

Management Council  
Thursday, May 20, 2010  
2:00 p.m., LA-207

Present: Sue Abe, Linda Cherry, Tim Clow, Terence Elliott, James Eystone, Vicki Ferguson, Frank Hernandez, Helen Kalkstein, Bruce King, Viviane LaMothe, Priscilla Leadon, Susan Lee, Marva Lyons, Carol Maga, Mariles Magalong, Jennifer Ounjian, Darlene Poe, John Wade, Janis Walsh, McKinley Williams

Absent: Michael Aldaco, Aleks Ilich, Jose Oliveira

1. **Collective Bargaining** – Darlene said there is no report for Local 1 negotiations. Susan reported the last session is tomorrow. They are discussing the faculty evaluation process and new form and banked load.

2. **Committee Reports - DGC** – Linda said it was a fairly long meeting with most of the time spent discussing the budget.

**College Council** – Jennifer reported on the last College Council meeting of the academic year. Tim gave a report on Strategic Initiatives. A Basic Skills budget was proposed and there was concern from College Council regarding budget proposals presented at the last meeting of the year for approval in a timely manner. College Council approved the Basic Skills budget in part with the recommendation to come back in September with monies allocated for research. An adhoc committee was formed to move forward with by-laws for College Council. There was also a discussion about transparency of SLO assessments in college-wide decision making. Members of the Research and Planning Committee along with members from SLO committee will merge to hold discussions on this topic. Budget augmentations were also brought before College Council for approval. College Council approved the augmentations in part (for those requiring money this summer) and will approve the final request in September. Mack thanked Jennifer for chairing College Council this year.

**DMC** – Vicki said she and Frank attended the last meeting. Discussions were held on PPO (Preferred Provider Organization - alternative retiree health coverage for retirees). Gene said a district PPO already exists but there needs to be a nation-wide PPO. It was suggested that Tom Rich give a presentation to all of the managers on this topic. Confidentials want their time as Confidentials to count toward sabbatical leaves should a Confidential move into the faculty or management ranks. There are negotiations with Gene to have a three tier drug plan under Health Net Elect. A subcommittee was formed to review Section 8 (benefits) in the Management, Supervisory, Confidential manual.

**MSD** – Janis said she has been attending the district-wide management staff development committee. Funds have been cut by 50%. August 10<sup>th</sup> at CCC there will DISC training. DISC is a behavioral assessment. Mack said this is a professional growth opportunity. Carol asked if managers can apply for \$500.00 instead of \$1,000.00. Janis said Andrea did not respond to that question. Jennifer said those are separate funds.

**DEEOAC** – Terence said there is no report.

3. **Budget Update and Further Reductions** – Mack said we did meet with the employees affected by the lay-offs. We also had additional conversations about ameliorating the affects of the

reductions. Mack said this next year we are going to have to decrease our budget by another two million dollars and this could be accomplished in a couple of ways. We could make the reductions by eliminating positions and that would be a minimum of 25 positions. Mack doesn't think we can sustain that kind of cut. Beyond next year there will be even further cuts. Or we can do more of what we have done -- furlough more positions. Mack would like to have some managerial agreement in whatever strategy we employ. Linda asked for a definition of lay-offs. Tim asked if it would help if certificated managers went back into the classroom. Certificated managers would have FSA retreat rights back into faculty. Frank said he would rather be told he has to forfeit a figure amount in dollars rather than lose positions. Mack said we cannot decrease our FTES because that would reduce our operating budget. Frank asked about faculty reductions. Mack said we are anticipating more faculty retirements in the future. We cannot lay-off faculty without having them retrained while being paid to be retrained. There was a discussion about salary reductions but LMC staff are not willing to participate in a voluntary salary reduction since they have not felt a great impact with the budget cuts. Mariles said there is some animosity among DVC staff since DVC is giving us 182 FTES for next year. Mack said managers could take a voluntary cut in pay. Mack announced that we are bringing Nick Dimitri back to the college to help with the budgeting of the College, the Foundation and grants. Frank said bringing Nick back to CCC would increase the total management salaries. John said we need to consider reducing our salaries when our employees have been furloughed. James asked if there has been discussion about the district assessment. Mack said the district is chronicling all of their services and we will have the opportunity to tell them what is most critical. There was discussion about the 5% increase in salary for additional duties. Mariles said traditionally the 5% increase for additional duties has been given to those employees who cover duties at a higher level than in their assigned job description.

