

Management Council

McKinley Williams

Notes

August 25, 2005

**Management Council, Thursday, August 25, 2005**  
**Notes**  
**2:00 p.m., LA-112**

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

Absent: Nick Dimitri, Judy Pearson

Mack opened the meeting at 2:10 p.m. explaining the reason for his tardiness. He was holding an enrollment meeting on campus in preparation for the district-wide enrollment meeting to be held on Monday, August 29th at 11:00 a.m. at the district. Mack has asked Tim, Lynda, Linda, Frank and Michele to attend the district meeting on Monday. It appears the district is not meeting our FTES goal district-wide. CCC's numbers are up, DVC is about the same and LMC is below their goal. Our PACE and weekend college numbers are low and we can try to raise them. We are looking to include additional courses in our schedule.

Mack introduced Aleks Illich, Director of International Education. He now has an office at CCC, AA-103B.

<b>Topic</b>	<b>Discussed/Conclusion</b>	<b>Follow-up</b>
Collective Bargaining	There was a 10-minute discussion. Lynda will be the CCC management representative on the UF committee. Donna is on the UF part-timer's committee.	Local 1 will be meeting on September 2nd to discuss the mandated furlough losses. UF will begin meeting in January or February 2006.
College Culture	Priscilla distributed the agenda and minutes from the June management council meeting that highlighted our last discussion on college culture. Priscilla asked the managers/supervisors if the list of questions was our priority and should we continue on this path. There was some discussion about the last three questions and students' and employees' behavior. Frank brought up that our original discussion on this topic was about race and we need to get back to that discussion.	After much discussion, Jennifer, Carol, Frank and Priscilla decided to form a subcommittee to select a couple of facilitators to lead a discussion on sexuality, race, gender, and culture. They will bring the information back to the next management council meeting and we will decide on a date and venue to meet to continue this discussion.

Budget Update	<p>Mariles said nothing had changed since the last report at the management retreat. For PFE we have \$600,000, \$400,000 of which is reserved for salary and benefits of specific classified positions. The remaining \$200,000 will be distributed according to the PFE list. Mariles wanted to know how much we spend on advertising and Linda replied \$55,000. Mariles said the augmentation monies will be included in the budges next month. Frank asked about the bookstore monies and Mariles said they will be the same as last year. There was also some discussion about the culinary arts funds. Everything is status quo from last year.</p>	
Facilities Update	<p>Alex announced they have replaced the maps on campus with temporary maps until we get our new signage on campus. They will also be power washing the cement areas on campus and killing all of the weeds. Once the weeds are dead, the areas will be mulched and some eventually planted with flora. We now have all of the irrigation working on campus.</p>	<p>.Mack suggested checking into wells on campus for our landscape water use.</p> <p>Buildings and Grounds is working with Tim and Darlene to set up a seamless web based repair ordering system. They are also working with custodial for better teambuilding between the two units.</p> <p>They have checked into the Stanford Feral Cat program for our campus. This program traps feral cats, spays/neuters them, clips their ear, and releases them back to where they were initially trapped. This should maintain the cat population on campus.</p>
Managers' Goals		<p>Mack reminded the managers/supervisors their goals are due September 1st. After some brief discussion, it was decided the goals would be due September 6th.</p>
Reports - DGC, DMC, MSD, College Council	<p>DGC - Meeting next Tuesday. Jennifer said we need another representative from CCC. Priscilla volunteered. Jennifer is the chair of this committee this year. They are in</p>	<p>MSD - September 20th is a free workshop on humor, "For the Health of It". They are trying to schedule a CalPers retirement workshop in February on a Friday.</p>

