

Management Council

Helen Carr

Notes

October 7, 2004

Management Council
Thursday, October 7, 2004
12:00 p.m. - Fireside Room

Present: Carol Barrick, Helen Carr, Linda Cherry, Tim Clow, Nick Dimitri, Donna Floyd, Frank Hernandez, Susan Lamb, Lynda Lawrence, Paul Lee, Mariles Magalong, Mickey Mathews, Jennifer Ounjian-Auque, Judy Pearson, Darlene Poe, Jim Taylor, John Wade, Janis Walsh, McKinley Williams

Absent: Iris Bradford (maternity leave), James Eyestone, Priscilla Leadon (conference)

Helen started the meeting at 12:10 p.m. She had Frank introduce Judy Pearson, our new Admissions & Records Director, who start on October 11, 2004. Everyone went around the room and introduced themselves and the management team gave Judy the "one-clap" welcome. Helen mentioned that we need to give Roger her photo for the website.

Topic	Conclusion	Recommendation Action	Follow-Up
1. Collective Bargaining	Collective Bargaining was discussed for 15 minutes. Mediation with United Faculty and Local 1 trying to reach an agreement.		
2. Next Mission Statement	The management mission statement and core values are written on the last page at the end of these notes.	Mack distributed the management mission statement and core values with revisions from the managers' retreat from two years ago. After some discussion, it was decided to change the second phrase of the core values by adding "and positive student outcomes."	
3. Department/Unit Management Mission Statements		Tim said the idea was well-received at Council of Chairs yesterday and all departments agreed to have their mission statements and evidence of dialogue (minutes from meetings) completed and submitted by November 24th. Tim distributed a paper on how to write a mission statement.	From 8/26/04 The managers agreed to follow the department chairs' timeline and will submit their completed mission statements with evidence of dialogue by November 24th. Carol and Linda are willing to help facilitate any group that needs assistance. Helen asked the deans how they were coming with their new division names. They are

			<p>still working on it but are making headway.</p> <p>Helen said she is planning to show dialogue (needed for accreditation purposes) at All College Day when everyone in attendance will be part of a major discussion on what knowledge, skills and abilities we expect our students obtaining certificates and degrees to possess by the time they leave CCC. Helen also mentioned hosting a guest speaker who has written a book on the brain and teaching and learning. Perhaps this would be something for All College Day in the fall.</p>
4. Open House	<p>Linda said the Marketing and Community Relations Committee met and agreed to hold Open House on April 30th from noon to 4:00 p.m. We will continue to keep the theme around community celebration.</p>	<p>The recommendation from the community members on the Marketing and Community Relations Committee was to collaborate some of our activities with high school students such as choirs, dance, etc. That would ensure bringing the high school parents on campus.</p> <p>Linda would like to use the majority of the small budget for this event on advertising to ensure a large community audience.</p> <p>Faculty will be on hand to promote their programs but no enrollment will occur that day.</p>	<p>We need to come up with some ideas/activities that do not use a lot of fiscal resources and will replace the former activities that did incur costs such as the bounce house and pony rides. Linda volunteered to attend division/departments meetings to help facilitate ideas for activities on that day.</p>
5. Branding		<p>Linda distributed a paper on "The Future of Branding in Higher Education."</p>	<p>After some discussion, it was decided that we want to pursue branding. This means we will accept the survey results from the community informing us how we are perceived in the community and work from those perceptions.</p>
6. Smoke Free Campus		<p>Jennifer said the conclusion at College Council was for each constituency group to</p>	<p>After much discussion, it was decided that Jennifer would bring back to College Council the managers' recommendation</p>

