

Management Council

McKinley Williams

Notes

January 31, 2008

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2:00 p.m., AA-145

Present: Asuko Abe, Ken Blustajn, Linda Cherry, Tim Clow, Nick Dimitri, James Eyestone, Vicki Ferguson, Bruce King, Priscilla Leadon, Susan Lee, Marva Lyons, Carol Maga, Carlos Murillo, Jennifer Ounjian, Darlene Poe, Ellen Smith, John Wade, Janis Walsh, McKinley Williams

Absent: Frank Hernandez, Aleks Ilich, Viviane LaMothe, Mariles Magalong, Chad Wehrmeister
Mack convened the meeting at 2:05 p.m.

Item	Outcome
1. Collective Bargaining	There was a brief 5-minute discussion. Linda Cherry announced on behalf of Mariles that if any manager has any ideas or suggestions for the Local 1 negotiations on "mutual respect" or the classified evaluation process to please e-mail their ideas or suggestions to Mariles.
2. Reports: DGC, DMC, MSD, College Council	DGC - Jennifer - No report. DMC - Linda - No report. MSD - Janis - will be discussed later in the agenda under No. 6 College Council - No report. Next meeting Feb. 13, 2008.
3. Replacement for Carlos on committees	College Council - Ellen Smith (for this semester only) Operations Council - Interim NSAS Dean DMC - Donna Floyd
4. Managers on Program Review for Spring 08	Academic Skills - Linda Cherry Business/Real Estate - Priscilla Leadon Early Childhood Education - John Wade EMT - Ken Blustajn Engineering - Donna Floyd English - Vicki Ferguson Foreign Language - Janis Walsh Journalism - Tim Clow Student Services - Carl Maga International Ed. - Jennifer Ounjian
5. Army Reserve Center	Mack reported that this process began in 1999 with Tom Beckett, the district office facilities manager. After two years, we were finally able to contact the correct Army General to see if we could possibly acquire the Armory Lot (7.2 acres) that sits adjacent to our campus. We don't know if it is seismically compromised or not. We are trying to do an exchange. Touro University is the largest and oldest private Jewish university in the county with a branch campus on Mare Island. Touro would like to expand its medical school. The Army has a large parcel lot near Touro and a base adjacent to its university as well. The proposed agreement is for Touro to build an Army medical facility on

	<p>the larger parcel on Mare Island in exchange for the base property near their University and we would obtain the Armory adjacent to our campus. We would have to revise our facilities plan to include the acquisition of the 7.2 acres. Some possibilities for that location are to move our automotive services, or move police services and buildings and grounds, or submit a housing proposal to International Students which would increase our FTES as we could also collect nominal rent. We are hoping to have the paperwork for this exchange transaction signed in May. The exchange would then have to be passed by the House and Senate. Congressman George Miller has been supportive of this deal and would help us through the political paperwork. Tim asked about toxicity on the Armory lot and the only concern we are aware of is a gas line leak from a truck that is easily cleaned up. In addition to the acquisition of the Armory property, the City of San Pablo is interested in gaining our property on El Portal Drive (with the exception of the Knox Center). The City of San Pablo would give us El Portal School if we were willing to give up our sports fields on El Portal Drive. If this deal comes to fruition, we would move our fields to where the El Portal School and Armory are currently located. This exchange possibility is just being discussed and in the infancy stages.</p>
6. Management Staff Development - Discussion on Enhancing Student Teaching and Learning	<p>Mack led the discussion for Management Council to discuss enhancing Student Teaching and Learning and what kind of activity or purchases we could spend our share of the \$50,000 from the Foundation for this purpose. Executive Staff talked about institutional change. Frank had attended a workshop headed by David Langford and was impressed with his ideas and philosophies for institutional change. Individual ideas were also expressed in Executive Staff. Priscilla suggested teaching the instructors new ways to teach the "new" students we have--engaging students in English and Math instead of using traditional methods. Mack said the faculty will also be discussing how they may best use their share of the \$50,000 in order to enhance Student Teaching and Learning. Ellen suggested bringing in some trainers to do some faculty development. Norena Badway was suggested as a possible outside speaker/facilitator as everyone was impressed with her All College Day presentation. The Carnegie Foundation was also mentioned as a possible resource. Carlos said with all of the day-to-day work managers have, it might behoove us to have someone come in and help us with time management so that we would better be able to help faculty enhance Student Teaching and Learning. The NSAS Division is trying to be more efficient as evidenced by their willingness to eliminate green sheets and processing the information via e-mails. Carlos strongly encourages using technology in aiding our offices to become more efficient and faster. Linda said she is going to a conference in April where she will learn more about the student of today. Donna's vision is to have infrastructure that enhances Student Teaching and Learning. Management would be key to this infrastructure. Donna expressed concern over only mentioning instructors in this mission as Enhancing Student Teaching and Learning also involves student services. Ken agreed with Donna as student services (A & R) sees every student that attends this college and helps ensure their readiness before entering</p>

