

Managers and Supervisors

McKinley Williams

Notes - Management Council

August 31, 2007

**Management Council  
Thursday, August 30, 2007  
2:00 p.m., Agenda - AA-145**

Present: Yasuko Abe, Ken Blustajn, Linda Cherry, Tim Clow, Nick Dimitri, James Eyestone, Vicki Ferguson, Donna Floyd, Frank Hernandez, Aleks Illich, Bruce King, Priscilla Leadon, Viviane Lamothe, Susan Lee, Carol Maga, Mariles Magalong, Jennifer Ounjian, Ellen Smith, John Wade, Janis Walsh, Chad Wehrmeister, McKinley Williams

Absent: Marva Lyons, Carlos Murillo, Darlene Poe

Mack convened the meeting at 2:05 p.m. Everyone introduced themselves to Vicki and Yasuko and welcomed them to the management team.

Item	Person(s) Responsible
1. Collective Bargaining	There was very little report as Local 1 as ratified the contract and the United Faculty were still voting. Reopeners will be coming soon.
2. Reports from Committees - DGC, DMC, MSD, College Council	<p><b>DGC</b> - Jennifer and John - There were several board policies with minor revisions. There was discussion about one of the governing board members. Everyone should now be receiving the agendas and minutes from Yvonne Canada via e-mail. All questions or concerns about any DGC issues may be addressed to Jennifer or John. Frank mentioned the Student Code of Conduct is still being drafted.</p> <p><b>DMC</b> - Linda and Nick reported the Chancellor is willing to match \$5,000 to the DMC for an arts and lecture series. The arts and lecture series was an idea originated at DVC. There was some discussion about how the arts and lecture series was brought to the DMC and what kind of issues should be addressed by the DMC. There was some carry over in the professional development funds from last year so currently there is \$1,000 per manager for professional development. Managers applying for the professional development monies are required to complete a lengthy application form to Andrea Gonzales Lewis at the D.O. and submit a report after using the money. There is another account of \$500.00 that DMC would like to donate to the California Community College Initiative. Currently they are checking with the legal department to see if these funds may be donated as the initial collection of funds from managers years ago was intended for a legal issue. The \$500.00 is from the original personal collection of money and accumulated interest over the years. If the funds can legally be donated, a vote will be sent out to the constituency group. The Hays Study is pretty much completed. Those who are scheduled to receive an increase will receive it immediately and all decreases will be effective January 1, 2008. No one volunteered to replace Susan Lamb as the Chair of DMC so Jackie Flaggs will be the interim chair until January.</p> <p><b>MSD</b> - Janis had no report.</p> <p><b>College Council</b> - Mack had no report. First meeting is Wednesday,</p>

	September 12th.
3. Grand Opening for Library and Learning Resource Center - (Reminder to all managers to submit \$100 check to Janis or Mercy by Sept. 1)	Mack, Janis - Mack reminded all of the managers from the May management council meeting to submit their \$100.00 to Janis for the new book campaign by September 1st. Checks should be made out to the CCC Foundation - New Book Campaign and submitted to Janis. There was some discussion about a ribbon cutting ceremony after the Library officially open on September 12th. Carol, Susan Lee and Ellen Smith will convene a meeting to discuss details for a grand opening. This event would be in addition to the gala event being planned by Friends of the Library.
4. Strategic Initiatives - Stewards Timeline for Objectives	Mack distributed the timeline for developing the objectives for the Strategic Initiatives and submitting them to the governing board. Mack mentioned that there are constituency members from the SLO committee that would be interested in joining the stewards on Strategic Initiative #1. Frank and Donna will convene a meeting with interested members. Mack reminded the managers that we want to have all constituency groups represented on each of the strategic initiatives.
5. Emergency Preparedness Planning	Mack mentioned he attended an emergency preparedness training session hosted by the State Chancellor's Office a couple of weeks ago. Officer Ted Terstegge also attended this training. There are two trainings -- a national training and a State training. Mariles reported the first Safety Committee is on September 7th. Officer Terstegge and Mariles will visit each division/service meeting with a plan on how to present the emergency preparedness plan. Thus far, there are 11 managers signed up for the next training at the College of Marin on September 26th. If there are any other managers interested in attending, they should contact Mariles. Sgt. Wehrmeister is a trainer for the State training. The training will ultimately have all of us standardized throughout the district.
6. Enrollment - FTES	Tim reported that our enrollment for this semester is up by 3% so far, DVC is up by 5.3% and LMC is up by 8%. We are offering fewer classes than this time last year and our head count is up by 315 from this time last year. There were some questions as to how the debt collection will affect us in the Spring. Carol reported that the district sent out letters to all students who have incurred a debt since 1999. It is unfortunate that the letters threatened students to pay their debt or they would be sent to collection. As a result, Ken has received at least 150 calls. Since Datatel does not allow us to automatically de-register students who have not paid for their classes, this new procedure will have to manually be done after ten days or whenever staff are able to run lists. Our goal is to follow LMC's model and issue letters after ten working days. There was some discussion about the difficulties of students paying for Summer and Fall registrations. Mack will keep everyone abreast of this issue.
7. District College Roles and Responsibilities	Mack said as part of Standard IV of the accreditation, there has to be a clear delineation of district and college roles and responsibilities. The document delineating these roles that was distributed at the meeting was originated at the district office. Mack asked all of the managers to review the document and give him feedback by September 13th so he may, in turn, take the feedback to the Chancellor's Cabinet.

