

Management Council

McKinley Williams

Notes

March 27, 2008

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**12:00 p.m., AA-135**

**Please note special time and location. Thank you.**

Present: Sue Abe, Ken Blustajn, Linda Cherry, Tim Clow, Terence Elliott, James Eyestone, Vicki Ferguson, Donna Floyd, Frank Hernandez, Bruce King, Viviane LaMothe, Priscilla Leadon, Marva Lyons, Mariles Magalong, Sgt. Jose Olivera, Jennifer Ounjian, Darlene Poe, Ellen Smith, John Wade, Janis Walsh

Absent: Nick Dimitri, Aleks Ilich, Susan Lee, Carol Maga

Guest: Jason Berner

Mack had Sgt. Olivera open the meeting at 12:08 p.m. with the announcement of the shooting at Fordham and Greenwood. The suspect was last seen in a White Impala heading up Shane Drive. The sheriff's office is handling the case and our police will notify us with any further developments. The suspect in the shooting of campus police aide Edgar Rocha has been identified and there is a 1.5 million bond out for his capture. Our police department will be hiring another officer and that officer will be assigned to CCC.

Item	Outcomes
1. Jason Berner	<p>Jason addressed Management Council with the Basic Skills initiative action plan. Jason and Ed Cruz are co-chairs of this committee. The Basic Skills Committee also consists of Anoosheh Borhan, John Gregorian, Susan Lee, Elvia Ornelas-Garica, Alissa Scanlin, Intisar Shareef, Sherry Sharufa, Ellen Smith, Larry Statan, Richard Stollings and Robert Webster. Frank had some concerns about the lack of Student Services representation on the committee. Mack asked Frank to select someone from Student Services and we will add them to the committee. The Basic Skills Committee meets every 2nd and 4th Tuesday of the month at 2:30 to 4:30 p.m. in the CRC. Jason said they will be bringing this plan to College Council and then submitting it to the State in May. Meanwhile, in order to expedite its approval at College Council on April 9th, Jason is bringing it to the various constituencies on campus so everyone has time to read it before the College Council meeting. There was some discussion as to whether all grants had to be approved by College Council. Mack said the plan should include a lot of people on campus. The grant is awarding \$100,000 for 2007-08 and awarded us \$300,000 for 2006-07 which needs to be spent by various dates listed in the grant. We are hoping to receive another \$100,00 next year. If there are any questions or concerns about the action plan, please contact Jason at ext. 4245 or via e-mail.</p> <p>Mack announced that he forwarded Frank's name as the contact for the Bridge to the Future Grant. This is a congressional award we receive from Congressman George Miller.</p>

	<p>Mack said we are trying to connect with the Dallas and Chicago community college districts and receive monies for our African American Male (Pyramid) Program. Mack will keep us posted on this endeavor.</p> <p>Linda announced the Nursing Department submitted a grant for continuing what they are already doing. Joe Ledbetter has also been instrumental in hooking the Center for Science Excellence with WCCUSD and UCB to try to provide other high school students in west county to take science and math courses similar to Middle College High School. There will be a pilot with selected students and teachers.</p> <p>Mack said we were solicited by NACME (National Action Council for Minorities in Engineering) to find high school students to enroll in calculus and engineering at CCC while still in high school. Mack has already spoken with Wendell Greer, WCCUSD Associate Superintendent and Mike Roth, Superintendent at John Swett to select some students who would benefit from this grant. Mack also discovered that Sacramento State is a NACME college and if any of the students who take calculus or engineering classes here as part of the NACME grant and transfer to Sacramento State, then they will be eligible to receive \$2,500/year.</p>
2. Collective Bargaining	<p>Mack distributed the negotiation update list from Chancellor's Cabinet. There was a 10-minute discussion on negotiations. As part of the discussion regarding the faculty request for "embedding hours", Mack praised Shannon Beckham and Donna Floyd for reconfiguring our schedule for the 1.5 hour classes so that we may gain 100 FTES. Donna said that Shannon had proposed this idea some time ago.</p>
3. Reports DGC, DMC, MSD, College Council	<p>DGC - Linda announced that Helen Benjamin and Mark Zacovic will be here on April 23rd at 1:00 p.m. in HS-101 to report on the district budget. There was some discussion on how policy and procedure should get to the Board. The modifications to the grade change policy were approved at last night's governing board meeting.</p> <p>DMC - Frank and Donna reported that unfortunately this group lacks leadership and is unfocused. They had not met in four months. After Susan Lamb's tenure and hard work on the Hay Study as DMC chair, the group seems to have lost its way. After this last meeting, it is clear there are issues that need to be addressed. Frank suggests whoever are the appointments to this committee in the future have a history of what has transpired in the past.</p> <p>MSD - The charge given to the subcommittee of Enhancing Student Teaching and Learning had been the dominant topic and there was no time left to discuss anything else.</p> <p>College Council - Mariles said even though she was not present, she knows the Council voted to approve a limit increase of \$5,000 for budget augmentations. Mariles has sent out the forms for budget augmentation (annual unit plans). The deadline if requesting budget augmentation is April 30th, otherwise annual unit plans are due May 15th. Linda said there was a lot of time allotted for discussion on relations between the constituency groups. The conversation will be continued at the next meeting. Mack said our Education and Facilities Plans were presented at last night's governing board meeting. Mack made our case for "basic aide" dollars and feels the governing board heard our plea.</p>
4. Enhancing Student Teaching and Learning	<p>Subcommittee: Frank, Darlene, Terence, James, Susan, Carol</p> <p>Frank reported this committee has not found time to meet yet to develop a</p>

