

Management Council

Helen Carr

Notes

August 27 2004

Management Council Notes  
Thursday, August 26, 2004  
2:00 p.m., B-8

Present: Carol Barrick, Linda Cherry, Tim Clow, Nick Dimitri, Donna Floyd, Frank Hernandez, Alex Illich (guest), Susan Lamb, Lynda Lawrence, Priscilla Leadon, Paul Lee, Mariles Magalong, Mickey Mathews, Carlos Murillo, Jennifer Ounjian-Auque, Darlene Poe, John Wade, Janis Walsh

Absent: Iris Bradford, Helen Carr, James Eyestone, Jim Taylor

Mack chaired the meeting in Helen's absence. Mack introduced Alex Illich as a guest and hopes to have him back to Management Council on a regular basis as we are hoping he will become a permanent part of the campus.

Mack added "Open House" as another agenda item.

Only two "Around the Table" items were submitted. Notice went out late. Please submit "Around the Table" items to Melody by Monday, August 30, 2004. "Around the Table" items will be distributed along with the minutes next week.

Topic	Discussion	Recommendation Action	Follow-up
1. Collective Bargaining	There was a 15 minute discussion on collective bargaining. Mack did announce that the both Peter Garcia and Helen Carr have been added to the negotiation team that already included Phyllis Gilliland and Tom Smith. Linda asked about the process for hiring an interim chancellor and Mack responded stating the Board is considering going outside as well as inside. There is still discussion at the district office and as per the education code, an interim chancellor may appointed for one year. Mack continued to state that no matter what occurs during the search for a chancellor, we need to believe and work to make Contra Costa College survive and prosper.		
2. Review of	There were some changes	Linda will be responsible	This item will be discussed at

Management Mission Statement	drafted at the management retreat two years ago; however, no one recorded them. Linda brought her hand-written notes from that retreat.	for incorporating the changes and sending the statement out to the managers and supervisors before the next meeting.	the next meeting.
3. Celebration for Gloria	It was agreed that each manager/supervisor will contribute \$5.00 for a gift and that the management council will take Gloria out to Hunan Villa after the September 30th Management Council meeting.		Melody will collect the money, purchase gift with Helen's input, and make restaurant reservations for 5:30 on Sept. 30th.
4. Reports <b>DGC</b> - Dist. Govern. Council <b>DMC</b> - Dist. Mgt. Council <b>MSD</b> - Staff Development <b>College Council</b>	DGC - Donna reported that Tom Smith is going to send out the district budget as soon as possible. Mack commented that the District now has 9 million in reserve but most of that 9 million in reserve but most of that (7.2 million) came from the colleges. DMC - Susan, Frank and Darlene attended the meeting and basically District employees were feeling very uneasy about the current situation at the district. Because of the uncertainty, everyone felt now was not the time address outstanding issues facing the Mgt. Council. There were some rumors floating around that have yet to be verified in relation to the 7% cut. MSD - Priscilla reported they have met and will be meeting again tomorrow.		Priscilla will have more to report at next month's meeting on the Management Staff Development.
5. Implementation of Action Plan for 2004-05	Tim reported that we are in our third year of the strategic initiatives and everything is on track. The stewards should be meeting with their groups to complete their action plans for the third year. There was some discussion about international students and some concerns with their enrollment processes. Frank is working on it.		
6. Budget - Operating PFE	Mariles distributed the CCC budget and said that it is		Mariles will report on PFE cuts once decisions are made.

	<p>basically the same as last year. Tomorrow is the deadline for the deans to submit their lists of budget augmentations. Frank asked about the bookstore reserve. Janis said they have not received any financial statements recently. Frank was concerned about paying for the student handbooks as \$10,000 usually is set aside from the bookstore revenues for this expense. Mariles reported that we have a PFE reduction this year of \$171,545 and, needless to say, there will be cuts.</p>		
7. ID Cards for Managers	<p>Some of the managers have their ID cards. After Monday, all employee ID cards will have correct employee ID numbers. Managers will encourage others to obtain ID cards but they are not mandatory. There was some discussion about students access to Datatel. Mack will remind everyone that students are not to have access to Datatel.</p>		
Other	<p>Open House - Mack said we are not having Open House this fall. Since this has been an event sponsored by student services, the reduction of staff in that area made it difficult to do the event this October. Mack felt that this every important event should not be discontinued and that maybe it should expand to include participation of all of the managers. He has requested that Linda Cherry and the Marketing Committee should consider making the event a college-wide one. This would help to keep our momentum going and show our school spirit to the community. He requested that the management team should step forward to lead this event in the Spring or</p>		<p>Linda Cherry will pursue the plans of the Open House with the Marketing and Community Relations Committee and report back at future management council meetings.</p>

	<p>whenever the Marketing Committee decides to have it. There was some discussion about registering students at Open House and it was concluded that Open House is an informational day for potential students. We will have schedules there and information on how they may register but it is basically a day to show the community what we offer. Carlos suggested that we get sponsors to help with the costs for the day. Priscilla mentioned that at one time we had talked about having a Jazz Festival in conjunction with our Open House.</p>		
	<p>Darlene asked if faculty would inform their students to replace any borrowed desks from one classroom to another. Apparently due to a shortage in desks, faculty and students have been grabbing them from other classrooms and not putting them back afterwards which creates problems for evening classes.</p>		<p>Mack will work with Mariles to see about obtaining more desks from the WCCUSD.</p>
	<p>Linda Cherry congratulated Jennifer on spearheading the development and writing of the TRIO SSS grant proposal to the U.S. Department of Education. Her draft was well received at a recent TA workshop.</p>		
	<p>Frank mentioned the problem of students holding on to add cards until they find out their grades. Carlos said this practice of accepting late add cards has also penalized us with our FTES at the first census date.</p>		<p>Mack will work with Frank to make sure we will no longer accept any late add cards.</p>

Meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President