

Managers

Helen Carr

Management Council Agenda

August 26, 2002

Management Council Agenda  
Thursday, August 29, 2002  
2:00 p.m., LA-106

<b>Item</b>	<b>Person(s) Responsible</b>	<b>Time</b>	<b>Desired Outcome</b>
1. Collective Bargaining	Everyone	2:00 p.m.	Discussion
2. Management Ethics Statement	Roseanne Packard	2:00 p.m.	Agreement on Next Steps
3. Management Mission and Core Value Statement	McKinley Williams	2:15 p.m.	Agreement on Next Steps
4. Strategic Plan Update	Tim Clow	2:30 p.m.	Schedule of Initiative Meetings
5. 2002-03 Program Review Schedule	Tim Clow	2:40 p.m.	Informed Managers
6. First Week of Classes – Debriefing	McKinley Williams	2:50 p.m.	Strengths & Weaknesses
7. 2001-02 and 2002-03 Budget Information	Mariles Magalong	3:05 p.m.	Informed Group
8. Procurement Card Follow-Up	Mariles Magalong	3:10 p.m.	Status
9 Management Evaluation Schedule	Mariles Magalong	3:15 p.m.	Agreement/Understanding
10. Bond Projects Information	McKinley Williams	3:25 p.m.	Informed Group
11.Reports – <ul style="list-style-type: none"><li>• DGC</li><li>• District Management Council</li><li>• Management Staff Development</li></ul>	DGC - Susan Lamb DMC - Lynda Lawrence & Donna Floyd MSD – Mickey Mathews	3:30 p.m.	Updated Information
12. Around the Table	Everyone	3:45 p.m.	Reports

Managers

Helen Carr

Management Council Notes

August 29, 2002

Management Council Notes  
Thursday, August 29, 2002  
2:00 p.m., LA-106

Present: Linda Ames, Philip Andreini, Tim Clow, Windy Franklin, Gloria Gideon, Shawn Jackson, Susan Lamb, Lynda Lawrence, Mariles Magalong, Mickey Mathews, Jeanette Moore, Jennifer Ounjian-Auque, Darlene Poe, Jim Taylor, John Wade, Janis Walsh, McKinley Williams

Absent: Helen Carr, Linda Cherry, Phung Colvin, James Eyestone, Donna Floyd, Frank Hernandez, Priscilla Leadon, Carlos Murillo, Dave Olson, Roseanne Packard, Randy Watkins

McKinley Williams chaired the meeting in Dr. Carr's absence.

Item	Person(s) Responsible	Outcome
1. Collective Bargaining	Everyone	Mariles informed the managers that we need to look at all of our long-term absences and substitutes in order to help our budget. She informed the managers that the D.O. has a projected a 2% COLA increase and a 3.4% growth increase. The D.O. already budgeted for the 3.4% growth increase. Greg Marvel is still negotiating with the bargaining units to pay these increases upfront in the beginning of the academic year in order that the D.O. will not have to pay employees with retroactive checks. If the negotiations prove successful, everyone will see the increases in the September payroll.
2. Management Ethics Statement	Roseanne Packard	Shawn distributed a draft of ethics composed by a sub committee. Shawn welcomed changes and suggestions from the managers. Jennifer suggested adding "sexual orientation and physical limitations" to #4. Gloria, who is a member of the sub-committee, asked the other managers to feel free to change the order if they so desire. Mack suggested a preamble statement on the document. Shawn said he would be happy to accept any preamble statements and bring them back to the next meeting.

