

Management Council

McKinley Williams

Notes

January 26, 2006

Management Council
Thursday, January 26, 2006
2:00 to 4:00 p.m., LA-108
Notes

Present: Carol Barrick, Iris Bradford, Linda Cherry, Tim Clow, Nick Dimitri, Jim Duvall, Alex Edwards, James Eyestone, Donna Floyd, Frank Hernandez, Aleks Illich, Lynda Lawrence, Priscilla Leadon, Susan Lee, Mariles Magalong, Jennifer Ounjian-Auque, Darlene Poe, Tom Sharp, John Wade, Janis Walsh, McKinley Williams

Absent: Carol Maga

1. Collective Bargaining - Lynda said they have had one meeting and the next meeting is scheduled for February 8th, from 1:00 to 8:00 p.m. That meeting will be interest-based bargaining training and is open to all faculty. Interest-based bargaining is non-adversarial where both parties focus on interests as opposed to proposals. Local 1 has agreed to try interest-based bargaining also.

2. Reports: DGC - Jennifer had distributed the proposed CCCCCD Governing Board Self-Evaluation Policy and the CCCCCD Budget Values and Parameters for 2006-07. If there are any edits or changes, please forward them to Jennifer or Priscilla by February 14, 2006.

DMC - Jennifer said there was some discussion as to the district management council's role and it is under revision. Frank said the district management council has traditionally dealt with the working conditions of managers and supervisors but there is discussion about other items such as appointing managers on committees, etc.

MSD - Carol said they met and the committee will meet with Mack to discuss their ideas for staff morale-builders. One idea they had was to host a potluck on February 8th before the Dallas Black Dancers but they decided against this since there is the interest-based bargaining training that day and the Alumni event that evening. They are regrouping to decide on a coffee hour or just concentrate their efforts for the April 28th event. Carol continued to report they have been following up on the college culture activity and gave Stir Fry Productions four dates to come to Contra Costa College and enlighten our management team. We are waiting to hear back from Stir Fry Productions. The district will also be conducting brown bag workshops. Linda asked about the FRISK training that was offered by the district. FRISK training is progressive discipline to ultimately dismiss employees.

College Council - Mack reported on the emergency meeting yesterday to vote on the color palette that was accepted by all constituency groups. Mack also reported on the possibility of the district going out for another bond measure in either June or November. A district consultant has been hired to "test the waters" throughout the county to see if our bond measure will "sail" and which election would be optimal for our success. The consultant will also help us to identify a dollar figure. Contra Costa College will have seismic analysis completed on every building. If any of the buildings are deemed unsafe, we may have to abandon them and make a decision about their demise. Mack distributed a list of the remaining buildings that will not be covered

under Measure A and the projected costs for their remodel. We will be asking the college community to help prioritize our needs for the new bond. According to the State audit, the building in the most need of remodeling is the Physical Science Building. Mack said we will promote the community fitness center in this bond measure for our campus as most of our needs are remodeling.

3. Replace for Susan Lamb on the District Management Council - Donna Floyd volunteered. DMC usually meets the third or fourth Tuesday at 3:00 p.m. (typically the Tuesday before the governing board meetings).

4. Enrollment Update - Tim said we have had some problems in calculating our enrollment due to data input both at the district and on our end. We have worked to clear up these problems and right now our calculations are flat. Mack distributed Doug Roberts projections as of January 8, 2006, with the correction of adding 74 to the Fall number. This will put our total at 5,957 FTES providing we maintain our spring numbers. Even though our head count is up our FTES is the same which means the students are not taking as many classes as we would like in order to increase our FTES. Frank mentioned some problems with faculty giving students a four-digit code and the code does not help the student to register in the class. It seems the registration processes are not getting conveyed to the part-time faculty. The deans will help with this process.

