

Management Council

McKinley Williams

Notes

February 11, 2008

**Special Management Council Meeting  
February 11, 2008 at 2:00 p.m. in AA-135**

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

Mack convened the meeting at 1:06 p.m. The managers gave a one-clap welcome to Terence since it is his first "official" management meeting.

Mack started off the meeting with stating its purpose: how do the managers want to spend their share of the \$50,000 from the Foundation for the purpose of enhancing Student Teaching and Learning?

The managers reviewed the ideas from their January 31st meeting.

Mariles suggested a possible retreat with an outside facilitator to help us along in discussion whether it be to help managers with time management or discover activities/ways we can enhance student teaching and learning.

John asked if we know what kinds of activities/ideas the faculty will be doing in this effort.

There was more discussion about freeing up managers' time and using technology more efficiently. These items would be an indirect help to student teaching and learning. There was discussion about CCC breaking new ground if we were to develop strategies in enhancing student teaching and learning.

Carol said she was not clear on how to focus on student teaching and learning. What are some of the ideas to help management come up with ideas on focusing on student teaching and learning?

Ellen thinks it would be a good idea to have a facilitator at a retreat. Ellen suggested using Norena Badway (from All College Day) again as was favorably received.

Terence suggested using the eight breakout topics from All College Day as those topics were taken from the staff development survey, and having managers connect with those areas. The eight topics area: Communicating Effectively with Diverse Students, Classroom Management, Working with Difficult People, Student Resiliency, Helping Students Cope with Stress, Community Service Learning, Classroom Assessment Techniques and Teaching to SLO's. Terence further suggested perhaps taking four of the areas to see how managers can be connected with them.

John agreed with Terence's idea.

Ellen doesn't want to see the retreat narrowed to just the eight breakout topics.

It was suggested to do a needs assessment of resources first and find out what the components of teaching and learning are. There are about 1/3 of the managers that have never been a classroom teacher. Someone suggested the retreat should give definitions about what teaching and learning are and how each of us can contribute to that.

Linda said we could distill the eight areas from All College Day. Jennifer said she co-facilitated the session on Helping Students Cope with Stress and wanted to know how our share of the \$50,000 could help with this area.

Donna would like to see the outcome notes from All College Day. Ellen Geringer is working to have them on line. There was some more discussion on the focus of the eight areas from All College Day. Someone said this discussion would give managers more work instead of helping us to find the time to enhance student teaching and learning.

Tim suggested using facilitators from other campuses to talk about the eight areas from All College Day.

Carol said that perhaps all of the managers should learn the basic practices and basic skills education the State has provided us to help us enhance student teaching and learning.

Ellen suggested adding faculty to our discussion.

Vicki suggested what if we split up; all student services managers; all business services managers, etc. Frank said that would not be conducive to our mission as managers set the tone on our campus and we need to remain unified. Frank went back to Mack's original statement to make the campus "kinder" and "gentler" so teaching can take place.

Susan said she could think of several things to do to enhance student teaching and learning but can't get to it because the system doesn't allow her to do them. Ellen suggested identifying the barriers and work on removing them so we may enhance student teaching and learning.

Mack asked for a vote from the managers on who thinks we need a retreat. Mack expressed his concern that he would like management consensus on this. There was some discussion again after the vote about what we would discuss at the retreat--more of this discussion or activities/ideas on how we can enhance student teaching and learning. Mack asked the managers if we need a facilitator.

There was some discussion about looking at the management mission statement and incorporating student teaching and learning in that statement.

Marva thinks we definitely need an outside facilitator to solicit responses to bring a common thread together among the managers. It seems we are unable to accomplish this task ourselves.

It was suggested not to do anything.

Vicki said she thinks it is a sad statement if management does nothing as faculty and classified look to managers for their leadership.

Ellen suggested a sub-committee to come up with ideas.

There was some discussion about the avoidance on this topic. The avoidance is accepting that managers have a role in enhancing student teaching and learning.

Carol suggested we get together and possibly revise the management mission statement as part of our retreat.

Tim asked what is optimal teaching. What can managers do to support optimal teaching? Tim said he has work with faculty who he did not hire. Since he is not part of the hiring process he has to work with what we have.

Mack asked for four volunteers to decided on a retreat and bring their decision back to the February 28th management council meeting. Janis, Frank, Susan and Carol volunteered. There was some discussion as to the imbalance on this committee and Darlene was added as a fifth volunteer to this committee. This subcommittee will develop a clear, definite goal for a retreat.

Mariles said the CERT (certified emergency response training) training needs to occur at CCC since DVC and LMC have already had there training. The options are: 3 consecutive days, 8 hours a day; 3 consecutive weeks, one 8 hour day per week; or 6 consecutive weeks, one 4 hour day per week. The other decision is when to have this training. The managers voted on the first option--3 consecutive days, 8 hour per day and to have the training at the end of May after graduation. This training is voluntary and building monitors have preference. Mariles will send out the list of building monitors to the managers once again. Any changes should be sent to Mariles.

Meeting adjourned at 2:54 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President