

Management Council

Helen Carr

Notes

May 2, 2005

**Management Council, Thursday, April 28, 2005**

**Notes**

**2:00 p.m., VA-101**

Present: Carol Barrick, Iris Bradford, Helen Carr, Linda Cherry, Tim Clow, James Eyestone, Donna Floyd, Frank Hernandez, Susan Lamb, Lynda Lawrence, Priscilla Leadon, Paul Lee, Mariles Magalong, Mickey Mathews, Jennifer Ounjian-Auque, Judy Pearson, Jim Taylor, John Wade, Janis Walsh, McKinley Williams

Absent: Nick Dimitri, Carlos Murillo, Darlene Poe

Guests: Mojdeh Mehdizadeh, Craig Lee

<b>Topic</b>	<b>Discussed/Conclusion</b>	<b>Follow-up</b>
Collective Bargaining	Not discussed	
Datatel UI 1.5 and Release 18 Update and Everyone Distribution Lists	Craig updated the group on the new Release 18 and UI 1.5.  E-mail distribution list - Mojdeh received feedback.	Linda Armistead will go through the CCC list and send the names of those persons who are no longer employed to Bruce Bottomly for removal from the list.
College Culture	Continue discussion on June 2 at 2:00 p.m.	Helen will distribute the "Who We Are" Statement from the 1999-2002 Strategic Planning Document.
Budget Update	Not discussed	
College E-Mail Discussion	College is getting an e-mail server update in October. No longer will have unlimited mailboxes. <ul style="list-style-type: none"><li>• 100 megabyte mailbox for standard users-will increase capacity for all;</li><li>• warning when box is at 80 megabytes;</li><li>• a 90% no ability to send; and 100% box closes.</li></ul> Special case users get 500 megabytes: <ul style="list-style-type: none"><li>• warning when box is at 300 megabytes;</li><li>• 450 no ability to send;</li><li>• 500 box closes.</li></ul>	James and Helen will compose a memo to employees who do not check their e-mail.  For the new on-line form on the intranet, Linda Armistead will complete the form for every new employee. The system creates an account for people with James' involvement.

ACD Planning	Draft agenda shared from Pres. Cab.	
To Date Content	Content was generated for the end of school newsletter which will be published at the beginning at the end of each semester.	All content should be submitted to Linda by May 4, 2005.
Facilities Update	<p>The College is in talks with the City of San Pablo and a committee of the WCCUSD to discuss the use of surplus property at the El Portal School location.</p> <p>Moves to take place over the summer because of library remodeling: VA - welding class will move to art; appliance repair will move to west side of VA. Library will move to the cafeteria; recreation room will be for dining. Vendors will be selected by next week. Vendor trucks will be in the amphitheater. The State has asked for plans to be developed for the remodeling of the gym annex.</p>	Mack is following up.
Reports - DGC, DMC, MSD, College Council	Reports were made.	Managers are to meet at Chevy's in Pleasant Hill on May 5th to begin Management Retreat activities.
Other		Mack will check with Council of Chairs to see if faculty are interested in having a presentation on classroom management.