

Management Council

Helen Carr

Notes

February 25, 2005

Management Council Agenda
Thursday, February 24, 2005
2:00 p.m., Early Childhood Learning Center

Present: Carol Barrick, Iris Bradford, Helen Carr, Linda Cherry, Tim Clow, Nick Dimitri, James Eyestone, Donna Floyd, Frank Hernandez, Susan Lamb, Lynda Lawrence, Priscilla Leadon, Paul Lee, Mariles Magalong, Carlos Murillo, Jennifer Ounjian-Auque, Darlene Poe, John Wade, Janis Walsh, McKinley Williams

Absent: Judy Pearson, Jim Taylor

Helen called the meeting to convene at 2:05 p.m.

Topic	Conclusion	Recommendation/ Action Follow Up
1. Collective Bargaining	Spent 10 minutes discussion collective bargaining.	
2. College Culture		Since Jim Taylor was not present, Priscilla and Janis deferred this item until the next meeting.
3. SLO Dialogue	Tim distributed a couple of hand-outs. Tim suggested going to the college website and looking at SLO model under the academic senate information. We are going to have to work with the faculty on SLOs and thus far we have about 15 completed. Most are the program level which is easier than the class level. Program SLOs are in general terms.	Revised schedule: March - Student Services April - Instruction
4. Open House	Linda reported that the Marketing and Community Relations Committee decided it would be best to postpone the Open House until the fall. Management Council concurred with this decision.	
5. Budget	Mariles reported she received several calls about the unit plans after the deadline. She received 13 plans by the deadline and out of the 13, 11 are asking for the 1,500.00 each which makes a total of \$16,500.	College Council will approve the 11 unit plan requests as the budget committee has already reviewed them. Requests will be approved based on the completion of the three items on the form and the Foundation's criteria: "Large return on small investment." The deadline for all unit plans (without money requests) has been extended until

		<p>February 25th.</p> <p>Helen informed all of the managers that we must reduce the number of short-term hourly employees on campus by July 1st. Managers who have employed the same hourlies for more than two years should convert the positions to permanent or eliminate them. Job descriptions for employees to be converted should be submitted to Mariles by April 1st.</p> <p>Mariles said the business directors are meeting tomorrow to discuss the administrative analyst positions throughout the district. Helen said the district is hiring two consultants: one to work on the short-term hourly issue and one to work on the administrative analysts employees.</p>
6. Reports - DGC, DMC, MSD and College Council	<p>DGC - Jennifer reported that there are several items on the agenda for second and third readings. The faculty has already said they will vote no.</p> <p>MSD - Carol Barrick reminded everyone of the workshop by Dr. Amada on March 3rd in Pleasant Hill dealing with disruptive student behavior.</p> <p>College Council - Jennifer reported on the funding of the instructional equipment monies. Accreditation Plan of Action was approved. College Council forwarded the decisions for placement on campus of the What We Believe and College Mission Statements.</p>	<p>MSD - It was agreed the job shadowing should be postponed at this time. Although Mickey will conduct a Financial Aid 101 workshop for the managers if they wish to attend. Management retreat will be in April. It was agreed to have humorous and stress reduction topics at the retreat. Helen also suggested Dr. Jerome Hunter, Chancellor from South Orange County, to talk about ethics at the retreat. Venue will be determined later, with a possible starting time of noon. The retreat would end with a tribute to Mickey.</p> <p>Helen asked Nick to give her a copy of the management cycle matrix. Management evaluations will begin on 7/1/05. They will be discussed at the next meeting. Because of a misunderstanding by Helen, no managers are being evaluated at CCC this year.</p>
7. Mgrs. Appointed to Validation Teams for Sp 2005	<p>Managers appointed to Spring 2005 Validation Teams:</p> <ol style="list-style-type: none"> 1. African American Studies - Donna Floyd 2. Administration of Justice - Priscilla Leadon 3. CCT - Nick Dimitri 4. Dental - Linda Cherry 5. Nursing - Frank Hernandez 6. Instructional Services - Jennifer 	

	<p>Ounjian-Auque</p> <p>7. Bookstore - Carol Barrick</p> <p>8. Drama - John Wade</p>	
8. ACD Dialogue Outcome		<p>Managers formed four groups and made recommendations for changes on the ACD Dialogue document. Group 1 suggested to add the following actions to #3 of the outcomes:</p> <p>Implement and monitor information competency requirement.</p> <p>Emphasize critical thinking across the curriculum.</p> <p>Suggestions for additional actions to outcome #7 are: Link relevant current events to all course content.</p> <p>Expand horizons through off-campus experience such as field trips.</p> <p>Suggestions for additional actions to outcome #8 are: Add course requirement regarding ABC. Field Trips.</p> <p>Group 2 suggested additional actions to outcome #8: Campus festival. Campus-wide beautification. Continually learning in relation to art.</p> <p>Suggested additional actions to outcome #7: Undergraduate research center set up a speaker series. Set up a grant instructor speaker program. Instructors require students to attend one event per semester. Teleconferences available through internet at different locations on campus.</p> <p>Suggested additional actions to outcome #3: Debate or oratory slam with prizes. Essay competition with prizes.</p> <p>Suggested additional actions to outcome #2: Include technology skills courses for every students that comes to CCC.</p> <p>Group 3 suggested additional actions to outcome #3: Add a course requirement for AA/AS degree - Aesthetic Awareness. This course would include courses like music appreciation, art appreciation, drama, English literature, English (film course), African American Studies (film course). Group 4 suggested to look at the condensing the title of Outcome #1 to Social and Interpersonal Skills. Additional suggested action to outcome #8 was</p>

		stewardship to mimic the MCHS and College for Kids programs.
9. Procedures for Disposing of Confidential Materials	Mack announced that an incident came up questioning the disposal methods used on campus as an employee's confidential information was found across campus. The incident was explained and Mack just wanted to make sure the managers were aware of the procedures and the shredder bins in the back of the AA building.	
10. Other	<p>Helen addressed the council informing all managers to refer anyone who inquires about negotiations to the chancellor's office. We have been given clear instructions from the Dr. Callahan to refer all of these matters to her office.</p> <p>Much discussion ensued about the Chancellor and the management surveys. The management survey will come around again in the future but hopefully worded in a different manner.</p>	Frank reminded everyone to attend the party for Silvio Floro at 12:00 noon.

Meeting adjourned at 5:15 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President