8. Management Evaluations 2007	Mack announced that every new manager has to be evaluated the first three years of their tenure and non-probationary managers are evaluated every three years. Mack asked that every manager complete this task this year. Mariles will compose the list and send it out to all managers and supervisors. The district wants each college to update all management evaluations.
9. Classified Appreciation Activities	At the management retreat earlier this month, it was decided that management would improve relations with classified this year. Mack is asking all managers to include this effort as one of their goals for this year. Mack distributed some suggestions and ideas for recognizing classified. After some discussion, it was decided that managers should make an effort to recognize classified in their areas but that we should also have an "employee of the month." Suggestions made were to give the employee of the month a lunch at Three Seasons with the President and their manager/supervisor; award a premium parking spot on campus for the month; and have a write up on the employee that would be displayed on the web page. A subcommittee was formed with John, Ken, Ellen and Carol to develop criteria and the reward or recognition for the honoree. It was agreed by all that the Presidential Awards distributed at the Fall All College Day were a great idea and should continue. Mack also announced that at the next Staff Appreciation Luncheon he wants to make sure all classified are excused from their duties to eat lunch. There was also the suggestion made about the college holding an activity such as a sock hop on the fourth Friday of the month as a morale booster. Viviane suggested certificates or mementos be awarded to the special honorees so they have something tangible to share with others. Mack said he asked each constituency group at President's Cabinet to come up with an event to improve campus spirit similar to what we did last academic year.
10. Compliance with Administrative Procedure 1900.01	Mack reminded the managers that we should be compliant with Administrative Procedure 1900.01 and asked everyone to review the procedure. We send a list every year to the governing board of records and files to be destroyed. Mariles said Jacinta is in the process of organizing the storage files list with corresponding destruction dates.
11. District's 60th Year Celebration	Mack distributed the anniversary dates of the district. CCC needs to recognize October 10, 1949 as its 60th anniversary. The district will be planning a 60th celebration commemorating the date of December 27, 1948. Mack said we should have a constituency-based subcommittee to plan our event. Mack will bring this topic to College Council. Janis volunteered to be on the committee.
12. Rules and Regulations on Student Behavior	Mack said this issue was brought the forefront due to the grade issue at DVC. Board Policy 3012 was distributed. This policy prohibited expulsion of the students involved in the grade issue at DVC. The district is reviewing this policy. Frank is working on the Student Code of Conduct.
13. Managers for Validation Teams Fall 2007	The following managers volunteered to serve on Validation Teams for Fall 2007: Certificated Nursing Assistant - Janis Walsh Dental Assisting - Priscilla Leadon Early Childhood Education - Vicki Ferguson

