

Management Council  
Thursday, January 28, 2010  
2:00 p.m., LA-207

Present: McKinley Williams, John Wade, Darlene Poe, Jennifer Ounjian, Jose Oliveira, Carol Maga, Marva Lyons, Susan Lee, Priscilla Leadon, Viviane LaMothe, Bruce King, Helen Kalkstein, Frank Hernandez, Vicki Ferguson, James Eyestone, Terence Elliott, Tim Clow, Linda Cherry, Michael Aldaco, Sue Abe

Absent: Aleks Ilich, Mariles Magalong, Janis Walsh

Mack announced Jeanette Moore filling in for Donna Floyd and thanked her for returning to CCC once again.

1. **DGC** – Linda reported that DGC heard about the Chancellor’s meeting with Congressman Miller and others regarding the American Graduation Initiative. We can expect increased accountability with funds that come from the AGI. DGC expressed support for the new revenue-based allocation model with the request that a few questions relative to implementation be answered by the May meeting. Vice Chancellor Murillo indicated that if the district budget stays flat for next year, that will be success. Auditors reported two material findings relative to the district’s year-end closing and payroll balances and three issues relative to bookstore ledgers during the transition from district to college oversight, documenting how costs of instructional materials are determined, and documentation of concurrent students. All issues are being addressed. Nonresident tuition will increase to \$185 per unit for out-of-state and international students next year. A token \$100 transfer to categorical funds from EEO to technology ensures compliance for all categorical for four years and allows the district to re-visit categorical flexibility at a future date.  
**DMC** – Viviane said they would like to have two volunteers from each campus to serve on a subcommittee to investigate the retiree benefits – the difference in cost for cash in lieu of health benefits for those who move out of state vs. those retirees who live out of the service area. There are several people planning to retire. Frank and Linda volunteered for the subcommittee. Vicki said it was requested that Gene Huff give a district-wide workshop explaining bumping rights for classified as he did at DVC. It was also suggested he give a district-wide workshop on workforce layoff reduction in managers, supervisors and classified. The district will send out to each of the campuses a monkey survey asking what the climate is regarding layoff reductions. Classified will have a separate training on their bumping rights.  
**College Council** – Jennifer reported that committee has not met yet and the first meeting for this semester will be February 10, 2010.  
**DEEOAC** – Terence reported they met as a subcommittee to talk about a retreat. The retreat was originally planned for January but it was not approved in time to bring that to fruition. The charge of the DEEOAC is understanding their plan, making sure the plan is accurate, and training members to implement the plan.  
**Management Staff Development** – Helen said we haven’t had time to pursue scheduling *Food, Inc.* yet for the campus community viewing with a panel discussion. Helen said Michael Polin, who was in the movie, has speaking engagements all over the bay area and is looking into the possibility of seeing if we can get him as a speaker.

2. **College Mission Statement** – Mack announced that Research & Planning wants us to review the Mission Statement. Everyone took a moment to review the statement. Frank mentioned that *lifelong learning* may not be part of our mission even though the State has not changed their mission yet. The State may prohibit us from offering lifelong learning classes in the near future. Mack said DVC moved the emeritus college from Walnut Creek back to the DVC campus. It was previously located at the old RTI center in Walnut Creek. The emeritus college is designed for older adults as the classes offered are avocational and recreational classes. Mack said he just talked to Mercy about having to cancel some of our off-campus classes and perhaps we may want to offer them as non-credit classes. A period is needed at the end of *mission*. A comma needs to be placed after *informed* in the last sentence.
  
3. **Program Review AUO's for Early Learning Center, LAVA, CLASS, NSAS divisions** - Susan reviewed the LAVA Division AUO's. On AUO #2 they did not survey students even though their form says they did. Susan said she will correct the form. Helen reviewed the CLASS Division AUO's. She said their division had a recommendation from the last time to survey more students. They had five students complete a survey. They had the opportunity to try to get more student responses but didn't get the amount of response they wanted. There was some discussion about the questions that should be included on student surveys. We need to ask if the student was treated courteously and with respect and not if their problem was resolved because we are not able to resolve each and every student's problem to their satisfaction. Helen reviewed her AUO's which were the same as LAVA's. Terence reviewed the NSAS Division's AUO's. Their survey did not have any student responses although they had a 80% favorable response rate. Terence said they are working on cutting down their paper supply since funds are down. Their second AUO is to increase their SLO's assessment. Thus far they have 50% of the departments/programs SLO assessments. Their third AUO is to hold a yearly division retreat and their fourth AUO is to develop roles and responsibilities as department chairs. Marva reviewed the ELC AUO's. The first AUO is for children enrolled at the Lab School will demonstrate their aptitude for kindergarten readiness. They use a State assessment instrument to ensure that four year olds are ready for kindergarten. Their second AUO is to work with parents on developing on an Early Learning Center Parent Advisory Board. A lot of working parents cannot participate. The parents are trying a Yahoo group. Their third AUO addresses the NAEYC (National Association for the Education of Young Children) to retain accreditation status for 2008-2012. Every year they have to maintain to their status which means a lot of reporting work to Washington D.C. They wanted more response from the parent survey. Mack asked how many children we are serving. Marva said around 90 and that includes the evening program. Marva said they could be better if they could have a budget for an Office Assistant II to insure some fluidity running the Center. The families from the community are the ones that provide the most financial assistance to the center. A lot of students have the BOGG fee waiver which means they pay less.
  