	<p>the process of restructuring. DMC - Susan reported the results of the Madden study. The supervisors' compensation list was slowed down and the Confidentials were not included in the results. There is new timeline now. There was some discussion about managers' working during holidays. The district will be setting up consistent rules for all three campuses and the district office. All managers/supervisor/confidentials will see two additional vacation days added to vacation accrual.</p>	<p>There will be a celebration for the Kicking Down the Coast participants (CSIG sponsored walking program for employees during their breaks).</p> <p>Susan mentioned they will be starting the Saturday morning bike rides for the triathlon training. Mack suggested making that a PE 100 course.</p> <p>College Council will meet September 14th and Gigi Green is the chair.</p>
Open House	<p>There was a lot of discussion on this topic. Linda asked if we are going to plan on an Open House? What is the intent of it we do (recruiting tool or community festival)? How are going to do it? There was some discussion about the trying to register incoming students at such an event which would mean having lots of employees on hand for assessment, testing, counseling, etc.</p>	<p>It was decided to take this topic to the Council of Chairs to see how the faculty feels about it and if they are willing to participate. It will be proposed to the Council of Chairs as a recruiting tool since we need to increase our FTES this year.</p>
Registration Assistance		<p>Mack announced that Judy Pearson submitted her resignation and September 2nd is her last day. We are going to see if we can get Jeanette back temporarily for a little while. Frank said Judy did e-mail Mack with the list of suggestions on what managers/supervisors can do to help with the admissions process. Mack will send out those suggestions to managers/supervisor.</p>
Other - Information Items Due to D.O. by 2nd Monday every Month	<p>Mack said at the special governing board meeting Jeff Kingston gave an update on the board. The district received \$120 million from the bond and another \$90 million from the State totaling \$210 million. The process for maintaining these funds is</p>	<p>There was a suggestion to solicit retirees who are teaching on campus or who are local and want to help CCC by participating in the Ask Me Duties since we are short staffed.</p> <p>We will plan to go after another</p>

	<p>overwhelming so the district will be hiring to help in that department. Since there are a lot of seismic challenges at our college, the State architects are concerned about our campus. All of the trenching done for seismic activity testing is coming out of our share of the bond monies. The governing board made it clear they want the safety of our faculty, staff and students put first as a priority. Therefore, the existing buildings will be tested for safety and that testing process will be taken out of our share, \$21 million. Since these tests and trenching were unexpected costs, the bond monies will not cover all of our projects. Thus far, we are committed to the Library, Voc Tech Building and new SA Building (to be built on the lawn area in front of the VA building).</p>	<p>bond soon so Mack will plan to visit the local city councils explaining the reasons why we need another bond (rising material costs, unexpected trenching costs and seismic testing of current structures). Mack will send out an e-mail to all of the managers/supervisors with the trenching costs thus far.</p> <p>Lynda said they are planning on having their part-time faculty reception next week.</p> <p>Donna announced the transfer day is scheduled for September 30th in the quad.</p> <p>Mack said he needed to talk to Donna about North Carolina A&amp;T regarding our articulation agreement with them. We will charge them for office space on our campus.</p> <p>Susan said they are still moving in the Library. They hope to have it completed by next week. Their study space is very limited and quite noisy as the acoustics are terrible in the space provided. Mack suggested that anyone in their division that knows of quiet supervised space, to let Susan know so they may post a sign in the library with alternative study halls for students. Susan also requested work study funds from anyone who doesn't need their allocation and referrals of reliable students to help retrieve books for the racks in the back as students do not have access in the back due to security reasons. Books are requested and then retrieved from</p>
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	<p>the back and brought up front.</p> <p>Tom said their activity is very low for the beginning of the semester (other than the robbery by the bus stop).</p> <p>Jennifer announced that September 15th will be Peace Healing and Constitution Day. The Constitution Day is federally mandated. September 2nd LaToya London will be here providing we are able to fulfill her sound equipment needs and September 27th Carl Winters will be here.</p> <p>Carol reported they are requesting students with a 3.0 GPA and carrying 12 units to apply for the AGS - deadline of September 15th. Tim said there are over 3,000 students with a 3.0 or higher GPA from summer and enrolled in Fall.</p> <p>Mack said we will make all future management council meetings 1.5 to 2 hours.</p> <p>Mariles said the next meeting on September 29th will be the mandated sexual harassment training from district office employees.</p> <p>Helen will be distributing a monthly newsletter from the district office. She wants campus information by the second Monday of the month so Mack requested all managers/supervisors send him our campus information by the first Monday of the month and he will compile it for submission.</p>
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Meeting adjourned at 3:55 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President