

Management Council
Thursday, September 30, 2010
1:30 p.m., LA-207

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

Absent: Susan Lee

Officer Ted Testergee gave a demonstration on how to use the AED (automatic external defibrillator). Check victim for breathing if trained to do so. If trained in CPR give two breathes and check for pulse. If not trained in CPR, shake and shout the victim to see if they come to life. Open up the AED cabinet and remove the device. When you push the "open" button device the automated voice will talk you through the procedure. Call 911 should be the first course of action. Remove clothing from the chest. Tear open the package. Take the colored pads off and follow the diagram on where to place the pads on the body. Press the paddles firmly down on the victim. Do not touch patient while machine evaluates the heart rhythm. Preparing for shock everyone must stand back, away from the victim. Officer Testergee has distributed maps via e-mail of all of the campus AED's. Officer Testergee said citizens are protected by the good Samaritan law so employees should not be wary to use the device. He said there about 10 devices on campus. John said he was trained to continue compressions until medical help arrives. Once the shock is delivered it will tell you when it is safe to continue compressions. The machine is only to be used if the victim is not breathing and there is no heart beat. Mack suggested we schedule a CPR training for all of the managers. Everyone agreed.

1. **Collective Bargaining** – No discussion. Mack said we are still going to schedule training with the Deans on the UF contract.
2. **Committee Reports – DGC** - John said we need another representative from CCC. They are concerned with the budget and with the rolling dates and the need for more input from constituency groups. When the tentative schedule comes out we need to distribute it as soon as possible. Apparently DGC's schedule does not coincide with Chancellor's Cabinet. Mack will designate another manager to serve.

College Council – Michael will serve as the second manager. College Council passed the Basic Skills Budget Plan. Mariles mentioned in her budget presentation at the Council meeting that \$100,000 would be used toward upgrading computers for staff. There was also an update on the Martin Padilla Sculpture Fund.

DMC – Vicki said on October 12th we will meet with Gene Huff for Meet and Confer. This is where managers meet and discuss in place of bargaining.

DEEOAC – District and campus committees have not yet met. Mariles said our chair, Terence Elliot, is leaving for LMC. Mack asked for volunteers for chairing this committee. Mack will nominate someone and send them notice.

Staff Development Committee – Janis said perhaps the Staff Development could sponsor a CPR class for managers. The committee will be sending out a survey soon. The District-wide Staff Development Committee is working on learning aspects of technology.

3. **Budget Update** – Mariles said everyone has been inundated with budget updates with traveling road show and presentations at various committee meetings. Mariles said the budgets will be uploaded in Datatel today or tomorrow. We will be looking at district budget control systems.

4. **Management Training** – Mack asked if there is anything else we want to put on the table for management training. Last year we focused on Datatel training. Carol mentioned Portal training that is already occurring. Mariles asked when did we last participate in sexual harassment training as it is required annually. CCCSIG is trying to develop on-line sexual harassment training and they are planning to make it available in January. Mack said he has participated in the on-line sexual harassment training and it wasn't too bad although it takes around an hour and a half to complete it.
5. **Achievement Gap** - Mack said the district is focusing on the District's achievement gap and each campus needs to focus on this topic as well. Mack said if we drill down our numbers, we have discovered that specific groups do not fare well here. We have set aside \$40,000.00 in the budget to address this topic. This is a national issue and we have addressed it a lot of different ways. If we could solve the problem at CCC that would be a giant step forward. If we just look at the achievement gap by ethnicity, the playing field is not level. How do we develop a focus to improve for those gaps? Mack went over the charts from Chancellor's Cabinet. There was a long discussion regarding the statistics on the charts as to their accuracy. Mack would like to see the disparities closed among the different groups. Mack would like to take cohorts and follow them through their education tenure. Perhaps we need to make tutoring mandatory for the upper level math classes. Terence said we have to push service learning in the math and sciences. Terrill Mead is using serving learning activities in his math courses. Mack wants everyone to see the magnitude of the problem. There are some faculty that don't believe we have a problem. Contextualizing mathematics may be helpful for our students. We need to address as it institution and develop best practices to solve the problem. Priscilla gave Ed Cruz as an example of a great teacher with retention success. Terence commented that his students have the same instructor through all of the math levels: Ed Cruz. Frank said we need to deal with the "bad" instructors. Terence he said he had done that and sat down with the instructors that have the lowest retention rates. Mack said we need to look at numbers by ethnicity, by gender and then by instructor so we can help the instructors to improve their numbers. Our governing board is going to support this endeavor and they expect us to close our achievement gap. This will also make us look at our faculty to see if there are any prejudices they bring to the classroom. Mack said we are going to create a committee -- an Achievement Gap Committee to create strategies we can use and also use the Research and Planning Committee. Carol said we also need to achieve raising our levels for all ethnicities. Mack said we first need to look at the ethnicities to bring them up to the highest level. Any strategies we employ may be appropriate for any group. Frank said we really don't know what works and we need to spend some time concentrating our efforts in one area instead of diffusing the \$40,000 in many different areas to see what works. Mack said it has been proven for the last 30 years that EOPS has been the most successful with their students. Is it the book grants that makes the students successful? The multiple counseling visits that makes the students successful? Accessible tutoring that makes students successful? Or is it all of these things that make the entire program successful? Priscilla said we know cohorts our successful but it is expensive to provide those kinds of services to large cohort groups. Mack said we don't have the resources that EOPS has but we can do something institutionally. Michael said there are successful colleges we can look at to see what they do. It will take a fundamental, systematic change within our district.
6. Meeting adjourned at 3:51 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President

