

Management Council

McKinley Williams

Notes

October 21, 2005

Management Council Notes  
Thursday, October 27, 2005  
2:00 p.m., LA-112

Present: Carol Barrick, Iris Bradford, Linda Cherry, Tim Clow, Nick Dimitri, Jim Duvall, Donna Floyd, Frank Hernandez, Susan Lamb, Lynda Lawrence, Mariles Magalong, Jennifer Ounjian-Auque, Darlene Poe, John Wade, McKinley Williams

Absent: Alex Edwards, James Eyestone, Priscilla Leadon, Tom Sharp, Janis Walsh

Mack introduced Jim Duvall as the new Interim Dean for the Natural, Social and Applied Sciences Division.

Topic	Discussed/Conclusion	Follow-up
Collective Bargaining	Lynda said they had one meeting thus far and she will miss the next meeting as she is part of the interviewing committee for our vice president position. At the last meeting, they discussed how negotiations went last time and how they may want to use a different model for negotiations this time around. Donna, who is part of the subcommittee on part-time faculty preferential re-hire, said they are trying to come up with a process and language for the contract for part-timers to be automatically re-hired. The subcommittee will be at the end of the November to hopefully have a process in place by Spring. There was some discussion by various council members about setting the standards extremely high in order to guarantee automatic re-hire and also include a "back door" in the language.	
Reports - DGC, DMC, MSD, College Council	DGC - Jennifer distributed her written notes from DGC. She briefly reported that DGC is talking about changing their meeting times from Tuesday to Thursday as there is concern about having enough time to read the agenda. Mojdeh is helping with this concern though as she is now placing the agenda and attachments on line so members are able to access the information in plenty of time before the scheduled meetings. Jennifer talked about the DGC district application process and students having to go through more clicks of the mouse in order to wade through the	MSD - Carol will e-mail the calendar of activities to everyone. November 1, Dr. Beyer from Pasadena City College will be here presenting various ways to discourage and deal with difficult students. Members of the staff development committee will meet with President's Cabinet next month to discuss a college-wide staff appreciation event. The November 18th MSD may be postponed. December 9th there is a workshop to discuss recruitment, selection and classification; January 6th a workshop scheduled on management best practices and technology tools

	<p>specific college's web pages before reaching the actual application page. Students have expressed dislike of this process and prefer a more direct route to the application page. DGC is still reviewing its structure, goals and reporting relationship.</p> <p>DMC - Susan said they just met yesterday. They discussed the board policy 1009 concerning shared governance noting that no where in this policy is there any mention of management. They will propose to revise the policy. DMC had a presentation by our insurance consultant regarding benefits, health care, and other issues. They are considering feedback to collaborate with Local 1 and United Faculty to talk about a consortium of a health provider in order to bring down the costs. The Madden study was tossed since there was a conflict of interest with the company and there were flaws in the process. RFP's have gone out for a new study to look at the administrative analyst positions, confidential positions and the entire management structure district-wide. They are also looking at indemnity and having deans involved in legal issues. Managers are encouraged to look into the possibility of acquiring additional insurance as they are looking at umbrella policies. Mack announced that ACCA offer additional insurance for managers.</p>	<p>training; Feb. 24th a workshop for evaluation training; March 24th will be budget training and April 28th the workshop will be on retention and persistence increase strategies. Any changes to this schedule will be sent out in time for everyone to attend.</p>
College Culture Subcommittee Report	<p>Linda said she recently saw the movie "Crash" and recommended it to everyone.</p>	<p>In Priscilla's absence, Jennifer requested this item be put on the next meeting.</p>
Facilities Update	<p>Mack reported that the two projects on our list that have been deferred are the demolition of the Humanities Building and remodel of the Music Building. There will not be enough money to complete these projects. The remodel of Planetarium and the AA Building need to be redesigned. Culinary Arts will be part of the SA Building remodel and moved from the AA Building. There is some concern with not demolishing the Humanities Building. This action will increase our capacity load. So it is imperative that we offer more classes to fill those classrooms. Jim Duvall is the contact</p>	

