p.m.	Everyone	Discussion
3. Management Ethics Statement – Revised	3:45 p.m.	Shawn and Roseanne	Agreement
4. Management Mission and Core Value Statement – Revised	4:00 p.m.	Mack	Agreement
5. Reports <ul style="list-style-type: none">• DGC• District Management Council• Management Staff Development	4:15 p.m.	DGC – Susan, Shawn DMC– Lynda & Carlos & Philip MSC - Mickey	Reports
6. Around the Table	4:30 p.m.	Everyone	Reports
7. Other			

DON'T FORGET TO BRING YOUR UNITED FACULTY CONTRACT TO THIS MEETING.

Managers

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Management Council - Notes

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Thursday, September 26, 2002
2:00 p.m. to 5:00 p.m. – Fireside Room

Present: Linda Ames, Philip Andreini, Helen Carr, Linda Cherry, Tim Clow, Phung Colvin, James Eystone, Donna Floyd, Windy Franklin, Gloria Gideon, Frank Hernandez, Shawn Jackson, Susan Lamb, Lynda Lawrence, Priscilla Leadon, Mariles Magalong, Mickey Mathews, Carlos Murillo, Jennifer Ounjian-Auque, Roseanne Packard, Tina Pitt, Darlene Poe, Jim Taylor, John Wade, Janis Walsh, Randy Watkins, McKinley Williams
Absent: Jeanette Moore, Dave Olson

Helen introduced Dr. Tina Pitt as the new dean for business, social sciences and applied technology. Helen announced that since she had to leave for an off-campus meeting, she asked the district to switch their time of arrival to 3:30 p.m. for the United Faculty Training. The district readily agreed to accommodate her request. Helen asked that we start with Item No. 6 in the interest of time.

Item	Person(s) Responsible	Outcome
1. Training on United Faculty Contract	District Office Greg Marvel and John Hendrickson	Training began at 3:45 p.m.
2. Collective Bargaining	Everyone	Carry over.
3. Management Ethics Statement – Revised	Shawn and Roseanne	Carry over to next meeting.
4. Management Mission and Core Value Statement – Revised	Mack	Carry over to next meeting.
6. Reports <ul style="list-style-type: none">• DGC• District Management Council• Management Staff Development	DGC – Susan, Shawn DMC– Lynda & Carlos & Philip MSC - Mickey	Carry over to next meeting.
7. Around the Table	Everyone	

Priscilla – Thanked everyone for coming to the round table meeting. October 3rd will be a high school visitation day on campus.

Linda C. – Has selected a scholarship assistant for the office. The candidate was referred by Ed Cruz and will hopefully start next week. Her duties will only consist of handling student scholarships and not program accounts nor bookkeeping procedures in the office. Helen asked if there was a comprehensive list somewhere accessible to students to find out what scholarships are available to them and how they can apply for them. Mickey responded by stating there is a list of active scholarships on the web site under financial aid.

Mariles – Announced that Contra Costa College will be participating in the county-wide shelter in place drill on Wednesday, October 2nd at 11:00 a.m. The length of the entire drill should take 10 to 15 minutes and we will be notified when it is over by campus police via e-mail and phone. All managers need to help with the drill and advise students to get inside. If students are walking to their next class, they can shelter in place at their next class. Mariles also announced there will be a district wide staff diversity committee retreat (formerly affirmative action). John Wade and Mariles are the management representatives and they are still waiting for representatives from faculty and students. The retreat will be at the Embassy Suites in Walnut Creek where they will review the objectives of the committee, Title V compliance in equal opportunity hiring practices, sexual harassment procedures, ADA compliance, etc. Helen mentioned that it is federal law now that all managers need to have sexual harassment training annually. If anyone comes to a manager with a complaint, all managers can do is listen and not take sides. We have to follow procedure.

Tim – We are going to participate in a questionnaire called “Faces of the Future.” Tim will get more information to the managers. The questionnaire will go out to 300 students.

Lynda L. – Next Friday is the Breast Cancer Walk at 3:00 p.m. Last year we raised over \$1,000. Lynda asked if people could spread the word as we don’t have many people signed up at this time. John Wade has solicited the female athletes to participate.

Carlos – Trying to lobby for WEB CT courses. We have five instructors who will do the training. Helen suggested for Carlos to include Ellen Geringer as this is a staff development project. Carlos continued to report they have been talking to the National Hispanic University to work on a collaboration. The University just received accreditation. They started in the 1980’s in Oakland and are one of two Hispanic universities in the United States. Nieves Sampayo has been instrumental in helping us negotiate with the National Hispanic University. They are planning on building a new facility in San Jose. They are mainly recruiting from high school students in the San Jose area and just received two grants, one from NASA. Carlos said he has been pleased to help with the biotech incubator planning process. We are in talks with the WCCUSD to have high school teachers come over to CCC for a day to discuss the exit exams in the areas of science, math and English. The district has agreed to pay for a substitute for the day for this endeavor. Carlos continued to report that he has been working on the greenhouse. They are setting up a committee with instructors and managers to discuss how the greenhouse will be

managed. Bioscience students will also be using the greenhouse. Carlos thanked Jim for helping with the ventilation in the planetarium.

