

Managers and Supervisors

McKinley Williams

Notes - Management Council

September 27, 2007

Management Council
Wednesday, September 26, 2007
Agenda - AA-133
12:00 noon

**This meeting is scheduled from our regular Thursday meeting due to an off-campus
Emergency Preparedness Training Workshop to take place on Thursday.**

Present: Sue Abe, Ken Blustajn, Linda Cherry, Tim Clow, Nick Dimitri, James Eyestone, Vicki Ferguson, Frank Hernandez, Aleks Illich, Bruce King, Priscilla Leadon, Susan Lee, Marva Lyons, Carol Maga, Mariles Magalong, Carlos Murillo, Jennifer Ounjian, Darlene Poe, Ellen Smith, McKinley Williams

Absent: Donna Floyd, John Wade, Janis Walsh, Chad Wehmeister

Item	Person(s) Responsible
1. Collective Bargaining	No report.
2. Reports from Committees - DGC, DMC, MSD, College Council	DGC - Jennifer gave the DGC report. The district office is establishing an ethics committee. Lyn Krause and Adrienne Walker are the two management representatives. DMC - There will be sexual harassment training for all managers on our campus. Sexual harassment training is mandatory for managers and voluntary for all other classifications. Students are able to access on-line training via Web Advisor. Emergency Preparedness Training will be conducted by Mariles Magalong and Officer Ted Terstegge. They have scheduled training sessions with each of the divisions. Mojdeh will be scheduling training modules for staff for Datatel 101. This will be available sometime this year. MSD - Mack and Carol attended training by McNally Temple for speaking with the media. They strongly recommend this training for all managers since all of us have to talk to the media. This training will be scheduled for all managers in the near future. There was a discussion on the role of managers in shared governance. There was also a discussion on the new enrollment committee that will integrate marking and enrollment management.
3. Emergency Phone Call List from Management Retreat	Managers were reminded to submit any updates and changes to Melody by October 12, 2007.
4. Evening Walk Around Campus for Lighting	The evening walk around is scheduled for November 5th at 5:00 p.m. Bruce King will establish a list of the details. This year we will use cameras to take pictures of areas that are in need of

	special attention. Final reports by the teams will be submitted to Bruce King.
5. Food Purchases on Campus - Bus. Procedure 9.09	Mariles presented a draft of guidelines for purchasing food. There was a lengthy discussion about purchasing food. The outcome is that Mariles Magalong will develop a form to be submitted to the President's Office when a request is made to purchase food. There was a question about the payment of food purchases out of the foundation accounts. There was some concern expressed that this was not the same as "college funds." Mariles will check into this and provide the answer.
6. Classified Appreciation Activities - Continued Discussion from Executive Staff a. Customer Service Training - Bill Van dyk	Carol, John and Ellen met to develop a proposal to recognize classified staff. There was a lot of discussion about the proposal. Some managers felt that it should be a management-sponsored event since this was in response to classified opinions about managers at the college. The consensus was to have the event management sponsored. Carol, John and Ellen will meet to modify the proposal and determine at what event it will occur. It was suggested that the staff appreciation day would be one venue. The committee will come back with a recommendation for a fall event.
7. Facilities Update	Mack gave a description of his visit to Sacramento. The bottom line is that the college will not receive funds for the Art and Biology buildings. During this funding cycle, the college will submit a proposal request for seismic and modernization to occur in future years. We will receive a sizeable portion of the 2006 Measure A Bond monies to address our facilities needs. The district has also agreed to provide the college approximately 12 million out of Measure A 2002 funds. Operations Council has developed a tentative list of projects that will need to be prioritized for use of the 12 million. Susan and Carol also provided a description of the near completion of the Library. Frank provided an update on the Student Services Building.
8. Managers Evaluations	Mack discussed the need to have current evaluations on all managers. This has been something that has been ignored for the last few years. Since we have the accreditation visit in a year, it would be negligent of us not to have updated evaluations on managers on file. Mariles distributed a schedule of management evaluations. The form indicated when the last evaluation was completed for each manager and when the next one was due. Mack wants to complete evaluations on all managers who need one this academic year. Supervising managers will need to schedule their evaluations accordingly. There was some discussion about the evaluation process. If anyone needs additional assistance, they should contact Mariles Magalong.
9. Professional Development	Mack indicated that he was very eager to provide faculty and staff with support on teaching and learning at Contra Costa College.

	<p>He was successful in making a request to the Foundation Board that yielded \$50,000 to be encumbered for this year for staff development. He plans to work with the various contingencies to determine what staff development activities they would like to sponsor with these funds. Additional staff development funds will be available from the district office this year. There was also a discussion about Dr. Bill Van dyk's offer to provide customer service training. It was agreed that this would be beneficial to our staff. Linda Cherry will follow up with Dr. Van dyk to determine how many sessions can be provided and when.</p>
10. Persistence and Retention Ideas	<p>There was quite a discussion about ideas and activities to assist students to help them stay in school. Some of the suggestions were: a) to set up a mentoring program to help students navigate the campus and access the services; b) provide bus passes for students (the ASU is working on a proposal that may provide support for the purchase of bus passes); c) to use one of our vans to provide a shuttle from certain neighborhoods to the college (Mariles will check on the legality of this idea); d) to provide emergency vouchers (the ASU is discussing an emergency fund and there was discussion that some assistance could be provided to students through the Title V grant); e) to expand the "Major Connection" as this would be effective to connect students to the college by insuring they have a clear goal; f) to provide students with more information about financial aid and how to receive it (EOPS and Financial Aid have been working on ways in which to do this); and g) to improve our high school connection to make sure the college is represented at every high school (staff has been planning to locate CCC staff at each high school campus and provide high school students with college assessment while they are still in high school).</p>
11. Around the Room	Everyone
12. Other	

Meeting adjourned at 2:15 p.m.

Respectfully submitted,

McKinley Williams
President