3. Management Mission and Core Value Statement	McKinley Williams	Mack distributed the revised Manager Mission Statement. Gloria mentioned the mission statement and ethics statement were very similar. Jennifer mentioned that the reason the ethics sub-committee was formed at the managers' retreat was because there no ethics listed for which the mission statement was based upon. Mack suggested that all managers take a look at both statements and bring changes to the next meeting.
4. Strategic Plan Update	Tim Clow	Tim distributed new forms for the strategic plan as well as a sample and a sheet on what needs to be accomplished for the strategic plan. We need to increase our non-resident status since the district is at cap. Tim emphasized that the forms need to be completed for the first four years and on the fifth year we need to complete an analysis. Mack asked for clarity on the objective on improving student retention by 10%. Tim explained that the 10% would be the first year, another 10% would be the second year, etc. etc. Tim further explained there is no penalty if we do not reach the 10% goal and the percentage can always be changed. There was some discussion as to if this figure was realistic. Tim announced that Helen would like feedback by October 1 <sup>st</sup> . Mack suggested that we meet in committees to do a first run through and then seek Tim's assistance if needed. Mack said we will try to do a first run-through on the four year concept and submit them to Tim by October 1 <sup>st</sup> . Tim reminded managers to include budget in the action plans. He also reminded managers that a lot of information and data has already been collected and may be referenced in the data resource book his office distributed last semester.
5. 2002-03 Program Review Schedule	Tim Clow	Tim distributed the revised Program Review schedule. Fall 2002 will be the largest program review in one semester since we had to postpone several programs. Philip asked if

		<p>there was any money to include the participation of part-timers in the self-study process. Unfortunately, we do not have any funds for this process. Tim said it is a good opportunity to include the classified in the self-study process. However, Mack said we have paid for part-time involvement if there were no full-time faculty (e.g. EMT, Appliance Repair). Managers were chosen for the validation teams. They are as follows:</p> <p>Art – Gloria • Chemistry – Susan • CIS – Carlos</p> <p>Drama – Jennifer • Earth Sciences – Lynda</p> <p>English – James • ESL – Randy</p> <p>Foreign Language – Shawn •</p> <p>Athletics – Mickey Library – Priscilla •</p> <p>Math – Mariles</p> <p>Noncredit – Windy • Philosophy – Jeanette</p> <p>Physics – Philip • P.E. – Tim •</p> <p>R.E. – Donna</p> <p>Social Sciences – Mack • Tutoring – Frank</p> <p>Articulation – Phung • EOPS/CARE – John</p> <p>Student Life – Jim • Allied Health – Linda C.</p> <p>Buildings &amp; Grounds – Darlene</p> <p>Business Office – Janis •</p> <p>Economic Dev. - Roseanne</p> <p>3RS – Linda A. • HSPEA - Helen</p> <p>Mack announced that he and Saul will be conducting training sessions for the self-studies and also the validation teams.</p>
6. First Week of Classes – Debriefing	McKinley Williams	<p>Mack announced our enrollment is up by about 17%. Jeanette said that even at the end of the late registration, we were still up by 17%. Mack said we had managers strategically located on campus for “Ask Me” duties. Signage is still a problem on campus as well as parking. Jim said that Dave Olson and him are looking to alternative solutions to the parking problem. Jim said they have had students park diagonally instead of parallel park on the hill. Mack said he knows our enrollment is up because Lot 9 has been full on some days. Mariles worked out a deal with El Portal School to allow our evening students to use their parking lot up to 11:00</p>

		<p>p.m. After 11:00 p.m. vehicles are subject to tow. We are also looking at the area by the gym where the old administration building used for more parking. We have had a little bit of controversy about the cancellation of classes this last week. Lynda said there have been some low enrolled classes. Lynda said that perhaps our planning could be a little better as it seems there are two sections of a class where one would be sufficient. Susan asked if were going to talk about block scheduling. Mack said no, and in fact, were are going to try to dismantle it because it proved detrimental to our room scheduling. Only in a few instances does block scheduling seem to work i.e. ESL. Gloria mentioned that a lot of her time seem to be wasted on the “ask me” duties after classes had convened. She suggested that perhaps managers made themselves available 10 minutes before the hour and 10 minutes after the hour after the first couple of days of the beginning of the semester. Mack said we need someone to be in the upper part of the campus. Shawn expressed concern about not wasting students’ time by asking them if they needed a student handbook after the third day as they already were given a handbook at orientation.</p>
7. 2001-02 and 2002-03 Budget Information	Mariles Magalong	<p>Mariles spoke about the 2001-02 budget first. She said the D.O. is now caught up with everyone’s carry over from last academic year budget. The D.O. calculated that all three campuses ended last academic year in the red and CCC owes roughly \$365,000. We are now looking at these calculations and going back to the D.O. with information and figures they did not have when they made their calculations. Thus far we got our deficit down to \$50,000. Mariles appealed to the managers to report all long-term faculty absences. Philip asked about faculty with reduced load. Mack will follow-up. Mariles continued to report that if we not able to prove the errors of the \$365,000 deficit to the D.O., they will reduce our PFE funds by that</p>

