

**Management Council**  
**Thursday, August 26, 2010**  
**2:00 p.m., LA-103**

Present: Sue Abe, Michael Aldaco, Tim Clow, Nick Dimitri, Terence Elliott, James Eyestone, Vicki Ferguson, Frank Hernandez, Helen Kalkstein, Aleks Ilich, Bruce King, Viviane LaMothe, Priscilla Leadon, Marva Lyons, Mariles Magalong, Darlene Poe, Janis Walsh  
Absent: John Wade, McKinley Williams

Carol explained Mack had to rush off to District office for consultation meeting.

1. **Collective Bargaining** – Carol said there is a tentative agreement with the UF with a limit of two years of load banking and the opportunity to teach AC during the day. There was a 5 minute discussion of load banking. Mariles said there is a \$14.1 million dollar unfunded liability for banked load and vacation district-wide. There was no report for Local 1.
2. **Committee Reports** – **DGC** – John is not here—no report. We still need a management representative for the second position. **College Council** – no report. Michael Aldaco will serve on College Council to replace Jennifer Ounjian. **DMC** – Vicki said we need an alternate as we are the only college without an alternate. Nick will be the alternate. Currently DMC is discussing eight meet and confer items. Frank and Vicki are co-chairs for MCEB. Vacation increase for confidential, promotions within the management group, work weeks for exempt status, family leave are some of the issues that are being discussed. Vicki will send a copy of the meet and confer report to all of the managers. **DEEOAC** – Terence said they haven't met as a district committee; however, Mariles and Terence agreed to convene the campus committee. **MSD** – Janis said MSD has not met yet.
3. **District Staff Development** – In staff development funds, the College is getting \$12,500 and district-wide is getting \$50,000. The district staff development committee will recommend the use of district wide funds and CCC needs representation. Janis is willing to do this and said the District Staff Development committee is meeting at the District simultaneously with our Management Council meeting. We want to make sure our constituency is represented.
4. **Budget Update** – Mariles said we have some good news. We recently closed our books and because of cost cutting efforts and positions we did not back fill, we have a positive carry-over of 1.3 million in our operating budget. However, out of that 1.3 million, \$200,000 will be used to balance our 2010-11 budget. The district did not budget for a deficit factor but they anticipate a three or four percent deficit factor district-wide so we have to provide for that deficit which equates to approximately \$111,000 out of the 1.3 million. If we budget the same banked load as last year, it will be \$139,000 and the budget for vacation pay last was \$67,000. Since Chevron sued the county for overcharging them property taxes for many years and won their lawsuit, the county has to pay back Chevron which means that we were overpaid. Our portion back to the county is \$70,000 for this year and for 11/12 and our share will be approximately \$140,000. The District is working with the State to see they will back fill our revenues from the reductions in property taxes. After all of the above reductions, we are left with \$600,000 in the carry-over from the initial 1.3 million and that will help to mitigate the cuts we have for this year 2011-2012. Our cut for the next four years is about 1.2 million each year. Our District subsidy of \$500,000

will be reduced every year from the District until 2014. The other constant expenditure we have is the increase in our staffing costs – column and step increases. There are no other reductions anticipated at State Level but there are no other increases either. There are only two ways to increase our budget is to increase revenues and/or reduce costs.

Carol said Mack is proposing to start a parcel tax campaign just for west Contra Costa County for next year's June election that would give us a couple of million dollars a year for ten years. Another bond would ensure the completion of our buildings. This election campaign would be for CCC alone and not the entire District.

We would have to obtain Governing Board approval and would ask employees to work on the campaign after hours. Carol said that Mack believes we can get support from Bruce Harter, Superintendent of the WCCUSD and local city council support.

Mariles continued her report and said we also have a special projects fund – an accumulation over time from indirect costs collected from grants: smog station, facilities rentals, cell phone tower rentals, etc. We have less than \$600,000 in this account of one-time funds, if used, would only help us in 2011-2012. There was discussion about this pot of money as to use it for this year's deficit or not. We still have to pay back \$600,000 for this year. This \$600,000 can only come from layoffs, programs cuts, revenues, or using these one-time special projects funds. We have cell phone towers located in our sports fields and we gain money from these contracts. Mariles said we are hearing that categorical funding will most likely maintain their funding. Carol said we appreciate everyone's efforts to save money this year.

5. **Reprographics Update** – Mariles said one of items we are looking to make our operations more efficient is to form an ad hoc cross-constituency based committee on possible reprographics solutions. The committee is comprised of the three instructional deans, Janis Walsh and John Wade. Mariles said Richard Akers will be the faculty representative and Zolayma Martin will be the classified representative. Susan Lee suggested Ellen Geringer be on the committee.

6. **Part-time Faculty “Years of Service” Recognition** – Carol said the district wants us to recognize our long-time part-time faculty. We could recognize those part-time faculty who have served for 20 or more years. Carol suggested a letter of appreciation from the President. Terence suggested doing a recognition event in the division offices and other deans were interested. This item will be discussed at the dean's meeting.

7. **Management Retreat – Follow up** – Carol asked everyone to turn in their management goals. There was discussion as Frank had concerns about the duplicity of work since goals were requested in the budget augmentation applications. Carol said that the unit plans requested on the budget augmentation may differ from the managers' personal goals.

8. **Accreditation Follow-Up Report** - Carol said the accreditation follow up report has been posted on the web site. The District wrote the response for all three colleges. Basically, it describes the extensive governance and review process, we used to develop and implement our current budget allocation formula based on SB361. It is clear that the new budget model was built through an inclusive process, though it doesn't represent the various colleges viewpoints and rather the values, compromises and solutions. If there is any input about the 2010 accreditation follow up report, please contact Carol. A number of managers in attendance had already reviewed the report. Carol said since we have implemented the budget allocation process, there is no planning agenda in the follow up report. Carol solicited any comments or concerns so they may be included if applicable.

