

Managers

Helen Carr

Agenda

September 2, 2003

Management Council Agenda
Thursday, September 11, 2003
2:00 p.m. to 4:00 p.m., AA-142

Item	Time	Person(s) Responsible	Desired Outcome
1. Collective Bargaining	2:00 p.m.	Everyone	Discussion
2. Campus Vehicle Maintenance	2:15 p.m.	Tina Pitt	Discussion
3. Reports DGC District Management Council Management Staff Development College Council	2:30 p.m.	DGC –Ames, Andreini, Hernandez DMC – Floyd, Murillo, Taylor MSD – Barrick, Pitt, Wade McKinley Williams	Reports
4. Operational Budget, Instructional Equipment Funds and PFE	2:45 p.m.	Mariles Magalong	Information
5. Management Self Assessment Survey	3:00 p.m.	Tim/Helen	Discussion
6. Distance Learning Survey Results	3:15 p.m.	Lynda Lawrence	Information
7. Foundation Report	3:30 p.m.	Linda Cherry	Information
8. New Management Evaluation Process	3:45 p.m.	Helen Carr	Information
9. Managers to Serve on Validation Teams for Fall 2003	3:55 p.m.	Helen Carr	Assignments
10. Award Presentation	4:00 p.m.	Tim Clow	

Managers

Helen Carr

Notes

September 12, 2003

Management Council Notes
Thursday, September 11, 2003
2:00 p.m. to 4:00 p.m., AA-142

Present: Philip Andreini, Linda Ames, Carol Barrick, Iris Bradford, Linda Cherry, Tim Clow, Phung Colvin, Nick Dimitri, James Eyestone, Donna Floyd, Gloria Gideon, Frank Hernandez, Susan Lamb, Lynda Lawrence, Priscilla Leadon, Paul Lee, Mariles Magalong, Jeanette Moore, Carlos Murillo, Jennifer Ounjian-Auque, Tina Pitt, Darlene Poe, Jim Taylor, John Wade, Janis Walsh, McKinley Williams

Absent: Mickey Mathews, Randy Watkins

Helen opened the meeting with a moment of silence in remembrance of September 11, 2001.

Helen introduced Iris Bradford, the new Child Care Site Supervisor to the Management Council.

Helen told of two positive incidents about loyalty to Contra Costa College – Dr. Gloria Johnston’s niece is a student at Contra Costa College and receiving positive experiences from Financial Aid, Counseling and Admissions without any knowing who she is; and Dean O’Hare, from Chevron, threatened to pull Chevron’s membership from the Contra Costa Council if the Annual Business Expo was not held at Contra Costa College. He is a firm supporter and a member of our Foundation Board, thanks to Sy Zell.

Helen presented Phung with a beautiful flower arrangement and words of thanks and appreciation for all of her work and dedication to the CSE and the MESA programs. Mack also praised Phung for her dedication to the students. Phung graciously accepted the flowers and thanked everyone for their support of the CSE and MESA programs. She will be moving to Merced with her family and her new home is on El Portal Drive so “Contra Costa College will not be far from her thoughts.”

Helen distributed and reviewed the Managers’ Mission Statement and Core Values. Helen will give the revisions to Melody to add from the Management Retreat.

Item	Person(s) Responsible	Outcome
1. Collective Bargaining	Everyone	There were no collective bargaining issues to discuss.
2. Campus Vehicle Maintenance	Tina Pitt	Tina brought to the Council’s attention the lack of regular maintenance of campus vehicles. Therefore, most of the vehicles need to be replaced or receive new engines

		<p>at best since there is no regular maintenance schedule (i.e. 3,000 oil change, etc.). This issue came to light when the catering van was sent to Automotive Services repair and it was determined it is not repairable at this point. Darlene said she often times has her vehicles taken off campus to be repaired or maintained. Jim takes care of the maintenance vehicles as well. John said they have had the Automotive Department take care of their vehicles very successfully and get them maintained on a regular basis. Gloria mentioned the media truck needs to be replaced and Mariles mentioned that the mail truck is sitting in Automotive awaiting a new engine. Mariles will check on the procedures for employees using their own vehicles to conduct college business such as media delivering equipment on campus or going off campus to purchase to equipment.</p>
<p>3. Operational Budget, Instructional Equipment Funds and PFE</p>	<p>Mariles Magalong</p>	<p>Because of the extenuating circumstances with the State Budget, we did not have the budget approved at the August board meeting. It will be approved at the September board meeting. In the meantime, Nick will send out an expenditure report to departments. Mack said we will use the same process for “C” contract budgets as last year and Nick will send out an expenditure report to departments as well. Mariles continued to report that we are setting aside our contingency of \$170,000 in the case of mid-year cuts. Helen emphasized the importance of managers not overspending their budgets this year. If budgets are overspent, the costs will be taken from that department’s next year allocation. We just received news that the D.O. will owe 1.67 million dollars for concurrent enrollment costs. Contra Costa College’s share of that is \$450,000. We will also owe the district for “C” contract from last year. The district also did not receive enough monies from cut back in 2002-03, so we will owe more for that as</p>