	<p>the classroom. Linda said she has been attending the Faculty Senate meetings and Terence has been presenting his ideas for service learning. We are long way from execution. We should be looking at student learning as a method, addressing evidence in the areas. What kind of systems should be in place to enhance service learning? Tim mentioned students developing blogs as part of their student learning. We need to have key conversations with key people on campus and breakdown any lingering silos. Susan said as a faculty member she felt much more rewarded with immediate gratification from students but as a manager the gratification is not so immediate or apparent as she is always putting out fires or trying to get someone to do something. Susan continued to say her most memorable gratifying time as an instructor was when she was first employed at CCC and the CAG (Classroom Assessment Group) existed where faculty were able to share teaching ideas and submit innovative projects for review. Linda said when she was a consultant she ended up working with a lot of social services clients which is why she came here. Social work is very difficult. We are required to provide a lot of social services at the college in order to help our student succeed. Carol said she feels she is helping faculty with enhancing Student Teaching and Learning in her job. Examples would be when she helped hire the instructional technology specialist so faculty would know how to operate the latest technology offered in the classroom settings. Another example is when she provides assistance in changing a program or service as she has to find the resources to make these changes. Ellen said obtaining the CASHEE grant enhanced Student Teaching and Learning. Mack then asked each manager to identify an activity or task in their area on how they enhance Student Teaching and Learning. Mack said we really have thankless jobs and we really shouldn't be thanked for what we do. John mentioned how our facilities appearance helps to support student teaching and learning. Tim suggested Googling "Baldrige criteria" to see how our college rates. Carol suggested having a workshop for someone to come in and teach us. Ellen suggested a series of workshops so the excitement doesn't dissipate. Linda asked if we could treat ourselves and find a venue off campus with beautiful scenery. James echoed Carlos' sentiments about using the technology we have effectively to aid is time management. Perhaps we need someone to teach us how to use the technology. Marva said she received two phone calls this week from managers inquiring about childcare. Marva knows she aids enhancing Student Teaching and Learning by providing child care services so the students are able to attend class. Vicki said she had to develop boundaries once she was promoted to management as students continue to ask for assistance with their education plans, etc. Vicki collaborates with other colleagues in order to assist students now which enhances Student Teaching and Learning. Yasuko is continually trying to make the DSPS office more helpful to students. Jennifer employs eight students and has two classified in her area. She teaches her employee students that the college is a microcosm of the outside world which hopefully instills the skills they need to learn in the "real world." Janis asked the group how we are going to spend our part of the \$50,000. She said she is</p>
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	<p>having a difficult time wrapping her head around management enhancing Student Teaching and Learning. Originally we talked about assisting the faculty with this issue. Janis said she would like to look at ways we could become a "kinder and gentler" campus. Darlene helps students by assisting with every event that takes place on campus. Bruce said he is "behind the scenes" but works to keep the campus looking its best which hopefully aids in enhancing Student Teaching and Learning. Mack would like to meet next week to nail down what we want to do as an activity. Janis suggested giving some of the money to faculty or using it so we could find the time to learn technology skills to become more efficient.</p> <p>Recap of ideas:</p> <ul style="list-style-type: none"> • Train our faculty to learn non-traditional methods of teaching. • Train ourselves in technology to become more efficient. • Bring in a facilitator/trainer to help managers with time management. • Bring in a facilitator/trainer to help managers with Student Teaching and Learning. • Have a series of workshops on the above subject for managers. • Hold a management workshop/retreat somewhere off campus at a "scenic" venue.
7. Around the Table	<p>Mack distributed the governing board calendar that lists what reports are due at which month board meeting.</p> <p>There was some question about the budget status in Sacramento and how it will affect us. Mack said we will need to convene a Box 2A meeting to replace Helen Kalkstein's and Lolita Adrien's positions. Executive Staff will be meeting at Carol's home on Monday to review the classified FTES. Our campus is over our classified allocation. Mack also distributed the latest edition of the Emergency Phone Tree List. Continue to give all corrections to Melody.</p>
8. Adjourn to Chevy's to Bid Carlos Farewell	Everyone

The meeting was adjourned at 4:10 p.m.