

**Management Council
November 19, 2009
2:00 p.m., LA-108**

Present: Sue Abe, Tim Clow, Terence Elliott, James Eyestone, Vicki Ferguson, Donna Floyd, Frank Hernandez, Helen Kalkstein, Bruce King, Priscilla Leadon, Viviane LaMothe, Susan Lee, Marva Lyons, Carol Maga, Mariles Magalong, John Wade, Janis Walsh, McKinley Williams

Absent: Michael Aldaco, Linda Cherry, Jennifer Ounjian, Darlene Poe

1. **Collective Bargaining** – Mack asked if everyone had read Gene Huff’s e-mails. Mack said we have been talking about having Gene come to CCC to review the UF and Local 1 contracts. Mack asked Mariles set up Gene’s visit.

2. **Committee Reports – DGC** – John says he doesn’t feel comfortable giving a report as his notes are left in the office. John will send his report in writing via e-mail.

College Council – Helen said we talked about the naming of the Student Services Center and we appointed a subcommittee to develop ideas on how to honor Martin Padilla, i.e., naming the plaza, a plaque on the building, etc. Helen said a lot of the College Council membership did not want to “antagonize” the district and the subcommittee will also address drafting a response to the district. Mack said there was also a sentiment to change the policy. Frank said he had concerns with using the word “antagonize” with the district because it implies we should be afraid in some way. Mariles continued the College Council report mentioning that the one department had declined their budget augmentation of \$5,000 in October and then rescinded that declination in the November meeting. The money will be spent for a SLO database.

DMC – Donna said there is still discussion on institutional governance; specifically management’s role in governance. Donna said we will need another rep from CCC in order to replace her on this district committee. Donna continued to report that Michael sent out some information on the evaluation process for managers. Donna said all comments on the evaluation process for managers needs to be forwarded to Michael. Mack encouraged managers to respond to the process. The subcommittee working on the evaluation process lacks representation from CCC. Frank had concerns that the streamlining of the process made for a better time frame but it the process still requires laborious reporting every semester for the first three semesters for any new manager. Everyone was encouraged to respond to the e-mail. Tim said he could develop an anonymous survey in order for managers to report their views on this process.

DEEOAC – Mariles said the next meeting is tomorrow. Our college committee was cancelled because it was in conflict with Management Council.

Management Staff Development – Janis said we discussed our plans to purchase pedometers. We are developing a Wiki so everyone’s progress may be entered into the program and able to participate in different types of activities. There is an office yoga program that will be included in our healthy initiative option along with walking. Janis will purchase some diagrams of yoga office to share with staff. Managers will preview the film, *Food Inc.*, on Friday, January 8th. Mack asked for a volunteer for Donna on DMC. Mack thanked Donna for her contributions to CCC and reminisced on initially hiring Donna in our Counseling Department. Terence volunteered for DMC.

3. **Budget Calendar** - Mack distributed the budget calendar. Mack said we are going to have to make a decision on our FTES goal. Mack said we will have a college meeting to explain the new proposed budget formula. Mariles said the new allocation formula has to be adopted by January so the process falls in line. Mack said the district is leaning toward a SB361 budget proposal that includes a 1.4 million reduction for CCC. We would be able to pay the 1.4 million back over five years. Essentially, this means we are spending more than what we bring in through FTES. Mack said Helen will have periodic reviews to see how the proposed formula is working and to see if the affect on CCC is intolerable.

Mack said we are planning to pay back our 1.4 million through attrition with vacant positions. Mack said the district will also be giving a retirement incentive to employees that will give six points toward their total of 80 points for retiree's district paid health benefits. Mack said we are also looking at positions that can be eliminated. We will be talking to the managers that have such positions.

The allocation formula is fixed on this year's FTES goal and we will have to grow from where we are at. However, we have been successful in urging the District to increase our base FTES so the reductions won't be so hard on the college. As part of the formula, the district will give us 182 FTES from DVC's FTES which will put our base at approximately 6,200 FTES. This translates to about \$800,000 for us and will give us a few more dollars for course offerings next year. It is not the best situation for CCC but as the district told the accreditation commission we would implement the SB361 formula.

Mack said last night at the governing board meeting he mentioned his concerns about getting cut by the State, implementing the new formula all the while trying to maintain morale and keep up enrollment. Mack said as we reduce our FTES and some of our expenditures, we will have to find additional ways to augment our budget other than grants. Mack said we cut the athletics budget in half and they have been creative with fundraising in making up their budgetary difference.

Frank suggested that we sell our assessment services in order to generate revenue. Mack suggested we use our facilities to generate revenue. Golden West has a flea market that brings in one million dollars a year and Laney has one that brings in over \$100,000. Carol said we are working on increasing our international students to help us with our budget. Mack said hopefully in a year we will have living facilities for our international students. Priscilla has been generating contracts with Kaiser. Mack said he is still pursuing the acquisition of the Armory. It was appraised 3.7 million. Helen is committed to using the district's funds for obtaining the Armory. If the acquisition of the Armory is put out to the public, we have no control as to what is put on that land. We could possibly use it for leased property or dormitories. We should also look into purchasing the El Portal School so we can use that land for athletic fields. Susan said if we could offer a cosmetology school on campus and expand our Automotive program for hybrid exploration we could generate a lot more FTES. Off campus sites are difficult to supervise and manage. Donna said we could also sell the services of proctoring tests for other universities and colleges for additional revenue. Susan said high school parents will pay for private college advisors to keep their children on track and keep them connected to guarantee their admission into college. If we offered that kind of service here, we could generate revenue.