	<p>person for the High Tech Center remodel. He sent out an e-mail explaining the new routes that will have to be used on that part of campus during construction. Mack continued his report stating that Alex, Darlene and he walked the LA Building and had made a list of the repairs needed including those listed in <i>The Advocate</i> article. Alex has a plan to have these items repaired throughout the building, with completion to be expected by the end of November. John asked if there was a committee to oversee completed work by Buildings and Grounds and specify any needs for further repairs. Mack responded that Alex is the person to review work done by his staff or outside contractors and any dissatisfaction may be reported to him by the originator of the request or by the manager of the area where the work was done. Mack stressed that Mariles is the college liaison to Buildings and Grounds. She will meet regularly with Alex to review campus facilities needs. Please inform her if there is a pressing facilities need in your area. You may contact Alex or complete a facilities request form, but please inform Mariles if there is a pressing issue.</p> <p>LMC is now a smoke-free campus (with exceptions to the parking lots).</p>	
Registration Guidelines for Non Traditional Student Programs Follow up		This item will be re-addressed in January to see how the procedures are working.
Registration Assistance	<p>Mack distributed the e-mail from Judy Pearson listing areas where assistance is needed in Admissions and Records. Frank stated that the only assistance he could use at this point in time is employees to help answer the phones. It is too late to train anyone to use the computers and then he wasn't comfortable about allowing others access to codes and passwords. Frank made it clear that having phone assistance during "crunch time" (registration time) is only a band-aid to the real problem of needing a larger budget for more positions.</p>	<p>After much discussion, Mack asked Frank to come up with a schedule for phone assistance and bring it to the next meeting.</p>
Open House	<p>Linda reported that she brought this item to Council of Chairs and apparently there is isolated interest on campus but not interest college-wide.</p>	

ACCCA - Association of California Community College Administrators	Mack distributed some enrollment brochures he received from ACCCA. Enrollment fees are based upon a manager's salary. They also offer professional liability insurance, life insurance and other discounts with your membership.	
E-Mail Distribution Lists	Mack distributed Mojdeh's e-mail stipulating the disciplinary action steps to be taken when an employee abuses the e-mail system, specifically sending out personal, political, unprofessional items to "everyone" on the e-mail system. There was some discussion as to what is considered "college business" and what is not. Death notices is one of our concerns since we notify everyone at CCC when a former or current employee passes or someone from a current employee's immediate family. Currently there is no Bulletin Board e-mail to use.	Mack will get a description from Mojdeh as to what is considered "college business."
Other	<p>Jim announced that DSPS is working with their students on new routes for navigating their way around the VA Building.</p> <p>John announced that Pinole Valley High School now holds their football games at CCC. They have been successful in handing out CCC promotional literature to parents and other audience members. The next game is November 11th if anyone is interested in helping distribute CCC information.</p> <p>Jennifer said that Student Life had a great meeting with Business Services, Custodial Services and others regarding the rental and non-rental of rooms and areas on campus. They are hoping to put the forms on line eventually but for now we will continue to use the old forms. Mariles said the facilities calendar will no longer be sent to "everyone" at CCC but to a select few and the facilities calendar will only include room rentals or usage. All events will be listed on the event calendar on the web. Mariles assured us that groups using our campus without prior reservations will be asked to leave by campus police.</p> <p>Lynda announced the schedule is at the printers and they should be here on campus November 15th. Dolores has taken an interim position as the district</p>	<p>Iris announced November 16th from 3:00 to 6:00 p.m., the Early Learning Center, in collaboration with the county childcare, will be having an open house. The community has been invited as well as those with childcare centers in the area.</p> <p>Jennifer announced their Fall Festival will be held October 31 at noon in the cafeteria. There will be several loud activities and the library has already been notified.</p>

	office until the end of the semester and Shannon Ramirez will be filling her position until then.	
	Mack distributed a draft copy of the Integrated Planning Model with Review Cycle. There was much discussion about this model. It was decided to make a two way arrow from SLO's to Program Review, also make a two way arrow from Program to College-wide Plans and lastly add "Education Plan" under the list of plans.	

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President