

Management Council

McKinley Williams

Notes

April 25, 2008

Management Council Notes

Thursday, April 24, 2008

2:00 p.m., AA-145

Present: Sue Abe, Ken Blustajn, Linda Cherry, Terence Elliott, James Eyestone, Vicki Ferguson, Donna Floyd, Frank Hernandez, Aleks Ilich, Bruce King, Vivian LaMothe, Priscilla Leadon, Susan Lee, Marva Lyons, Carol Maga, Mariles Magalong, Jennifer Ounjian, Darlene Poe, Ellen Smith, John Wade, McKinley Williams
Absent: Nick Dimitri, Janis Walsh, Chad Wehrmeister
Guest: Jason Berner

Item	Outcome(s)
1. Collective Bargaining	There was a 5-minute discussion on collective bargaining.
2. Reports DGC, DMC, MSD, College Council	<p>DGC - Linda distributed the Key goals and Strategies for Budget Development that was discussed at DGC. These goals were extracted from the last two years of reports. These are the goals and strategies the district wants to focus on for this year. Our Management Council agreed with these key goals and strategies for this year. DGC also reviewed the Student Code of Conduct, basic information about contracts of administrators, college work-study, grade change policy and the CCCCD budgeting system. There was some discussion about the level of the reserve. The district is looking at a new telephone system and want constituency feedback other than IT. It was decided that Linda and John would continue to represent our campus on DGC. We will find a replacement for Linda next Spring when she leaves on sabbatical.</p> <p>DMC - Donna said they did not have a quorum at their last meeting. They are looking for representation for next year. This committee is now labeled as District Management Council Executive Board. Frank and Donna will serve on the District Management Council Executive Board for next year. Mack will ask Nick to be the third representative from CCC.</p> <p>MSD - No Report.</p> <p>College Council - The management representatives for next year will be Mack, Carol, Mariles, Susan, and James.</p> <p>District Equal Employment Opportunity Committee - It was decided that Mariles and Sue Abe will be the representatives on this committee next year.</p> <p>District Sustainability Committee - Mariles and Bruce will be the CCC managers on this committee.</p> <p>District ADA Transition Plan - Sue Abe will be the CCC representative on this committee.</p>

	Mack said we would not ask for monthly reports from each of these district committees but place them on the agenda as issues arise.
3. Basic Skills Initiative	<p>Jason Berner distributed the funding proposal for the Basic Skills Initiative. Jason explained the Basic Skills Committee received an endorsement for their plan presented at College Council last month. They will be presenting their funding proposal at the May 14th College Council meeting. They are looking for immediate approval on this funding proposal since they just learned they have remaining monies from 2005-06 and 2006-07 that has to be spent by June 30, 2009. They will also be receiving additional funds for 2007-08. The Basic Skills committee spent several hours on this financial plan as they realize they will have to "hit the ground running" to spend it. Therefore, their decisions to allocate the funds to programs already in place, such as tutoring, Basic Skills Conference, reading apprenticeship, etc. seemed logical. In the proposal, they have included the hire of a part-time counselor to work with ESL students. There was some discussion about the representatives on the Basic Skills Committee. College Council approved the final composition of this committee taking into consideration all of the representative constituents that needed to be on the committee. Jason welcomed everyone to attend. There was some discussion about lack of student services representation as Robert Webster is now part of the CLASS division but this may soon change with the new reorganization of the Student Services Division. It was agreed that Jennifer would replace Susan Lee as management representation on this committee. It was noted that the financial plan did not include student services activities such as first year experience. Jason agreed he would take this notation back to the committee for inclusion of the first year experience activities in order to match the financial plan with their original Basic Skills Plan. There was discussion about courses being coded as basic skills courses. Mack asked about the Metas and Pyramid Programs and if they qualify for these funds. The Pyramid classes were originally coded as basic skills courses and therefore automatically qualify for these monies; and, yes, Metas could easily obtain some of these funds. Courses other than Basic Skills may benefit from some of these dollars if basic skills students are enrolled in those courses. The next Basic Skills Committee was scheduled for May 13th; however, with these suggestions it was agreed the Basic Skills Committee would meet sooner on May 6th at 2:30 p.m. in LA-101 in order to develop a better comprehensive financial proposal that is in line with their original plan. Frank will attend that meeting to ensure student services activities will be included in the financial plan. Mariles offered sharing established budget rubrics and processes to Jason for the next Basic Skills meeting.</p>
4. Enhancing Student Teaching and Learning Survey	Frank, Darlene, Terrence, James, Susan, Carol - Frank spoke on behalf of the subcommittee. After much discussion about developing a survey for managers and meeting with Ellen Geringer, from the Staff Development