- Survey	survey but will report back next month after they have met.
5. Safety Compliance Issues	Since Carol was not in attendance and Mariles said they need to meet first, this item was tabled for next month's meeting.
6. Classified Recognition	Subcommittee: Vicki, John, Viviane, Darlene Vicki reported the subcommittee met this morning. They had four excellent nominations which made the selection difficult but they did decide on one person, Benny Barnes. Benny will be honored at the April 9th College Council meeting. Donna will take care of having Laurie take Benny's photo and having it hung in the Library as well as posted on the web page. Ken Blustajn will pay for the culinary arts lunch for Benny and h a guest and Mack will take care of getting the plaque made.
7. Around the Table	Vicki, Viviane and Sue have been accepted into the Administration 101 class (community college class) as the ACCCA, July 27 thru 31 at UCLA. Mariles announced that Michael Todd has been hired as the district's new payroll director. Roy Stutzman, former CCC Business Director, will be hired at the district to assist with finances. John has tickets to the Athletic Crab Feed on Saturday, April 12, 2008 in the gym. Tickets are \$40.00. Ellen announced the first Food & Wine Event on Sunday, April 27th, 11:00 a.m. to 3:00 p.m. in the gym. Tickets are \$30.00 each Nader already has sold 400 tickets. There will be 40 popular restaurants and wineries offering culinary excellence. Chevron, Conoco and Mechanics Bank are the corporate sponsors. This event is a fundraiser for the Culinary Arts Department. Linda announced the scholarship event is April 16 at 7:00 p.m. in the Knox Center.
8. Grant Information System	Mack distributed a copy of the letter from Chancellor Benjamin that lists the training schedule for data input. Mack said this is a good tool the district would like to incorporate in order to keep track and monitor all grant monies as ultimately the district is responsible for all supplemental monies. Once it is determined we will apply for a grant, the information must be inputted on-line. Mack said we will have a meeting before submitting more names of who will be trained for actual data input. Thus far, Linda and Priscilla's names have been forwarded to the district for this training.
9. Datatel Colleague & Grade Change Training	Mack distributed the Datatel Colleague Training Plan Proposal from the District Office. The district has hired Adam Jacobs as a data security consultant. We have approved a select number of employees to be the lead "experts" in specific areas of Datatel. They will be trained so they may train those on our campus who need to use specific Datatel screens. Mack said all managers need training on Datatel. Training is scheduled to begin in June and July.
10. July 4th Holiday	Mack distributed the recommendation from Chancellor's Cabinet on when classified employees may take the 4th of July holiday since it falls on a Friday this year when we are scheduled to be closed. After some discussion, it was decided that each office and manager would decide when their classified would take the holiday. Options are: Thursday, July 3rd, Monday, July 7th or some other day during the month of July.
11. Equal Employment Opportunity Plan	Mack said we are expecting some Title V changes from the State. In the meantime, the district has put together a plan. The former Affirmative Action Committee is now called the Equal Employment Opportunity Committee. They have not met in a long time. There was some discussion about whether we want to have a campus committee as well as a district committee. It was decided that

	the managers definitely want a campus committee consisting of members from each constituency to oversee hiring for faculty, managers, classified and student workers. Mariles will propose our campus committee to College Council and write up a purpose for the committee.
12. Other	Mack distributed copies of the accreditation self-study to those managers who did not have one. Mack said it is extremely important to make sure everyone on campus is aware of the self-study. The self-study is also on-line. We do not want anyone on campus to say they haven't seen it once the accreditation team arrives to campus.

Meeting adjourned at 2:10 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President's Office