

Management Council

McKinley Williams

Management Council Notes

March 24, 2011

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2:00 p.m., AA-135

Present: McKinley Williams, John Wade, Leverett Smith, Darlene Poe, Susan Lee, Bruce King, Helen Kalkstein, Vicki Ferguson, Nick Dimitri, Tim Clow, Michael Aldaco, Sue Abe

Absent: James Eyestone, Aleks Ilich, Viviane LaMothe, Priscilla Leadon, Carol Maga, Mariles Magalong, Janis Walsh

1. **Collective Bargaining** - There was a 5 minute discussion.
2. **Committee Reports** – DGC - Leverett reported that Kindred talked about the budget. There was discussion about the district reserves as to whether we should be using them or not. There were incidental comments about the Uniform Selection Guide. Freedom of expression with outside groups on the campuses was also discussed at DGC. Students present at the DGC meeting expressed concerns about having more participation in the discussion on budget issues.

Mack said they learned at Chancellor's Cabinet that State leaders believe the governor's bond measure will not make onto the June Ballot and if it did, may not pass. It looks as though Governor Brown will now have to wait to place the tax initiative on the November ballot. The November initiative would be a tax increase since the continuation taxes sunsets at the end of June. Mack said we have been working with a \$3.9 million deficit and now that deficit may increase if the governor's initiative doesn't make it on the June ballot. The District's deficit will also increase from 17 million to 23 million. If the number increases, we are hoping we will be able to use district reserves. By the time we find out if the deficit is going to increase, it may be too late to make any more cuts in which case we will have to use district reserves. Leverett said our district will have \$23.9 million in reserves at the end of this academic year. Michael asked what our share would be of that 21 million. Mack said it would be 20% of the 21 million which equates to about \$800,000 more we would have to cut.

College Council – Michael reported on the substantial discussion on the opportunity gap strategies. College Council finally agreed we would have a subcommittee of College Council to explore our strategies for closing the opportunity gap. We have \$40,000 to spend on this topic for this academic year and that money will roll over to next year if we don't use it this year. Mack said he needs two managers to serve on this subcommittee. John Wade and Michael Aldaco volunteered to serve as the managers on the subcommittee. Helen said we will have second read on Technology Plan at the next College Council meeting. Wendy and Tim made a presentation on campus SLO's and announced the R & P traveling road show that will hopefully occur by the end of this semester. Carol made a presentation on the mid-term accreditation report which should be posted on web soon. Mariles gave a budget update.

Management Council – Vicki said they are still working with District HR to complete the evaluation process for managers. This item has been placed on back burner due to the financial issues. Mack thanked Vicki for attending the governing board meeting last evening and giving a

management council report. Vicki said she announced last evening that although all of the academic managers received March 15th notices, we are still passionate about serving students.

Management Staff Development – Mack said there will be CPR training at 1:30 p.m. in the Fireside Room next Thursday.

- 3. Debrief on Power Outage** – Mack said we had a power outage last week due to aging infrastructure. Bruce gave a brief rundown of what occurred. We had a problem with two transformers. The one transformer installed by the new Early Learning Center Building was not installed properly. The spliced cable did not have a grounded connection. The spliced cable should have been 13 inches but it was only two inches long. Also there were no heaters to dry condensation build up. That was the main cause of first outage. The other problem occurred after everything was started back up as then the transformer behind the SA building malfunctioned. Transformers do well left running and do not like to be turned off and on. Bruce said we have ordered a new switch gear and plan to install it tonight or tomorrow. The SA Building will then be tied into the campus and that will require taking down the same eight buildings again for about three hours. Bruce said the transformer by the Art Building was patched together. Bruce will be ordering parts for that transformer. Helen asked if there wasn't an inspection in 2002 when the transformer by the ELC was patched together. Bruce said we paid for an inspector and the transformers should last for 30 years or so.

Bruce said the contractor would like to take down the college's power on Friday night so they have the weekend to make any necessary repairs. Mack asked the managers when is the optimal time to turn off the power on campus in order to bring up the SA building. Bruce said the contractor could wait until Sunday but the contractor fears they would not have enough time to make any repairs if something should go wrong. It was agreed that the LA building would accommodate all classes on Friday evening. Helen said we need a list of Saturday classes. Mack asked the deans to talk with Shannon about moving all Friday evening classes to the LA building and obtaining a list of Saturday classes.

