

**Management Council
Friday, May 20, 2011
1:00 p.m., Mack's House**

Present: Sue Abe, Michael Aldaco, Tim Clow, Nick Dimitri, James Eyestone, Vicki Ferguson, Helen Kalkstein, Bruce King, Viviane LaMothe, Priscilla Leadon, Carol Maga, Mariles Magalong, Jose Oliveira, Darlene Poe, Leverett Smith, John Wade, Janis Walsh, McKinley Williams

Absent: Susan Lee

Mack reminded everyone about the college budget forum on Monday, May 23, 2011 at 1:30 p.m. in HS-101. The bottom line is that nothing has improved and we will continue to experience budget reductions. This year there were 17 classified and 2 managers affected by the budget cuts. CCC will look different next year. This is Tim's last meeting as he will be going to the 5th floor at the district and Janis is retiring at the end of this semester. Carol Maga has also made a decision that she will retire at the end of June. She may come back to help us with the accreditation mid-year report. We are expecting Donna Floyd to return as Acting Vice President and then we will advertise for that position. There is a good possibility that Terence Elliott will be returning in the Fall. Leverett is also going on banked load after this semester. Mack thanked Leverett, Tim, Janis and Carol for their years of service. We will do something on the campus for our departing managers.

1. **Collective Bargaining** – Mack said all of the tentative agreements have been distributed and are out for vote. Mack said the next step is to open up discussions on benefits. Health Net Elect is costing the district \$2,400 a month whereas Kaiser only costs the district \$900 a month.
2. **Committee Reports – DGC** – Leverett said there was a lot of discussion on board policies and procedures i.e. public participation at board meetings, district-wide strategic plan, heat illness prevent program (from CalOSHA), Freedom of Expression, etc. Kindred discussed the budget. The use of reserves will be discussed again in June. John said the students were upset that the freedom of speech policy was passed without their input. Leverett said one student in particular did not favor the idea of people being able to distribute pamphlets in the Library in the name of freedom of expression. The district is trying to bring us into compliance with recent court rulings with this policy. John said the \$5.00 student activity fee is revenue going to the students. Mack said the monies are designated for the ASU. It is an optional fee. All three colleges will implement the \$5.00 fee at registration unless students opt out. John said we were proud of our student representation at DGC.
College Council – We passed a Course Materials Fee that faculty need to implement if they charge students for materials. Open discussions regarding the accreditation mid-year report and the budget. Tim said annual unit plans will be discussed at Research and Planning and then the consensus will be returned to college council. College Council also approved Jason Berner's basic skills budget.
Management Staff Development – no report.
District Management Council – everyone needs to vote on the tentative agreement.
3. **AUO's /SLO's – EOPS/CARE** – Vicki said there were nine outcomes assessed. Five of those outcomes were successful including the educational plans and student e-mails. We need to work a little more with students on meeting with counselors at least three times as we need to increase that amount.

Financial Aid – Viviane reported five SLO's were completed and most of those included updates with the SARS system. We are working with Kenyetta on this for new measurements. They met or exceeded their SLO's. As soon as financially viable, they need to increase resources i.e. staffing and flexibility as there is a high volume of students demanding financial aid.

Articulation – Vicki reported they had two assessed outcomes. They need to increase the number of major, course to course, and GE articulation agreements between CSU campuses. Also need to encourage flex workshops.

Job Placement – Vicki reported they had two outcomes they successfully assessed. We increased by 10% of students using services from 7% in former years. We need to promote the program. We need to include student survey of students who apply for jobs. Mack said he met with the person from First Degree today. They are prepared to provide career information to our students in our local service area.

Student Life – Vicki reported they had eight SLOs. Students participate in shared governance. They are hoping to implement an online shared governance tutorial before students sit on committees. FYE students need to complete surveys. Ninety percent of the meetings are held in accordance with the Brown Act; therefore, students are trained in parliamentary procedures. Students will continue to learn about traditions different from their own. Need to do more surveys.