		<p>amount for the 2002-03 academic year. Even though the State did not approve its budget for this year, our governing board approved our budget. Our budget reports show zero balances for this academic year because the D.O. does not enter any figures into Datatel until the governing board approves the budget; therefore, September's budget reports will show dollar amounts similar to last years. Mariles reminded the managers with classified positions funded by PFE; their funds will be a little less because part of the salaries are covered by department funds. Mack asked Mariles to send out the list of PFE classified positions partially funded by department budgets.</p> <p>All of the categorical budgets should set aside the 5.4% increase. Mariles spoke about John Hendrickson's presentation at the governing board meeting last evening. He presented graphs showing the last few years of COLA increases and compared it to a graph of the last few years showing the increases in health benefits. The health benefits have increased dramatically with the last few months. Therefore, the D.O. reported they cannot continue our funding as in the past and they are now talking about budget cuts for the 2003-04 academic year. Mack said we are going to have make some tough decisions about our programs and staff. Mack stressed the importance of keeping our costs down and avoiding over-expenditures. Any time we go over budget, it will acerbate the following year's budget. It was announced last night that we have reached our cap of enrollment. The State Chancellor's office is promoting community colleges to seek non-resident enrollment as the State will pay for non-resident students.</p>
8. Procurement Card Follow-Up	Mariles Magalong	<p>Mariles announced the new procurement cards are not available yet but they are expected soon. Mariles requested that everyone get their statements turned in on time. Gloria said she would like a card for</p>

		<p>their office in place of individual cards. Mariles said cards will be cancelled if statements are not submitted in a timely manner. Mack suggested we change our college policy so that individuals must receive verbal approval from their manager for expenditures before using their procurement cards.</p> <p>Mariles reminded the managers about John Hendrickson's memo dated July 23, 2002, regarding board meeting and meal expenses. The D.O. will not reimburse any meals before governing board meetings. Mariles said she will be expounding on expense claims next meeting.</p>
9 Management Evaluation Schedule	Mariles Magalong	Mariles distributed the new management evaluation schedule completed by Nick Dimitri. The schedule lists the evaluating manager along side the manager to be evaluated and projects the evaluation deadlines through 18 years. Tim noted an error in his hire date. Mariles informed the managers to report any error changes to Nick.
10. Bond Projects Information	McKinley Williams	Mack said we have three bond projects on the table at present. RFP's have been sent out to the architects. They just completed interviewing six architect firms this week. They will ask three firms to come back. The Student Activities Building is first on the list. Frank Hernandez, John Allen, Barry Benioff, Helen Carr and Mack are the committee for this building. The next building will be the Library and then the Voc Tech and then the Music and retrofit of the Art Building.
11.Reports – <ul style="list-style-type: none"> <li>• DGC</li> <li>• District Management Council</li> <li>• Management Staff Development</li> </ul>	DGC - Susan Lamb, Shawn Jackson DMC - Lynda Lawrence & Donna Floyd MSD – Mickey Mathews	<p>DGC - Susan was interviewing and did not make the DGC meeting but Shawn did. Shawn reported that the Chancellor spoke about the escalating medical costs and the budget. He also spoke of a new procedure for reimbursement.</p> <p>DMC – Philip said that Carlos attended this meeting. They spent the entire meeting asking how the managers felt about receiving</p>

		the COLA increases up front in July instead of waiting for a retroactive check. MSD – Mickey said the first meeting is scheduled for September 19 <sup>th</sup> .
12. Around the Table	Everyone	

Philip Andreini – No report.