		well. Mariles continued that the PFE and Instructional Equipment monies will be discussed in the Traveling Road Show and did not want to upstage Mack's and Helen's presentation.
4. Distance Learning Survey	Lynda Lawrence	Lynda said this is the last year Phyllis Goldman will be doing our distance learning survey. She distributed copies of the survey pointing out the low income of distance learning students. Generally we have between 400 and 500 students. We are looking to expand this program. This survey is required by the state and presented to the Board annually.
5. Foundation Report	Linda Cherry	Linda reported the Foundation Board of Directors met this week and they want to expand and revive the Speakers' Bureau. They want to focus on what we do. They also have a new sub-committee to enhance and revive the individual payroll contribution program. Debra Barnes sits on the Foundation and will lead this committee. Linda read off grant monies distributed on campus for this year - \$6,000 to retain lifeguards; \$2,000 to the music department for concerts; \$5,000 for the tutoring program; \$5,000 for development and promotion of non-credit/off-campus courses; \$5,000 for the nursing department to continue its feasibility study of a weekend and evening program; \$5,000 to expand into the high schools such as Hercules, John Swett; and \$2,000 for faculty development to work with student learning outcomes. The deans and Frank Hernandez met the Foundation Board also in order for the board members to have a closer connection with the campus.
6. Fireside Room Policy	Jennifer Ounjian-Auque	Jennifer addressed the revised Fireside Room policy and mentioned that she has not been reserving the room based on the priority list in the revised policy approved at Operations Council and AGS. This issue

		was addressed that the College Council meeting yesterday. There was much discussion as to whether on-going regular classes should be able to use the Fireside Room. A sub-committee was formed to address this issue (Jennifer, Janis and Nick) and they will bring back their recommendations to the next Management Council.
7. Revised Mission Statement	Susan Lamb	Susan will send out the revised mission statement to the management representatives who sit on College Council once she received it from the Research & Planning Group. Helen complimented Susan for doing a great job chairing her first College Council.
8. Reports DGC District Management Council Management Staff Development	DMC –Ames, Andreini, Hernandez DGC – Floyd, Murillo, Taylor MSD – Barrick, Pitt, Wade	DMC – They had one meeting but there was no report. DGC – They had one meeting. The budget was discussed. MSD – No report.
9. Management Self Assessment Survey	Tim/Helen	Tim distributed the survey results. After much discussion on the results of the survey, it was decided that follow-up was needed. The Management Staff Development Committee (Carol Barrick, John Wade and Tina Pitt) will follow up and report back to Executive Staff.
10. Program Review for Fall	Helen	Managers volunteered to serve on validation committees for Fall 2003 programs to be reviewed.

Tina announced that she is on the Board of Directors for West Contra Costa Business Center and they are working revitalizing 23rd Street. There will be a farmer’s market on the weekend before Thanksgiving. Contra Costa College may want to have a booth at the market as they are planning closing off the street for this event.

Helen thanked all of the managers for participating in “ask me” duties. The semester got off to a great start as enrollment is up.

Tim awarded Jeanette the State technology 2003 award certificate for getting our application on-line. We got ten pilot colleges to learn how to implement on-line applications.

The meeting adjourned at 3:56 p.m.

RECAP

Item	Person Responsible	Timeline
Check procedure for employees using their personal vehicles for college deliveries.	Mariles	Next Management Council – October 30, 2003
Sub-committee make recommendations on Fireside Room usage.	Jennifer, Janis & Nick	Call a special meeting prior to College Council Meeting to reach agreement.
Management Staff Development to follow up on management self assessment survey.	Carol, John & Tina	No date set.