

Management Council

McKinley Williams

Notes

February 27, 2006

Management Council
Monday, February 27, 2006
2:00 p.m., AA-109

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

Topic	Outcome
1. Collective Bargaining	Mack announced we have replaced Lynda Lawrence on the united faculty bargaining team with Donna Floyd. Lynda has submitted her retirement letter effective June 30, 2006. Gene Huff has requested a CCC manager for the classified bargaining team. Linda Cherry will be our representative. Mack will ask the district if the interest based bargaining training is also for classified bargaining. There are two more training sessions.
2. Reports DGC, DMC, MSD, College Council	DGC - no report as Jennifer is in Atlanta receiving her award for serving students. Jennifer's photo was in the Chronicle of Higher Education for receiving this award. DMC - Frank did not have a report. College Council - Mariles reported the Council came to consensus on the rating sheet for the budget committee to use when reviewing the budget augmentation requests from the annual plans. The Bond survey results were discussed. Mack said Stephanie O'Brien will be at the next College Council to discuss the process for selecting furniture, fixtures and equipment for upcoming projects. Linda said we have purchased the font and color palette that will be used for the new signs on campus and are ready to start using it. MSD - Priscilla reported on the successful management staff development event on Valentine's Day held in Three Seasons. They had counted over 200 employees who stopped by for morning coffee and goodies. Michele Jackson won the lunch at Three Seasons. March 10th will be an all day management cultural workshop at CCSIG in Pleasant Hill. This is a required management workshop.
3. Messages from the Chancellor and Management Communication	Mack asked all managers and supervisors to read and respond if required to all message from the Chancellor to show our support. Also, we have to be careful when sending out any communication via e-mail as some transmissions have been forwarded to other employees and translated as not favorable to interest based bargaining. Management has

	to be careful not to address any collective bargaining issues. Mack directed all of the managers/supervisors if they had any questions in responding to inquiries, please contact him, Mariles or Carol Maga.
4. Ask Me Duties	Carol Maga reported that there were some concerns expressed earlier about the lack of managers on campus in the evening hours during the first week of school. Carol proposed to assign managers/supervisors to the 5:00 to 7:30 p.m. time slot along with some day hours. If managers/supervisors have a conflict with the time(s) assigned, it was suggested to switch with someone else on the schedule. Carol also said she plans to have a current schedule with up-to-date cancelled and added classes for those managers/supervisor participating in Ask Me duties. There was some discussion about the class cancellation policy of deans going to those classes on the first meeting and counseling the students to other classes. Carol will meet with Lynda and the Deans to review this policy. It was decided that Class Cancellation notices for the semester and Class Cancellation notices for one session and Class Relocation notices need to be on different color paper.
5. College Culture	This item was address in the MSD report above.
6. Spring Break Schedule	Mack has received responses from managers/supervisors who will be here during spring break and where they will be working. We will look at that list and see if it is practical to move people in order to keep some buildings vacated during that week. Jim mentioned the power outage situation from the contractors working on the High Tech Center. The power will definitely be down on Saturday, April 15th as the crew needs two full days of work with the entire campus shut down. That means the power may return on Monday or most likely, Tuesday, April 18th. The contractors do have generators to keep the childcare lab up and running. Susan Lee said that would not be necessary as other arrangements have been made for the children in anticipation of the power outage. There could be up to five buildings at a time with power off and on during that week.
7. Bond Measure	Mack reported there is a special board meeting at 4:30 p.m. today as the governing board is wavering to try for the June ballot or not. Mack distributed the voter survey information that was given to the board. The information is clear as it indicates voters will pass a proposed bond for our district if the costs if \$9.00 or less per \$100,000 assessed value. The cost is higher than that, the results do not look favorable. Mack also distributed the project list showing those projects at CCC on the top of the list that did not get covered from Measure A. The voter survey information revealed the voters would pass a bond promoting the nursing profession so we added our Health Science Building. The projected

	<p>costs listed on the sheet are based on remodeling not building replacement. Alex reviewed the District Wide Project list reporting the Land Acquisition is for the former RTI in Walnut Creek . The Elevator Replacement is for us in the GA building and LMC. Mack announced the Contra Costa College Foundation is funding five smart classrooms. The county costs for a bond election are approximately \$500,000. If we do not place our bond on the June or November ballot this year, we will have to wait another two years, but the consensus among the CCC managers was that we should go for it.</p>
8. Announcements	<p>Alex announced that any damage from the December storms should be reported to him as we will recoup repair costs from FEMA. Linda announced that Ruth Goodin from LMC will be here next Monday to help us write our Title 5 proposal. The Title 5 proposal is not for academic programs but for institutional support such as creating endowments. On April 5th Friends of the Creek will have a symposium in LA-100 and then at 6:30 p.m. they will meet in the quad and walk to the creek. Mack reported the Urban Creek Council received money to clean up Rheem Creek above and below the campus. They are hoping to work with us to clean up the part of the creek that runs through Contra Costa College. Priscilla announced the Middle Schools will be on campus on March 10th from 9:00 to noon. She also reported we awarded \$749,000 for the Tech Prep Grant. Jim said there is another meeting on the electrical outages this Wednesday. He will keep us posted on the contractor's plans.</p>
9. Update Managers Home & Cell Numbers	<p>The confidential list was passed around for updating. Melody will revise it and send a confidential hard copy to all managers/supervisors.</p>
Meeting adjourned at 3:10 p.m.	<p>Respectfully submitted,</p> <p>Melody Hanson Senior Executive Assistant to the President</p>