Phung - Their first speaker in the lecture series will be here October 8th at 2:00 p.m. to discuss cancers and the pollution in the bay. They are gearing up for the first MESA state-wide directors meeting. We have five students tutoring in math at Helms Junior High School. Since our funding ends in June 2003 for the science students, we need to submit different proposals. The funding for our math students ends December 2003. Beginning October 1st for the academic year, Phung will be working half time (20 hours a week) and there will be a replacement for her time.

Philip – Has been attending the WIB meetings. Thanked Jim Taylor for replacing the carpet in his office.

Linda A. – Still collecting add cards for the fall term. October 1st we will start accepting spring 2003 applications as well as nursing applications for 2003.

James – We are working on a system to simplify the process for changing passwords.

Windy – Still promoting the high tech center for those students who are in need of special assistance.

Darlene – No report.

Mack – Met with WCCUSD to talk about the high school exit exams that will become effective in 2004 although they have been administering the exam to all high school student now to see where they stand. Currently the statistics are staggering as three-quarters of the students are failing the exam. Helen asked about a talent search. She reported on DVC's success as told to her at the Governing Board meeting last evening. Linda C. said that the students who do not pass the exit exam will likely be candidates for the Bridge to the Future program. We are in the process of selecting committee members for the architects for the library and VA buildings. Mack continued his report by stating there have been issues from faculty with the College Instruction Committee. They are trying to get all forms and course outlines on-line to make it easier for faculty to conform to the procedures.

Susan – There is a volleyball game at 5:00 p.m. today in the gym. Everyone welcome. It is free and fun!

Janis – No report.

John – We have 13 women this year on the volleyball team. John commended Beth Goehring has the new coach for women's volleyball. She has done a terrific job recruiting women since we only had about 5 women last year. John also commended Felicia Perez for doing an outstanding job with the women's soccer team. She too as recruited a lot of women for our team. Our women's sports programs are making great strides. John thanked Linda Ames for processing 175 add cards for student athletes in one day.

Jim – Thanked Carlos and Phil. Jim informed everyone of the shelter in place drill on October 2nd and reinforced Mariles' pleas for cooperation. We will shut off the HVAC during the drill. Jim announced he is going to schedule a "walk through" in the evening on campus, the first Monday after daylight savings time ends (October 28th). All managers are encouraged to attend.

Gloria – Thanked Jim for the restroom renovation. They are excited about the Title III grant and expanding their supplemental instruction. Outreach is bursting out all over. We started a popular line dancing class at Easter Hill Methodist Church. Gayle is also placing singing classes in assisted living homes. We also have a .5 unit computer class for seniors in El Cerrito. The mall walking class at Hilltop has been revived. The library book sale starts October 22nd which will include a champagne reception.

Jennifer – Thanked Darlene and Mariles for removing the safe in the ASU office. They are going to Costa Mesa for a conference. The College's Open House will be on October 9th. Helen thanked Jennifer and the students for the wonderful ceremony on September 11th. Jennifer continued to report they are trying to bring the international chess master to CCC. He has agreed to play five teams simultaneously, blindfolded!

Shawn – We continue to make connections with high school students.

Mickey – Still accepting applications for financial aid. We are starting to accept applications on the web site. We now have a \$136,000 grant for nursing students. Cal WORKS is up and running and will be for another semester.

Roseanne – Last summer LMC had too many nursing applications and started turning them away. We tested the ones that were turned away and accepted those that passed. Linda Ames was instrumental in this process.

Frank – Thanked all of the student services managers for all of their hard work during enrollment. He also thanked John Wade and Susan Lamb for all of their help with the student athletes. And last but not least, a thank you to Darlene and her staff for keeping the humanities clean. It really makes a difference!

Donna – Transfer Day is October 24th in the ASU Building. Between 30 to 40 four year colleges will be on campus. Donna encouraged everyone to bring their classes down to Transfer Day.

Randy – Passed around a little, palm-sized, camera that costs only \$40.00. It takes digital as well as paper photographs.

Helen – Thanked Melody for helping to bring Dennis Richmond on campus yesterday. A successful event. Announced the renaming of the PAC (Knox event) on Sunday, September 29th. There will be a small program with a champagne reception to follow. Everyone is encouraged to attend. Helen reminded Tina and Phil that she needs new dates for the traveling road show. Helen thanked everyone for their help in the beginning of the semester and a special thanks to Frank for coordinating the “Ask Me” duties. It worked out well. Helen thanked Tim and Carlos for their help on the biotech incubator project and also Mack who had to sit through the Hercules City Council meeting until after midnight on Tuesday. Helen encouraged new managers and also new employees in general to attend the governing board meetings. She will ask Chancellor Spence if introductions of new employees can be made at the beginning of the meeting instead of the end so faculty and classified and leave to be to work first thing the following morning. Helen will have Melody set up meetings with all managers starting in January to May to discuss their staff development activities with their classified staff.

Tina – Thanked Darlene for her incredible response time to her requests.

Meeting ended at 3:40 p.m. Greg and John arrived for United Faculty Training.