

Management Council
Thursday, October 21, 2010
2:00, LA-103

Present: McKinley Williams, John Wade, Leverett Smith, Mariles Magalong, Carol Maga, Marva Lyons, Susan Lee, Priscilla Leadon, Viviane LaMothe, Bruce King, Helen Kalkstein, Vicki Ferguson, Tim Clow, Michael Aldaco, Sue Abe

Absent: Janis Walsh, Darlene Poe, Aleks Ilich, Ryan Huddleston, Frank Hernandez, James Eystone, Nick Dimtri

Mack asked how many managers are members of ACCCA as he distributed some brochures. Vicki and Viviane attended the new manager seminar sponsored by ACCCA a few years ago and highly recommend it for any new managers. There was discussion about the insurance offered through ACCCA. Mack reiterated Carol's stance that ACCCA is the organization to align managers with other managers throughout the State. Carol said it offers great networking opportunities.

1. **Collective Bargaining** – Mack distributed an update for managers. Local 1 has no activity. Management held a meet and confer session. Faculty are interested in parity pay for part-timers that equates to about \$100,000 due to job loss by cuts in the schedule. Leverett suggested using the \$100,000 to restore class sections.

2. **Reports – DGC** – John reported they are trying to find a meeting day that everyone can attend before the monthly governing board meetings. DGC feels as though they are “rubber stamping” policies and procedures brought before them with not enough time for adequate review before they are approved at the monthly governing board meetings. John continued to report that Jennifer Ounjian gave a report on open enrollment. John said that multiple and overlapping enrollment is an issue at LMC and DVC. CCC uses conflict cards for our students. Michael said Title V dictates that the student makes up any time missed in class under the instructor's supervision. John continued to report that the District Office has a 100-page document outlining all of the district functions. Apparently LMC and DVC are claiming they have not have seen this document. CCC looked at it when Mack presented it at the management retreat and Mack responded to it. Helen thanked Mack for our response and said she would consider our suggestions for next year's reorganization. John said the Student Attendance document is being worked on by Jennifer as well as the Information Policy. The Student Field Trip policy, Course Articulation, and Independent Study are all under review by DGC.

College Council – Michael said there was draft wording for the Martin Padilla Plaque and some conversation around the campus smoking policy. The conversation about the smoking policy was resolved by agreeing to upgrade the signage on campus to not only state we are a no smoking campus but also state that smoking is allowed in the parking lots. The issue was ultimately referred back to Operations Council. Mack said the approach we take with smokers on campus should not be filled with zeal. We just need to disseminate information by saying we are a no smoking campus and directing smokers to the parking lots. There was discussion about College Council sponsoring a “teach in” on not smoking. Michael said we need to do something about the areas that have become “regular” smoking spots on campus.

DMC – Viviane reported that DMC is reviewing the Open Enrollment Board Policy and they referred this issue to A & R. The Student Attendance policy moved forward and well as the Rules and Regulations of the Governing Board. There was discussion about a standard district-wide form that can be used by each

college as an option for uniformity of management and college goals as related to district goals. MCB requested an intra space process instead of meet and confer which was not received well by all participants.

DEEOAC – Mariles said there is very little district-wide interest for this committee. Mack said the district-wide Sustainability Committee was going to be suspended because of lack of interest also. John said the DEEOAC doesn't work due to lack of direction; therefore, it can't build momentum. Priscilla said she has difficulty answering her Perkins report each year as they always ask us to explain our process for hiring diverse faculty. Since we don't have a process, it is difficult to respond to the question. John said the committee needs to be supported but we need direction. Tim said he could develop a report with statistics of employees. The EEOAC has discussed the Student Equity plan and understands the R & P Committee is working on that report. Mariles said she could inform the EEOAC membership to attend the next R & P Committee when they discuss the Student Equity Plan.

Management Staff Development – Helen said at they had Insite Portal training at the Dean's meeting.

3. **Budget Update & Growth** – Mack said last Wednesday we received notification that our district would receive 2.2% in growth for our FTES which equates to about 3 million. Since DVC loaned us 182 FTES, our district will reimburse DVC their FTES first. Mariles said there are two ways for the growth FTES to be distributed: 1) give 182 off the top to DVC and allocate the rest proportionately to each college (\$451,000 is CCC's share), or 2) DVC restores their base by 182 FTES and then the district allocates the rest. That would result in about a \$3,000 decrease in our FTES and LMC's share. Mack said the \$2,800 less in our share doesn't seem worth fighting for as CCC will then receive \$448,000. Mariles said we do not know if the growth funds will remain intact with the upcoming election. The current governor already vetoed two of the current promises: the backfill for categorical and CTE monies. Mariles said we should just hold this money until we definitively receive the promised funds. Any opportunity for us to grow will help us to eliminate our budget reductions. The State is also talking about paying us on a lay away plan. Mack said we are going to have to plan our FTES goal for 2011-2012 very soon. Mariles said currently our FTES resident goal is 6,153 and our nonresident FTES target is 192 which equals 6,345 FTES total.

4. **Achievement Gap Data** – Mack said the R & P Committee will produce data. We need to have conversations taking place around the campus on this topic. Mack encouraged everyone to take this topic back to their respective areas to begin discussions. He said our students also want to have a discussion on the achievement gap. LMC received their Hispanic Serving Grant, and as a result, they are going to receive \$600,000 to help transfer more Hispanic students.

5. **Management Training** – Mack said he was a bit surprised that regarding on on-line training, specifically on how to identify mental illness. Mariles said there is training related to technology offered by staff development. Tim said he sees the importance of the Portal. The Management Council minutes are posted on the portal. Financial Aid, A & R, and R & P all have sites on the Portal. It was suggested to have one department showcase their portal. Tim said we could have a beginner, intermediate and advanced training sessions. Mariles said sexual harassment training is organized by district human resources and online training will be available in January. Sexual harassment training is mandatory annually.

6. **Around the Table** – John said no one has been to a men's soccer team and they might win the conference championship. Susan said Neotha needs to send out e-mail announcements. The next doubleheader games are on Friday, Oct. 22, 2010 at CCC. Vicki announced tomorrow is the Region III EOPS teleconference here at CCC in HS-101. There will be about 60 to 75 representatives from SanMateo, Peralta, Santa Rose, Skyline and

Bruce said November 7th is day light savings time. Bruce asked if we want to schedule our traditional campus evening walk around. It was agreed to do the walk around.

Susan said our Culinary Arts students placed second at the Crabby Chef Competition – this is the fourth consecutive year we have participated. Sixty CCC students won a free night of dinner at the restaurant, McCormicks.

Mack said the golf tournament was held on October 4th and we raised over \$90,000 and after expenses we will have over \$60,000. In this bad economy, we still had good participation. George Miller came to the dinner as well as many other local politicians. We received a lot of positive public relations from this event.

The town hall meeting on campus with Congressman Miller was very successful.

Marva said that Lucky's and Save Mart will send 3% of what you spend to the Early Learning Center. She will distribute the cards via campus mail. On Halloween they are hosting a fundraiser at Albany bowl. Mack read to the children yesterday at the *Drop Everything and Read* day.

Meeting adjourned at 3:25 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President