9. **Student Assistance Program** – This program is similar to the Employee Assistance Program. The District is paying \$14,000 and District statistics show only five CCC students have used it. The District will pay the bill for this year but in the future, we will be assessed our portion. The program is advertised in Student Life and Counseling. There was some discussion about students and faculty not being made aware of this program. Vicki said students have to be enrolled in at least six units to take advantage of the program. Vicki will send out the program information. Frank said that many of our students are referred to county services or they receive services on campus. Services in the Student Assistance Program include legal advice, psychology and tax services to name a few. Students are given five free sessions with a psychologist. Terence suggested we promote this program and see if our student numbers increase. Michael said this information may also be sent out through Constant Contact.

10. **ADA Transition Plan** – Carol reported about 18 months ago we had a consultant visit our campus to identify and list all of our ADA out-of-compliance items. We need to begin working on addressing the items noted in the ADA list/plan even if it is only one or two items per year to help bring us in ADA compliance.

11. **Business Procedure 6.04 – Use of Facilities** – Carol distributed the revised Business Procedure 6.04. Everyone took a few moments to read the procedures. Terence had some questions on the procedure. Mariles thinks the District should determine facilities rental charges in consultation with the colleges so there is some consistency. Vicki asked if we will deny anyone usage. Item #3 under Special Requirements and Use of Facilities it states “...that no entertainment shall discriminate in any way based on race, color, creed or sex.” Michael said that should be expanded to include sexual orientation. Carol noted that the procedure also states that “a college rep will go over building evacuation routes, available safety and first aid supplies and equipment and point out facility hazards that may exist.” We will have to add those costs into the rental charges. Carol mentioned to Helen that classified employees such as J.R. Morocco need to be made aware of this procedure.

Proposed changes from CCC managers to Business Procedure 6.04:

Second Paragraph, First Page – Add “in association with the colleges” to the second sentence. “The Vice Chancellor, Districtwide Administrative Services, **in association with the colleges**, shall determine all applicable fees to be charged.”

Number 3 under Special Requirements and Conditions for Use of Facilities on page four: add “gender or sexual orientation.” “The laws of the State specify that no entertainment shall be permitted which discriminates in any way based on race, color, creed, **gender or sexual orientation.**”

12. **Around the Table** – Michael said today is the deadline for late adds for semester long classes. We are entering new phase for late registration that requires explanation from faculty. This will be new for many students that haven’t thoroughly read the new requirements. There was some discussion about leniency on those courses that meet once a week.

Susan reported that Culinary opens next Thursday and the AA Culinary Kiosk will offer breakfast and grab and go foods for lunch. They are also thinking about keeping it open until 7:00 p.m. for evening students.

Vicki said the EOPS Conference will not be held this year but each region will hold a teleconference. This year, CCC will host the region 3 on October 22<sup>nd</sup> with guests on campus.

Viviane said the district is still flux about Cal Grants. This is approximately 1.8 million dollars and CCC’s share equates to approximately \$300,000. Viviane reported that the Department of Education has an office for accountability and recently they went undercover at various institutions. They reported that erroneous information had been given to potential students in order to recruit those students. There will be sanctions placed on these institutions because they distribute federal aid. Viviane said we need to be cautious about the things we say to students in order to recruit them. The Department of Education has

used “mystery shoppers/students” to test institutions practices and then fined them if they found inaccurate information was provided.

Janis said the Bookstore is down about \$120,000 but is still in good spending mode. We are carrying a large group of State rehab students. This week is for returns with drop slips only. She expects to have her book rental operation up and running in January.

Terence said Mack’ vocal group is performing Sept. 19<sup>th</sup> in downtown Richmond from 12:00 to 6:00 Nader and our Culinary Arts Department will be there too.

Sue said we have several hard of hearing students that require interpreting services and those costs are around \$100,000. She is asking instructors to inform her office if they are going to be absent or cancel class so they can cancel the interpreting services to help save costs. It is \$140.00 an hour plus mileage for an interpreter. Instead of hosting wheel chair basketball this year, DSPS will host a comedy night and they are hoping Richard Akers will be the master of ceremonies. Dates will be discussed with Michelle. Helen said they are trying to spread the word about late start classes. Their division participated in the Insight Portal Training and Faculty Evaluation Training.

Aleks said he hasn’t been around much but he will have a report next time.

Carol reported on our FTES. We projected our FTES generation based on last year when the college was over our FTES goal. Thus we reduced costs by shrinking the schedule and planning to earn fewer FTES. However, we are losing more FTES than we projected both in summer and fall. At the same time, the district raised our FTES goal for the year. Hence, CCC added some late start classes to generate more FTES and will be growing the schedule in spring. We didn’t do the advertising this year we usually do in the UC/CSU newspapers for our summer classes.

The enrollment management is complicated, and FTES is hard to project in this changing economy and restricted budget times. The conundrum is we are not quite as productive as last year but our classes all seem to be full. We will still be spending a little bit less than last year. Carol thinks we will break even with our C contract budget. Michael said we had a three day period last week with web advisor problems. As of today, we are about 3,300 FTES and last year we had about 3,550 at the same time. Susan asked how is FTES is calculated for Coop Ed classes. Tim said Coop Education is calculated by units. Tim asked if the late start classes are advertised. Carol said on they are on the web and fliers are posted on campus and it will be sent on Constant Contact to all current students.

Meeting adjourned at 3:45 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President