

Management Council

McKinley Williams

Notes from Special Meeting

June 27, 2005

**Special Management Council  
Thursday, June 23, 2005  
2:30 p.m., AA-216**

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

**Absent:** Carol Barrick, Frank Hernandez, Paul Lee, Mickey Mathews, Carlos Murillo, Judy Pearson, Jim Taylor

1. McKinley started the meeting (Helen was not there yet) discussing the reception plans for Helen. We will have a community reception for her on July 26th from 5:00 to 7:00 p.m. at the San Pablo Community Center. This reception will be in conjunction with the district office as they are sponsoring three different receptions for her (one at each campus). Employees will be notified of this reception via e-mail. The other reception we want to give her will take place on All College Day from 12:30 to 1:30 p.m. in the ASU Recreation Room. Helen will be here on All College Day to address our college from 11:30 to 12:30 p.m. Due to her addition in the schedule and the reception we are planning, the validation team meetings and workshops will be delayed until 1:30 p.m. and, therefore, the division meetings will begin at 2:30 p.m. Faculty will be notified on the usual postcard summer mailing and the remaining CCC employees will be notified via e-mail. It was mutually agreed that we want to present her with a gift on All College Day from Contra Costa College. Lynda Lawrence, Priscilla Leadon, Linda Cherry and Melody Hanson have volunteered to be on the gift committee. Melody is currently checking with different caterers for both receptions. The reception on All College Day will have light hors d'oeuvres and petit fours. Jennifer suggested the ASU could work in conjunction with the Automotive Department to have a barbeque and sell plates of food for lunch. Susan will check with the Automotive Department to help coordinate the barbeque.

Mack also announced that Jim Taylor is being transferred to LMC as of July 1st. The district office has not made an official announcement of this transfer. Alex Edwards will be our new buildings and grounds manager. Mack encouraged everyone to say "thank you" to Jim.

2. Priscilla opened the continued discussion on college culture. It was decided since there are too many questions to tackle at one sitting, the council would discuss the first two today and save the rest for subsequent meetings. There was discussion about how many activities employees attend outside of their departments. Perhaps we could survey our employees so we have data to work with in planning future events. There was much discussion about our registration process and how it often times seems to be the bottleneck in our entire collegial process. Admissions is currently short staffed and is also fiscally limited. The managers concluded that the on-line and telephone registration process are tedious at best and not user friendly. There was suggestions to write down specific problems with the registration processes and send them to Mojdeh and Craig Lee at the district office. The district office is willing to help us with registration problems.

There was also discussion about faculty not turning in their grades on time or not at all. Mack suggested we continue these discussions when Frank and Judy are in attendance. It was also suggested that perhaps others be trained to help Admissions staff in August during peak times in order to input add cards, help with registration, etc.

3. Helen called a managers meeting next week to discuss the resolution for classified hourlies.

Meeting adjourned at 4:30 p.m.