Mariles said because of the lay-offs Local 1 and the District have agreed that all classified hourly positions must be terminated by June 30<sup>th</sup> and any of those positions we want to be rehired will have to go through the hiring formality. The positions held by hourly employees will be announced to full-time classified employees first as they have first rights to those positions except for College for Kids, Summer Swim, Tutors and few other seasonal employee positions. We will no longer employ hourly employees that work 20 hours a week, 10 months a year as Local 1 considers this full-time employment and, therefore, a Local 1 position. Mariles asked the managers to let her know by July 1<sup>st</sup> if they have hourly positions. Mack said Local 1 is being diligent with their employees and we need to be diligent in our hiring.

4. **Cost Saving Recommendations - 4/10 Schedules** – Mack said at the last College Council meeting we discussed cost savings measures. This year our 4/10 schedule will take us to the end of July. Mack asked if there is an agreement to continue the 4/10 schedule through the first week of August. Managers concurred with the idea. Mack will broach this idea with the district to obtain approval for CCC to continue through the 4/10 schedule through the first week in August.

Viviane asked if there were additional fees for summer school. Cal State is charging students the full price of a semester class for summer classes. Mack said he doubts the Ed Code and Title 5 would allow us to do that. Vicki asked if there has been district-wide discussion about year-long 4/10 schedule? Mack said DVC is not interested in participating but the District Office will be working 4/10 this summer for the first time.

5. **Part-time Faculty “Years of Service” Recognition** – The District Office is requesting we host a recognition event for part-time faculty. Mack said we could possibly do this at All College Day

and list part-time faculty names in the All College Day program as well as acknowledge them with a certificate.

6. **Management Retreat** – Mack said the retreat is still scheduled for August 4<sup>th</sup>. Mack said he needs the managers' 2009-2010 goals and asked the managers to include how they accomplished their goals throughout this year when they submit them this month. Mack requested the managers bring their 2010-2011 goals to the retreat as they will be requested to complete the form again for next academic year.
7. **Job Links** – Mack said CCC is hosting this event for the first time in nine years. Mack reminded managers to allow their staff to participate in Job Links. Darlene said that a lot of her employees are attending.
8. **Validation Teams for Program Review for Fall 2010** – Art – Tim, Automotive Tech – John, CIS – Terence, Culinary – Helen, Earth Sciences – Mack, HHS/Medical Assisting – Carol, Liberal Arts Degree – Susan, PE/Health Ed/Public Service Education – Frank, EOPS/CARE – Marva, Financial Aid – Mariles, Matriculation – Jennifer, Job Placement – Sue, College Skills Center – Michael, College Wide Tutoring – Jennifer, Buildings and Grounds – Darlene, Custodial – Janis, Economic Development – James
9. **Announcements** – Viviane and our Financial Aid Office were recognized today with an award for excellence. We are the only college in the nation to be given this award. Viviane said they received a congressional, national and state award. Jennifer announced that Brandon Amargo is the new student trustee and Joseph Camacho is the new ASU president. Sue announced that Contra Costa Health Services will sponsor a free workshop for the LGBT (Lesbian, Gay, Bisexual and Transgender) adolescent community on Wednesday, June 9<sup>th</sup> in LA-100. Mack said graduation is next Friday and Frank said this is the largest class walking the stage with 270 participants. Graduation begins at 7:00 p.m. Frank cancelled the graduation reception after the ceremony due to lack of money. Frank said certificate and degree awards this year are in the high 400's.

Meeting adjourned at 3:47 p.m.  
Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President