(subcommittee)	<p>Committee, the subcommittee decided it would be prudent to place our share of funds toward helping faculty place their syllabi on line along with their course descriptions. This will help students and faculty by eliminating any confusion with students on what is expected of them in a course providing the faculty follows their syllabi. Hopefully, this will also eliminate grade grievances. We will also be looking at training for faculty to integrate on-line syllabi with Easy Grade Pro software. Frank said management would be trained at a technical "boot camp" since the implementation of on-line syllabi and courses is planned through the departments and divisions. There was some discussion about the forms. James is creating a file on the "S" drive for CIC. Course outlines will be on that file. Sue Abe reminded managers that any information provided to students on-line must take into consideration Section 508 of the Rehabilitation Act that requires us to provide IT access. There was some discussion about a site license for Easy Grade Pro. James said this may be feasible but we would have to take into consideration the upgrade maintenance costs. Management Council unanimously approved this plan.</p>
5. Safety Compliance Issues (include extension cords, space heaters)	<p>Carol said they are in the process of complying with the recommendations from Keenan and Associates. We have begun eliminating extension cords in the offices especially those plugged into surge protectors. All paper cutters must have a safety guard on the blades now. Bruce said the guards could be made and applied to the blades otherwise new paper cutters should be purchased. There was a recommendation to eliminate all space heaters. Mack will send out an e-mail on this compliance leaving it up to each manager to use their discretion in each situation as we realize temperatures in work environments are mandated in the contracts and not all buildings are able to provide adequate heat during extreme weather conditions.</p>
6. Enrollment Management	<p>Mack announced the district is starting an Enrollment Management Committee. The governing board is looking to see how the colleges have incorporated the Clarus recommendations into their enrollment plans. Carol will distribute our enrollment management plan. Mack said FTES are playing an important role in this plan. The district's not are not leery about borrowing FTES from the next academic year since this practice is accepted by the State. However, the district needs to develop a plan to reduce the need to borrow FTES each year.</p>
7. Staff Appreciation Day	<p>Mack announced the Staff Appreciation Day activities will begin at 12:00 noon tomorrow. There will be a dessert contest. Melody will send out the CCC Song lyrics to the managers as the CCC All Stars Blues and Review will be performing again. There will be tours of the new SSC Building.</p>
8. Facilities Update (include campus map)	<p>Bruce distributed the new campus map in color. The parking lots have all been renumbered so they are in sequential order. The VA Building has now been changed to the AT (Automotive Technology) Building. Carol said the maps do not duplicate well in black and white and they are</p>

	<p>working with graphics to make a black and white version. The new maps will also be placed in the map stands around campus.</p> <p>Student Services will be moving in their new building the week after Memorial Day weekend. The ribbon cutting is slated for June 10th. This summer work will begin on the new Path of Travel between the SA Building and the CTC, including the bridge.</p> <p>We are finalizing the specs on the Football Field. We will be using the field at DeAnza High school while our field is under renovation.</p> <p>The remodel of the AA Building will begin very soon in order to accommodate the Math and Speech Departments. The Math Department will be moving into the former skills center and we will dedicate six classrooms for their department. The Speech Department will be moving downstairs in the AA Building.</p> <p>We are beginning on the renovation of the Gym Annex Building to include an elevator.</p> <p>Carol announced any new building constructed with "green" standards and with State monies will be monetarily compensated from the State with 2% of the building costs. We are beginning early to plan our new Science Building since it will be built with State funds and it behooves us to begin early in order to receive the funds. The district is expecting us to exceed the LEED standards recommended by the State with any new building.</p> <p>We are receiving bids on the HVAC renovation for the Biology Building. The initial contractor for the Library has been terminated. We have a few remaining "punch list" items to be completed out of our budget.</p> <p>The RFP for the new Classroom and SA Buildings will be going out to bid.</p> <p>Mack explained that since working with Perkins and Will has been challenging, we will be looking at obtaining a new campus architect. Sue Abe announced the district will be coming out to the campus to ensure we are ADA compliant. They will be hiring six students from all three campuses to help with this task.</p>
9. Budget Debriefing	<p>Mack announced that our FTES goal was raised to 6041 that includes the "Ledbetter bump". We had agreed to 5950 but it was decided we could make 6041 with the FTES increase we have put in place. If it looks as though we will not accomplish this goal in the Fall, Mack said we will decrease it. There was some discussion about the current numbers not matching COGNOS; however, it is confirmed we are up thus far with our summer enrollment.</p>
10. Office 2007 Deployment	<p>James said they will be deploying Office 2007 during the summer. They are putting together a list of employees they would like train so they may train others in their areas. James will send out the list to managers. All of the new files with Office 2007 will be designated with "x" after them i.e. doc.x , xls.x, ptp.x, etc.</p>
11. Around the Table	<p>Linda said the district is proceeding with their 60th anniversary plans. They would like us to identify our top 20 alumni. Linda suggested using</p>

	<p>our former distinguished alumni, recent graduates and hall of fame honorees. This item will be discussed at College Council.</p> <p>Vicki announced on May 9th from 1:00 to 3:00 p.m. the EOPS will hold their 5th annual Student Recognition Reception.</p> <p>Jennifer thanked everyone for their Unity Day participation. The automotive department was so happy with the car show, they are planning another one for October 4th. Linda suggested tying the car show into the 60th anniversary celebration. ASU elections will be held soon. MCHS student, Janelle Hope, is ahead in the polls. There was some discussion about supporting Janelle, should she win the election, as we need to remind her that she is a student first. Her enthusiastic willingness to join a lot of the clubs on campus and be an active participant could adversely affect her grades. Jennifer said they are hiring for College For Kids classes.</p> <p>Ellen announced the dinner and theatre gala next weekend. Mack said Chief Charles Gibson is the play, <i>Motherland</i>. Dinner tickets must be purchased in advance.</p> <p>Susan announced the Food and Wine Gala this Sunday from 11:00 to 3:00 p.m. in the gym. There will be a cakewalk and silent auction.</p>
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Meeting adjourned at 4:10 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President