5. Mike Hill-District Consultant - Mack distributed a brief outline of the district contract. Mike Hill is a retired CEO from Evergreen district and will help the district with fiscal procedures. We still haven't closed the books for the 2004-05 and are understaffed in the finance department at the district office.

6. Local 1 Management Representative - The district is seeking management reps to serve on the district's Local 1 negotiation team. Mariles indicated the Business Officers had agreed to serve in this capacity. Mack will double check with the district to see if additional managers are still desired. No one volunteered. **If no one volunteers by Monday, January 30th, Mack will appoint someone.**

7. District Classification Study - Mack said the district hired a consultant to start the process again to look at the administrative analysts (supervisors) and the confidential positions as well as all management positions. They will also be looking at other positions who may fit into the supervisor and confidential categories. More information will be forthcoming.

8. Marketing Research - District Contract - Linda said the district will be hiring a marketing research firm to scan the county to find out what they know about us, how they know us, etc. This will help us to market our communities in more effective ways. The RFP's just went out so we won't get started on this probably until the end of the semester. Helen asked that all of the marketing efforts and resources be used conservatively until the research is concluded.

9. State Chancellor's Office Monitoring and Assessment of District's Fiscal Condition - Mack distributed the checklist from the State. Depending on how many wrong answers are given to their questions, a district may be placed on the "watch" list. Helen is on a campaign to

use this list and make sure we have very few, if any, wrong answers. Currently we are deficit spending, approximately 1.3 million every year. Last year's audit has not been submitted to the State. It was due in December. The district is working to submit it as soon as possible.

10. Program Review for Spring 2006 - The following managers will sit on the designated validation committees: Biosci/Biotech - Carol Maga; Business - Donna Floyd; College Skills Lab - Iris Bradford; EMT - Frank Hernandez; Engineering - Mariles Magalong; HPC/CS - James Eyestone; Journalism - Linda Cherry; Library - Janis Walsh; Speech - Susan Lee; Outreach - Jennifer Ounjian-Auque; Student Life - Tim Clow; Transfer/Center - Carol Barrick; Articulation - Nick Dimitri; Communications & Advancement Office - John Wade; Custodial Services - Jim Duvall.

11. Strategic Initiatives and Timeline - Tim said the committees need to submit the fourth year (2005-06) activities by the end of February as the Research and Planning group will need to review them and Mack will have to report on them in April at the governing board meeting.

12. Spring Break Schedule - Mack asked all of the managers and supervisors to be here during spring break. DVC has denied all leaves for their managers during that time. Since the schedule will be out and registration will be occurring, it was agreed that managers and supervisors who are able will come to the registration computer labs during that week and be trained to help students will do so. There will be a very small contingent of classified employees in Admissions and Financial Aid during that week. **Mack asked for Frank, Mariles, Lynda and Carol to meet to come up with a plan for managers helping with registration. Frank will report back at next month's management council as to if we need anyone here in the evenings during that week.** Jim had some concerns about the power being out in some buildings due to construction of the Voc Tech Building. He will work with the company to make sure we have power in the Humanities Building.

13. Announcements - Andrew Lam will be speaking in Helen Kalkstein's class on February 2nd and then he will be in the bookstore signing books. Jim reported the High Tech Center should be completed in November. Jim also encouraged everyone to encourage students to participate in the essay contest as there are big prizes to be won. Jon Celesia, Joy Lynch, Camille Parker and Jim will be judges. Darlene announced our new campus facilities person, Benjamin Jennings. Aleks announced the International and Student Study Abroad Office has moved to H-44. They have a goal of increasing their students by 20%.

Mack left the meeting at 3:15 p.m. Mariles addressed Management Council and explained the selection process of two management representatives on the presidential hiring committee. She apologized for the short notification and explained what had transpired to create the notice going out two hours before the meeting. A vote was then taken, and two managers were selected to be on the presidential hiring committee.

Meeting adjourned at 3:40 p.m.

Respectfully submitted,
Melody Hanson, Senior Executive Assistant to the President