		<p>discuss this issue and bring it back to the next College Council on October 13, 2004.</p> <p>Darlene said the designated smoking areas (outside of the AA Building, behind the H Building and between the Art and Music Buildings) seem to be working.</p>	<p>to allow smoking in only four designated smoking areas, the three existing ones plus one other to be built by the quad area. Smoking will also be allowed in the parking lots and proper signage will be posted on campus as to where the designated areas are located. Even though smoking will be allowed in the parking lots, it still has to be 20 feet away from the entrance of a building in compliance with State law. The managers' recommendation continues that violators will be given a warning by campus police if found smoking on campus somewhere other than a designated smoking area and then referred to the dean of student services if the pattern continues.</p>
7. Program Review for Fall 2004 - Mgrs. Assigned to validation teams		<p>Helen asked for two managers each to serve on the validation teams: one primary and one alternate.</p> <p>Automotive - Janis Darlene - alternate Athletics - Lynda Judy - alternate BOT - Linda Donna - alternate Counseling - Carol No alternate Culinary - Jennifer Nick - alternate Health & Human Services - Mickey Paul - alternate Technology (Admin) Carlos Melody - alternate Business Office (Admin) Susan Jim - alternate</p>	
8. Mgt. Staff Development		<p>Carol distributed suggested management staff development committee goals and suggested activities for cross-training and job shadowing. The</p>	<p>The managers will select their three preferences for job shadowing and complete the staff development needs survey and return to Carol by the 15th of this month.</p>

		managers agreed with the goals for the 2004-05 year.	Helen distributed an article on 10 rules on leadership for everyone's reading enjoyment.
9. Reports DGC - Dist. Govn. Council DMC - Dist. Mgt. Council MSD - Mgr. Staff Development College Council			<p>DGC - Jennifer said the group is in the process of changing the by-laws about reaching consensus. Basically this change was necessitated when only two members vote and the final decision being made by the chancellor or designated employee.</p> <p>DMC - Frank said they spent two hours discussing the management golden handshake. Helen said the Board is considering an incentive for the classified managers only.</p>
9. Other	<p>Tim distributed updated enrollment figures.</p> <p>Jennifer announced the student convocation tonight in the cafeteria. October 13th is Health and Safety Day and October 26th is meet the candidates day, where candidates from San Pablo and Richmond have been invited to share their views.</p> <p>Helen announced she will be gone next week to the Lakin Institute in Birmingham, Alabama and the following week she will be gone to Moorpark College as the chair of the accreditation team. Melody will also be assisting on the team.</p>		<p>Helen said at the next management council, October 28, 2004, we need to discuss the culture of the college. Mariles is working on changing the job titles only (no salary increases) for Nick, Jennifer and Iris so they will be managers and no longer supervisors.</p> <p>Helen mentioned the Hall of Fame event on November 5th. The cost is \$100.00 and Helen is asking for a minimum of 50 employees to attend the event. As a result of the schedule survey, we will be mailing 107,000 schedules that will include our "e-mail" newsletter.</p> <p>There is enrollment planning taking place at the District now. Helen reminded everyone this is a "stability" year.</p> <p>We will schedule an evening walk through on campus after the daylight savings time (November 1st). Managers are asked to meet in the President's Office and Jim will divide up in groups to look for "unsafe" areas on campus so we can make the campus safer for our evening students.</p> <p>Friday, October 15th, Rubicon</p>

			<p>is having a grand opening for their career center. Managers are encouraged to attend.</p> <p>Darlene said there have been a couple of incidents on campus where faculty are not closing their doors when they leave the office and credit cards and wallets have been taken during their absence. All doors are to be closed when leaving an office even if it is only to use the restroom. Donna and Carlos said they know of similar incidents in their division as well. Mack will send out an e-mail to all faculty reminding them to close their doors when leaving their offices and Paul will send out some crime prevention literature.</p> <p>Frank announced the ASU now has staff names for identification badges. Helen encouraged all managers to obtain an identification badge.</p>
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Meeting adjourned at 2:10 p.m.

Management Mission Statement

To facilitate high-quality instruction and support services; to create a positive learning environment for CCC students, employees, and community; and to maintain an environment where high standards and ethical behavior are valued and practiced.

Core Values

In order to support our Mission, we the Management Council, have defined our core values as follows:

To respect and value everyone;

To promote curriculum development and support services to ensure student success and positive student outcomes;

To practice fair, impartial and informed decision-making and honest, responsible fiscal management;

To ensure staff development opportunities for all employees;

To practice and encourage open, candid, constructive and informed communication;

To enhance creativity and experimentation in a supportive environment; and

To advocate positive changes in the college community.