Shawn Jackson – EOPS is approaching 540 students. We are always looking at the next academic year.

Susan Lamb – No report.

John Wade – As most you know, two student athletes were unfortunately killed in a horrific car accident. Darrell Marshall's family has requested assistance with burial costs. Alonzo Teasley had a two-year old son. The Athletic Department has started a fund for his son so he will have some funds to collect at 18 years of age. John said anyone can donate to the two accounts (one for the Marshall family and the one for Teasley's son) in the Foundation Office. Mack encouraged John's sentiments. Mack also thanked John and the Athletic Department for their efforts during this stressful time as well as the Counseling Department for helping out in a time of need.

Janis Walsh – Things are very quiet but very busy.

Tim Clow – No report.

Jennifer Ounjian-Auque – Jennifer announced they have several activities coming up. They have Club Rush in the quad next week. Friday is a live a concert in the amphitheatre. The students have a couple of activities planned for September 11<sup>th</sup> – delivery of the food from the food drive to local charities and the planting of a healing garden between the Library and Bookstore.

Jeanette Moore – This Friday is the last day to turn in add cards; however, they will still accept signed add cards only next Tuesday, September 3<sup>rd</sup>. November 16<sup>th</sup> is the last date to withdraw with a "W." The deadline for dropping with full refunds is tomorrow, Friday, August 30<sup>th</sup>. Jeanette announced that the divisions should be working on the Spring 2003 schedule as we are trying to get it out a week earlier this year in order to be in-line with LMC and DVC. Jeanette mentioned the CCC Open House next month. Anyone interested in participating needs to contact Michele Jackson. This year the Open House will have a "circus" atmosphere with pony rides for little kids, a vintage car show, choirs, rock climbing and an exhibit by Knowland Park Zoo.

Gloria Gideon – Gloria reported there some drag racing last evening between the gym and ASU Building.



Darlene – Distributed an Event Request Requirement booklet. This should help in the consistency of planning events and using the college facilities.

Linda Ames – Jeanette said it all.

Mickey Mathews – Financial Aid has made 25% of their payments the first week of school. Cal grants are on hold since the State budget has not passed. We received \$135,000 for disadvantaged nursing students.

Jim Taylor – The child care building is about 50% completed. Most of the restrooms on campus have been remodeled. The restrooms in the Humanities Building are about 95% complete. They did the gym floor over the summer.

Lynda Lawrence – They are still trying to plan a reception for the all of the new employees for either the 20<sup>th</sup> or 27<sup>th</sup>. The Walk for Breast Cancer is on October 5<sup>th</sup>. Last year they raised about \$1,000.00. They have almost complete the handbooks for part-time faculty. They are trying to have a reception for part-time faculty as well to keep them in the loop.

Windy Franklin – No report.

Mariles Magalong – D.O. Human Resources will do training on time cards in September. Mariles said she would like all of the managers to attend this session. A lot of emergency checks have been requested of late and the D.O. is discouraging this practice. We are still on the list to receive golf carts through GM, a program sponsored by the State Chancellor's Office. Mariles just learned that Ford will donate on the carts to our campus.

McKinley Williams – No report. But remember, every situation can be reduced to a song.

### **Deadlines At A Glance**

<b>Deadline Date</b>	<b>Person Responsible</b>	<b>Item</b>
September 26, 2002	Everyone	Revisions/Changes to Ethics and Mission Statements
October 1, 2002	Everyone	First Draft of Strategic Plans
All Academic Year	Everyone	Restraint of Budget Expenditures
September	D.O. Human Resources	Timecard Training
September 26, 2002 2:00 p.m. in Fireside Room	Everyone	Next Management Council – Greg Marvel and Staff to Conduct Faculty Contract Training

Meeting adjourned at 4:31 p.m.