Mack asked the managers to forward their ideas so he can chart them and we can begin pursuing the best ideas. Carol said we lost our automotive referee station and therefore lost some revenue. Mack said some of the cell tower contracts are coming up for renegotiation. We are going to see if there are a few more companies that would be interested in placing their cell towers on our campus. Mack said we have collected about \$83,000 for all of the towers we have now. The

\$83,000 we received are from the towers erected within the last year. Carol said we are selling the class schedules this semester for 50 cents.

4. **New Policy/Procedures** – HR 3030.02, Board Policy 2055, Board Policy 2053. Board Policy 2055 is the Whistleblower Protection Act. HR 3030.02 – Reflects the Change in Classified Staff on Selection Committees. Classified will now be placed on confidential and management positions interview committees. The classified senate president will now select the classified employees to be placed on committees. Mack said we are working with classified staff to place faculty on classified hiring committees. There was discussion about faculty not having classified on their hiring committees. Board Policy 2053 – Child Abuse Reporting. An employee may be fined or jailed for not reporting child abuse and the district could also be sued.

Terence said the campus is using a lot of paper. We should try to refrain from passing out paper in the future. Mack asked how many managers have laptops. Carol said we need to have all of our classrooms as smart classrooms. Mack said we will try to use technology for future meetings. Mack asked Mariles to chart how much we spend on paper. Carol suggested we sell our reprographics services.

Frank mentioned, after reading the Board minutes, that our bookstore was the only one that generated any revenue out of the three colleges. We appreciate the excellent job Janis is doing at CCC. Frank wanted to know how the deficits are covered from the other two campuses. Frank asked Mack to expound on the discussion in Executive Staff about the high cost of educating our students and justifying our costs to the district. Mack said when the district was proposing the new allocation, we mentioned that it is more difficult and more costly for us to prepare our students. Mike Hill, the district consultant, asked us to prove that statement.

A lot of discussion ensued on this topic. Mack said it costs more for us to get our students on campus because our student population does not have the initial mindset to go to college. We have to spend more money to convince our students that college is a viable option in their lives. Unfortunately the SB361 budget model treats all colleges the same with no “urban” or “underprepared student” factor. John wanted to know if the district will give us more money if we gather the evidence to prove our point. Mariles said we don’t know if the district will give us more money if we can prove what we know to be a truth. John said we have nothing to lose if they want us to gather evidence. Mariles said the study Mohammed did a few years ago showed that we serve the students with the lowest test scores, the lowest educational levels, the lowest income etc. Carol said we have to keep pressure on the district. Frank said this is the first time someone has asked us to prove what we keep saying and we have to take the challenge. Mack asked Tim to gather the latest high school data to develop a response. Our response does not have to be long but should be compelling. Tim has already looked at our withdrawal rate. We have the highest withdrawal rate with the other two colleges. DVC has focused clusters who transfer and take 12 units or more. We have clusters with low motivation and unfocused as to what they want to do. John said we need more infra-structure to nurture our students to be successful. John said we don’t have enough staff now and it is miraculous that we have the success rate we do. Susan said it is not just that our students don’t have a lack motivation or preparedness, but it is the struggle in their daily lives such as having their boyfriend shot in front of them or living with a jobless single parent and other siblings. Mack said we need to examine our students by zip code and compare them to the Richmond statistical crime zip code areas. Our students are challenged to stick with something as they have daily challenges of eating or just making it home each night. The resources available to them have everything to do with our

students' success. Priscilla said she found if we feed students they will come to class every day. It is all about lack of resources. Mack said it sounds as though we should pursue the challenge the district has given us by asking us to prove our case. Frank said he already charged the student services managers with this challenge. John said we could bring our students to the governing board to help educate the board about our students. Susan said this is a moral and ethical issue that our district needs to address. Donna said Helen Benjamin and Joe Ovick want to present an educational summit primarily because of the budget impact. Mack said Helen is supportive of us. Mack said Helen has to be fair with the entire district and not just CCC. Mack said we need to hone in on the problem and develop our justification. Mack said we have much success for example with our transfer rate. We need to show that. Mack said we all need to think about what the issues are. Why do we have a Metas program? Because the students in our service area are underrepresented and underprepared before they get to us. Why do we have the MCHS on our campus? Because we are able to save 325 students every year from academic failure.

5. **Around the Table** – Helen announced the Speech and Drama Night tonight in the Knox Center. Terence said there is a bio tech seminar tonight from 5:00 to 7:00 in Fireside. Helen said the pottery sale is first week of December. This is a fundraiser for the Art Department. Art will also be for sale in LA-25. Vicki said EOPS registration is on Monday and Tuesday promoting priority registration along with Veterans Club. Vicki will send out e-mail reminder. Mack thanked Vickie and Kelly and Viviane for their efforts. Susan said the Thanksgiving buffet is \$10.00 next week and cooked turkey dinners are being sold for \$25.00 that includes a 16 pound turkey. Lava Division and Culinary are sponsoring families for the turkey dinner at \$15.00 a donation. Nader is donating 25 dinners. Some faculty are having their students nominate students they know. Susan said we will probably ask Nader to do something similar for Christmas since the Thanksgiving turkey dinner donation has been such a success. Donna said at the recent deans meeting the Ask Me duty came up for discussion. Division dean sentiments are questioning the imbalance of them having to perform evening supervision the first four nights of the semester in addition to the three or four nights throughout the semester. Perhaps the division deans could perform Ask Me duties for the first two nights instead of four nights of each semester. Each manager averages four nights each semester and deans average seven nights. Mariles suggested we take the number nights each semester and divide by managers. Then if the deans have to be here during the first week that would count for their total number of nights. The deans will confer how many nights they want to do the first week and then we will divide the total number of nights and managers.

6. Meeting adjourned at 3:50 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President