	<p>English as a Second Language - Aleks Illich</p> <p>Math - Donna Floyd</p> <p>Nursing - Linda Cherry</p> <p>Philosophy/Humanities - Jennifer Ounjian</p> <p>Physics - Susan Lee</p> <p>Real Estate - Chad Wehrmeister</p> <p>Counseling - Frank Hernandez</p> <p>Admissions &amp; Records - Viviane LaMothe</p> <p>Business Services - John Wade</p> <p>Technology - Nick Dimitri</p> <p>Carol announced there will be validation training before the next All College Day. The program review process was reviewed for the new managers.</p>
<p>14. Around the Room - mention one action your area is doing to foster student persistence and retention for this semester.</p>	<p>John is addressing the shortage of African American males in college by holding a summit on September 12th to discuss the challenges keeping them from staying in school. There will be follow-up meetings with a support group for African American males.</p> <p>Carol said there is going to be Nexus training for part-time faculty again during flex-time. The part-time faculty handbook needs to be updated.</p> <p>Priscilla said the VATEA counselor they will be hiring will meet with all of the students in order to help with retention.</p> <p>Jennifer said their program for tracking students is helping to keep students at CCC for a second year. They look at the students' top five priority needs, contact the students and work with them to help solve their needs. The first-year experience also helps with retention once the student arrives on campus.</p> <p>Linda will write Title V that will hopefully help move ESL students into other college classes. Mostly the Foundation gives students money to stay in school. We need to work on criteria for the foundation scholarships as some of the students receiving scholarships are only enrolled in 1.5 units.</p> <p>John said we have to help students develop and maintain their educational plans so they do not become discouraged. John thanked Ellen Smith for helping the coaches understand what English courses are needed for an AA degree.</p> <p>Ken has been looking at what obstacles students have been facing with the enrollment process. We need to clean up our web page so students do not get lost in trying to register on-line.</p> <p>Mack asked if we need to consider customer service workshops for our classified staff. After some discussion on this issue, it was decided that everyone: faculty, classified and managers, could use the benefit of customer service workshops.</p> <p>Viviane said they train all of their student workers. Ken also said he meets with this staff regularly to remind them of their mission and goals.</p> <p>James mentioned that students need to be given a consistent message at the college and not a different response at every office they encounter.</p> <p>Chad said the police department is well-versed with training and whatever training we do, we should also include management so it does not appear as a punitive measure.</p> <p>Donna said she recently met with Wayne Organ and Stephanie Austin.</p>

	<p>They are active in referring students into non-credit classes who cannot enroll in their classes.</p> <p>Vicki said she will be working with her staff and Viviane to streamline their efforts and the paperwork students are required to complete for both EOPS and Financial Aid. Viviane said that a lot of the students who receive Financial Aid are lacking basic skills and. Vicki said they will be doing more student follow-up.</p> <p>Ellen said there is a book out of the State Chancellor's Office talking about improving basic skills. Mack said we may want to include this in the staff development grant.</p> <p>Frank said his staff in student services has gone out in small groups to help students in other divisions. Frank also mentioned the ACES program we have on campus. It was extremely effective.</p> <p>Susan said if we use the ACES program across campus, we must be sure to have the support system to back it up, i.e. books on reserve, etc.</p> <p>Susan said she sends a list of all Cal Works students to the instructors in her division so they are able to track and personally help those students during the semester.</p> <p>There was some discussion about students not knowing how to access their e-mail accounts or using web advisor.</p> <p>Mack asked the managers to take this issue back to their areas and come back with one idea their area is doing to help with persistence and retention. We will write up something on persistence and retention to send out to all of the managers. Mack would like to see these conversations with the staff in Buildings and Grounds, Custodial and Campus Police.</p>
15. Other	<p>Donna announced the Rhodes Gallery will be holding a reception this evening.</p> <p>Linda said the Hall of Fame is November 2, 2007. Inductees are Bob Dabney, PGE and the 1955 Baseball State Championship Team. The event will be held at the Mira Vista Country Club with an Egyptian theme.</p> <p>Mack reminded all of the managers their goals are due September 4th.</p>

The meeting was adjourned at 4:35 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President