

Management Council

Helen Carr

Notes

November 18, 2004

Management Council Notes  
Wednesday, November 17, 2004  
12:00 p.m. - H-8

Present: Carol Barrick, Iris Bradford, Helen Carr, Tim Clow, Linda Cherry, Nick Dimitri, Donna Floyd, Frank Hernandez, Susan Lamb, Lynda Lawrence, Priscilla Leadon, Mariles Magalong, Mickey Mathews, Jennifer Ounjian-Auque, Darlene Poe, John Wade, Janis Walsh

Absent: James Eyestone, Paul Lee, Carlos Murillo, McKinley Williams

<b>Topic</b>	<b>Conclusion</b>	<b>Recommendation Action</b>	<b>Follow-Up</b>
1. Collective Bargaining	There was a 20 minute discussion. Helen did say the negotiating team is now down to her and Peter Garcia.		
2. College Data	Mojdeh Mehidizadeh attended the meeting from the D.O. She gave an update on the technology department at the district office. We are implementing a new wait list project. Mojdeh distributed a flow chart of the Colleague to Cognos systems. Mojdeh said they have developed a MIS website on the intranet that shows where all of the reports are stored, the schedules of the reports, and where the reports where sent.		Phase II and III of the SMART registration process will be in effect soon as they are still receiving feedback from counselors and faculty as to how the registration process is working currently. Phase II will allow students to develop an on-line educational plan and also allow counselors to make changes to those ed plans and then communicate with the students via e-mail and web advisor. Phase III will allow students to find out what classes they need for their degree or certificate. The purpose is to streamline the registration process. These two phases will be in beta testing beginning January through April.

3. CCC Culture	Jim Taylor led a powerful discussion on CCC Culture. He distributed our mission, beliefs, values, vision and goals statements from the catalog. The management statement will be given to Linda Cherry for use in her work on branding.	<p>Values of CCC Culture by Managers</p> <p>Caring Committed Dedicated Taking the Time Inclusion Take Action to Address Issues Pool Resources Non Adversarial Community Outreach Community Connection Racial Inconsistency</p>	<p>These conversations will continue at subsequent meetings.</p> <p>Linda said we are going to be looking at how we are perceived in the community by the opinion shapers (business leaders, civic leaders, board of realtors, social service employees).</p> <p>Helen said we need to give cultural competence training at CCC to our faculty and staff. Priscilla shared that she just completed training with the author of "A Framework for Understanding Poverty." With everyone in agreement, she will bring the quizzes in the book to the January or February meeting.</p>
4. Mgt. Council Accreditation Preparation	Helen announced in Mack's absence that our mid-term report is due to the Accrediting Commission in April.	Mack is setting up the committees using our existing college committee structure. On All College Day, we will hold group work for dialoguing about the skills and abilities our students should possess when they receive degrees and certificates from CCC.	
5. SLO Discussion for Spring 2005	President's Cabinet designed a schedule.		<p>January - Tim &amp; Saul will give progress to date.</p> <p>February - Student Services</p> <p>March - Instruction</p> <p>April - April and May</p>

			discussions will be scheduled if needed.
6. Reports <b>DGC</b> - Dist. Gov. Council <b>DMC</b> - Dist. Mgt. Council <b>MSD</b> - Mgr. Staff Development <b>College Council</b>	DGC - Jennifer had to leave and Frank said that Jennifer said there was no report. DMC - Frank informed the managers of the negotiations taking place for management.		College Council - Mariles will forward the proposed Police Services Advisory Committee information to all of the managers. The managers also agreed to the revisions in the smoking policy and Jennifer will bring it back to College Council with the revisions (change implementation date to Fall 2005; include additional gazebos; and move the current gazebo between the LA/H to the creek side of the H Building). MSD - Carol reported that she and Nick are trying to get a district office human resources person to the January 27th meeting to discuss human resources issues. Carol will also follow up on the job shadowing.

7. Other - Helen reported on the Box 2A meeting at the district office. CCC has the highest percentage of faculty members: (CCC - 64.4%, DVC - 51.3% and LMC - 54.1%). The district office had already included in the planning of the budget five or six faculty positions. Last year we received a waiver from the State in meeting the State hiring requirements. It was decided in the meeting that 11 faculty positions would be given and CCC would not ask for any since we have the highest percentage.

Helen strongly encouraged the managers to allow their staff to attend the classified holiday party on December 10th at 2:00 p.m.

Helen announced that our office, AA-203, would be spreading holiday cheer with refreshments on December 13th and have a gift exchange (the office members drew names) with the office members at 2:00 p.m. Everyone is welcome to stop by on the 13th for cider and refreshments. After a brief discussion, the managers agreed not to exchange gifts at the next management council meeting at Mack's house. If anyone is planning on imbibing margarita's at Mack's house,

they need to give Carlos \$2.00. The secretaries will be invited to the next meeting at Mack's house on December 9th as per tradition.

Helen asked if anyone had started the management evaluation process this year as it was decided at district to use the old process for this year. No one had begun the process for this year.

Helen said the district office is having discussions about the inappropriate use of e-mail. The discussions were centered on the e-mails that are distributed to "everyone." There was talk at the district office about having an e-mail "watchdog" where all messages intended to "everyone" would be read first by the watch dog and they would decide if it is acceptable to send out. There was opposition to this idea.

Meeting adjourned at 3:00 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President