Buildings and Grounds – Bruce reported they had three AUO's that included cost effective and good quality of service. They received a 70% favorable survey response. They plan to do a survey on an annual basis. B & G will evaluate and replace all equipment as needed. Safety is the number one priority based on budget. Obviously, they cannot do everything we want to do because of lack of budget but they do their best.

Custodial – Darlene reported they are working closely with B & G. They want to train their employees and maintaining their equipment.

Foundation – Mack said he will report at the next meeting.

Library – Susan will report at the next meeting.

Matriculation – Vicki will report at the next meeting.

Police Services – Jose reported they need to measure both day and evening students' perception of safety. Mack congratulated Jose who recently was promoted to Lieutenant.

4. **College Committee List:** Mack went over the college committee list asking for management participation.

College Council – Michael volunteered to continue and James will replace Helen.

Catalog/Schedule – James will step down and Michael will remain.

Matriculation – Vicki will join.

Planning Committee – John Wade will join and Jennifer Ounjian will chair the campus planning committee. Tim said there will be a district-wide Research and Planning Committee.

Achievement Gap - add Jennifer.

Technology – Jose will join.

LPG Planning Committee – Janis is leaving. Sue Abe and Susan Lee will be on LPG.

CIC – Terence will replace Leverett.

Middle College Advisory Group – Michael and Vicki will join.

DEOACC – remove from the committee list.

DMC – Nick, Vivian and Vicki will also remain.

We need to add a Title IX committee – Mariles Magalong, John and Vicki will serve on this new committee.

District Enrollment Management – Carol was on it. VP will continue to sit on this.

Remove District Resource Development.

District Sustainability – Bruce will serve.

Program Review for Spring 2011 - Mack said Tim is scheduled to be on the Chemistry validation team for this All College Day. Tim said he will stay on the chemistry validation even though he will officially be assigned to the district office.

5. **Budget Update** – Mariles said all three employee groups have tentative agreements. There is a \$770,000 deficit to bridge our budget gap. The savings totaled only \$330,000 so we are short \$440,000 will come from college reserves. The District Assessments decreased because of bargaining units tentative agreements compared from this year to next year. However, our College operating budget has to decrease by 14% in order to meet our obligation. The total college budget is \$24 million. Total District budget is now \$32 million because of union concessions. Contractual obligations are 1.3 million. Sixteen million of the District's budget is for regulatory financial obligations such as retiree benefits, health insurance, etc. The District hired an internal auditor who will start June 6th. The District office operating budget is 12.1 million. Centralized research will be .7 million. Michael said the district office has a relationship with the Country Office of Education where they generate income but Mariles said that relationship is ending. James said the District is prevalent with large screen computers and latest technology as the District has an agreement with Napa College to host Datatel Colleague and that is how they bring in resources. James has been in frustrated because the District as they have been telling us they can't help us with us our projects because they don't have time yet they have time to help Napa College. Mack said we are able to keep all of our monies from the cell towers on our campus in spite of a District policy that says all revenues must be shared with the District Office. Mack said we are raising these issues in Chancellor's Cabinet as Chancellor's cabinet feels there needs to be a cap on the district's percentage of assessments since we have to reduce our budget by 14%.
6. **Management Retreat** – August 8th at Mack's house.
7. **Job Links** – Mack reminded managers to encourage classified to attend Job Links. We have been supporting this endeavor for many years. We have very few people who have signed up from our campus. This year Job Links will be held at DVC.
8. **Shared Governance** - Mack asked the managers need to encourage classified to serve on committees as they have a difficult time in getting classified to serve on committees.
9. **Classified of the Year** – Unanimous vote – for classified selected.
10. **Around the Table** – Michael said last year we had 165 at commencement and this year we have 270 students graduating. Carol said she will need help reading names as last year she almost lost her voice. Mack said we may certainly include the deans to help in this task. Michael said we will have a tag team.
Graduation is next Friday night.
Kennedy King dinner is tonight.
African American Celebrating Success is tomorrow night.
Puente ceremony was last night with Congressman Miller.

Meeting adjourned t 2:10 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President