Mack changed the topic to using text messaging to inform students. We need to explore this option since it is a primary way our students use to communicate. Mack said he felt we did a much better job in contacting employees and students compared to the outage we experienced in the early 2000's as was evidenced by not many students showing up to campus. Constant Contact did get the message out to our students. We also contacted the press and that is why Channel 7 showed up on to the campus. Mack said our messaging was effective in communicating to our students. Helen said when she called department chairs a lot of them did not have their faculty phone numbers at home. We need to remedy that problem. They also didn't have the schedule to find out who was teaching on Monday although the schedule can be accessed on the DVC website. Some faculty went to the DVC website but there was difficulty in reaching students with e-mails. Michael said Datatel did change all of the student e-mails to assigned e-mails; however, CCC did not replace all of our students' e-mails with their Datatel assigned e-mail accounts. This gave us the capability to contact our students at the personal e-mail addresses with Constant Contact. Michael said we reach approximately half of our student population with Constant Contact. Michael suggested we acquire an offsite server to mirror our website. Tim said the district will have a *cloud* and that will eventually happen. The new system does not allow us to use a student's personal e-mail; however, the assigned student e-mail address may be forwarded to the students' personal e-mail.

Vicki said we have to teach the students on how to check their e-mails with this new system. Assessment is now capable of training students to access the college assigned e-mail. Vicki strongly encouraged there be a campus campaign on this issue. Vicki said we also used Facebook during this recent crisis so students knew we were open on Tuesday. ASU sent a message on their Facebook page.

Helen said she received a telephone message on her home phone regarding the recent Tsunami warning. She asked if it was possible to send a similar phone message to our students regarding campus closure.

Mack asked if we had any problems with our phone tree. Vicki said the only problem was the department chairs did not have the numbers at home. Susan said she had all of her people's numbers listed in her phone so it was easy to contact everyone. Leverett said we should also make a list of off campus e-mails for staff.

Vicki said with the keyless entry for the SSC did not work and they are still not working. Apparently Bruce King and Vidal in campus police are the only ones with a master key. Bruce said there is a network problem which is why the keys do not work today. Mack asked if he needs to request approval of a master key to their building for managers. The managers responded affirmatively. Vicki said the extra "master" keys used by Police Services also did not work.

A long discussion ensued regarding the electronic master key. Managers identified problems with our current system. Mack said he would bring our concerns to the attention of Police Services and ask them to work with Operations Council to develop a solution.

Michael said they discovered where there is insufficient emergency lighting in the SSC-- back in DSPS area and women's restroom. Also, the toilets don't flush because they have electronic flushing system. Leverett said a battery that is charged continuously for years is less effective as batteries needs to be changed on a regular basis. Vicki said Janis said the radios were inoperable. Susan said they used their cell phones to communicate which were more reliable than the radios. Michael said central services required power for the radios to work. Vicki asked if the police services generator was stolen about six months ago. Bruce said yes, and they replaced it.

Michael said it would have been helpful if we had a chain of command for information. Mack said our chain of command is the emergency list. Vicki said that employees want to leave when the power goes out.

Darlene asked if police shouldn't be here discussing this situation with us. Mack said they should be here. Vicki said Sgt. Ryan Huddleston has been a regular participant at their student services forum. Mack will inform Police Services regarding their obligation to attend Management Council.

There were discussions about mock emergency situations. Bruce said Campus Police is supposed to have an evacuation drill once a month with a different building each month. This has not occurred in a while.

4. **Around the Table** – John announced the Crab feed on Saturday, April 30th at 6:00 p.m. in the gym. Tickets are still \$35.00 each.

Susan announced the Food and Wine Event on Sunday April 10th at 11:00 a.m. in the gym. She said there are more vendors than last year.

Vicki said all participating managers in graduation this year need to order their cap and gowns.

Meeting adjourned at 3:10 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President