4. **Benefit Costs** – Mack said there will be changes based on our new allocation funding model. He explained to the managers if they hire a new part-time person, they have to pay for their benefits. In the past, the district would pay for the benefits. That is no longer the case. Frank explained if the person is being paid from college work study funds, you have to figure in about 2% for benefits that cannot be paid from college work study monies but the regular operating budget. There was some discussion about when this ruling goes into effect. Frank said if we don't use college work study then our amount decreases each year. After the meeting, it was confirmed by Mariles that this program is effective 2009-2010.

5. **CCLC/Chancellor's Office Recommendation on AGI (American Graduation Initiative) Proposal** – Mack said the state chancellor and the CCLC had an audience with George Miller and we made some recommendations to the current design. The proposed item that is not appealing is the matching funds stipulation. Mack said this recommendation does not work for us. Congressman Miller says we are not doing well enough in transferring students. The Legislature wants to put an emphasis transferring students. Mack said we have been increasing our transfers. Some of the legislators think the 30% drop out rate is too high. It is going to be difficult to dodge the legislative regulations coming down the pike. Frank asked if Congressman Miller understands our dilemma-- that we need more resources in order to “catch up” our students and keep them in school. Mack said Congressman Miller was empathetic the last time he spoke to him about this issue. That is why we had the funding for Bridges to the Future. Mack asked what are the qualitative measures of our success? John suggested sending Mack's All College Day speech to Congressman Miller showing how our students overcome adversity. Mack said when Mahak and Mayra spoke on All College Day they talked about the people not their books, or class lectures but the people on campus who helped them succeed. Linda said that George Miller has been asking to see in the schedule and catalog and articulation agreement for every course we offer. We do list that in our catalog but not our schedule. Susan said she had a meeting with Nader regarding courses articulated here for San Francisco State. San Francisco State has dearticulated courses with the community colleges. Mack encouraged the managers to look at the legislation as it is signaling a coming change to our operation.
6. **4CD Hays Study** – Mack said Local 1 does not want to make a decision that makes an impact on the salary of their members. They have pulled out on being on the joint committee. The district will now move forward without their input; therefore, it will not be a collaborative method as initially thought. The Hays Group will do the work and make recommendations on classifications. Local 1 will obviously be consulted. The study materials were to be forwarded in February to the classified staff and management. The data collection was supposed to be finished by Jan. 2011. Job descriptions are supposed to be sent to the employees and the employee defines their job description. The Hays group collects all of the job descriptions from the employees and compares the jobs with other positions at other institutions and the private sector.
7. **Program Review Validation Teams for Spring 2010 -**
  - Biological Science – Frank Hernandez
  - Bio tech – Carol Maga
  - Business - Jeanette Moore
  - Dental Assisting – Vicki Ferguson
  - Foreign Language – John Wade
  - Physics – Susan Lee
  - Speech – Tim Clow
  - Articulation – Terence Elliott
  - Knox/PAC – Mariles Magalong
  - Non-credit Community Ed – Priscilla Leadon
  - Outreach/Student Life – Jose Oliveira
  - Staff Development – James Eyestone
  - Transfer Center – Marva Lyons
8. **Classified Employee of the Semester** – Vicki said they got behind last semester and nominations are due tomorrow. The committee will meet early next week and have a decision. Vicki has nomination forms.

9. **Other** – John asked if anyone has any jobs available as he has six more students that are in need of jobs. Wali Wright, our former football player who was injured in the first game last year, is making a little improvement. He can now move his toes. He has a DVD player that he can touch. John said he saw Almarie today and she was in good spirits.

Terence commended Mack for holding Management Council in a smart classroom. He asked if there was the possibility to have more smart classrooms as we are really having issues with classrooms and lack of space this semester. Terence said there is more demand for smart classrooms and it is difficult to share resources. Carol said when we remodel the AA Building all of the classrooms will be smart classrooms. Mack said we may have some RDA money that we could use to purchase some more projectors and a plug in for a USB port to help with the high demand of technology in the classrooms. This would be a scaled down version of what we currently have. There was discussion about costs of installing projectors and computers in classrooms. The estimate of \$12,000 to input this equipment is mostly labor costs. James said if the buildings and grounds employees are able to install the screens and projectors that would defray some of the costs.

Linda said Denise Chan has the opportunity to attend a mission training venture and will be leaving at the end of February. This will be a loss for those of us who depend on her.

James said the server room in the H building had doors opened and unlocked as well as H-10. There were college students in the back of the room playing around in the racks of equipment. These rooms hold the technology for our e-mail and computers. It is everyone's responsibility to keep these doors locked. Jose suggested changing the locks. James will request a lock change. James announced there are regular training sessions on Tuesday afternoons for creating web pages on the new web site. Carol said new content is being accepted between now and March 1<sup>st</sup>.

Susan said they have a class on Wednesday nights that ends at 10:20 p.m. Jose said they are aware of this situation. Darlene asked for a list of the PACE classes that end at 10:20 p.m. Those classes are held in the AA, LA and CTC buildings on campus. Jeanette said we will try to get the three classes in the same building for safety measures.

Sue Abe said some instructors are using old information and sending disabled students to the H building. Michael said there is a sign in the H Building that says A & R is open on Saturdays. We will have the sign removed.

Vicki announced that tomorrow night is Karaoke night in the Fireside Room at 7:00 p.m. The event is posted on the new green calendars.

Meeting adjourned at 3:40 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President