

To: Management Council

From: Daniel W. Henry

Subject: Notes

Date: February 23, 2012

Management Council
Thursday, Feb. 23, 2012
2:00 p.m., LA-107

Present: Yasuko Abe, Michael Aldaco, Theresa Archaga, Nick Dimitri, Terence Elliott, James Eyestone, Donna Floyd, Dan Henry, Aleks Ilich, Helen Kalkstein, Bruce King, Viviane LaMothe, Priscilla Leadon, Susan Lee, Mariles Magalong, Jose Oliveira, Darlene Poe, John Wade

Absent: Vicki Ferguson

Guest: Wayne Organ

1. **Program Discontinuance Policy** – Wayne distributed a proposal for Revitalization, Suspension or Discontinuance of Instructional Programs. Currently, CCC has a *practice* but no policy. Wayne has vetted this presentation at the Academic Senate, Classified and the ASU.

There are five stages to this new proposal:

Stage One: Proposal Request – Multiple Triggers to include: President’s Cabinet, College Vice President, Department Chair, Division Dean and a full-time faculty member

Stage Two: Review of the Proposal Request by College Council - Task Force to include: Chair of Program, Division Dean, Faculty member in the discipline or related, Academic Senate President, CIC chair, UF VP, College council representative. ASU and Classified have also requested to be on this panel.

Stage Three: Program Analysis is quantitative data from research. This stage also includes a separate appendices for qualitative data for mitigating circumstances.

Stage Four : Task Force Program Recommendation Report to be completed in 90 days (no longer than a semester). Currently we tie this process to program review. This proposed policy allows College Council the opportunity to request further investigation.

Stage Five: Decision by College Council – Decision will follow standard College Council voting procedures. If President does not follow, he/she provides reason in writing. The timeline and actual process will be distributed.

Wayne will send the electronic copy of the proposal to Melody to send out to managers for editing.

Donna asked about program suspension. Wayne said the proposal includes the State’s definition that mandates suspending a program for no longer than three years. James asked about the curriculaNet system which involves the deletion of programs. Wayne said since we don’t currently have a formal process, this proposal would put a formal process in place for deletion of programs.

Dan thanked Wayne for his work on this proposal.

Donna said she would like to discuss this proposal at the dean’s meeting first before Management Council submits edits. James was invited to the Dean’s meeting on March 6th to help with the integration of the curriculaNet installation.

Assignment: It was agreed Management Council would wait until after the Dean’s meeting before submitting edits to Wayne’s new proposed policy.

2. **Introductions** - Everyone introduced themselves for Theresa Archaga's benefit. Theresa introduced herself. She is responsible for the Single Stop grant and works in partnership with the Financial Aid Office and other student services offices. Theresa encouraged managers to refer students in need to her as many are eligible for food stamps and other resources they may not be aware of.

3. **Collective Bargaining** – Helen said they haven't met yet. Darlene said Local 1 hasn't met yet either. Dan said the governing board is expecting us to use all of our reserves to meet the budget shortfall. No one anticipated the shortfall from lack of property taxes and student fees; therefore, the California community colleges owe \$149 million and CCC's share of our district's deficit is \$841,866. Dan said he will continue to send out budget updates.

4. **Reports – DGC** – John reported that John Al-Amin attended the DGC. If the tax measures pass, the district FTES will be 27,751 and if they don't pass, then the projected district FTES will be 26,208. CCC's share of the seven million dollar deficit is 1.7 million. DVC cut three academic manager positions. Box 2A has structural problems that are being addressed. The district employed a new auditor as the last one we employed for four years. It is the unofficial district policy to have a new auditor every three years. Rewiring for infrastructure repair district-wide will cost 8.5 million dollars out of bond money. This project includes fiber optics, a new telephone system, and campus wide wireless capabilities. Enrollment is over cap at all campuses.

College Council – Michael and James reported we reviewed our governance process for potential modification. There was no resolution and this topic will be readdressed after it receives more constituent feedback. There was concern on behalf of the faculty that the former staff survey did not address the effectiveness of our governance process. The Planning Committee will readdress the staff survey and bring it back recommendations to College Council. There was discussion on the *Achievement Gap* name. The general consensus was to use the *Achievement Gap* term in order to collect funding, but students feel that name places a negative onus on students. College Council agreed to extend the Strategic Plan timeline for our campus. The district respectfully requested that we extend our deadline so we may be placed on the same schedule with the district which would easily facilitate cross-walking of initiatives. Wayne Organ gave a 10 + 1 presentation which was a history lesson on AB1725 (shared governance). John announced the Achievement Gap district-wide meeting will be held on April 27th from 1:00 to 4:30 p.m.

DMC – No report.

MSD – Sue said they discussed the Nexus Program. District-wide staff development has an \$18,000 budget remaining in its coffers. MSD is proposing to use those funds for Great Teachers and Great Managers Seminars. Discussions ensued about each college employing a "techie" to offer computer help at each site. There will be district-wide Datatel training before spring break. Our campus retirement celebration is scheduled for May 6th at the Mira Vista Country Club from 3:00 to 6:00 p.m. Donna said we will have two faculty internships focusing on physics and culinary arts. These faculty internships are intended to broaden the diversity of our faculty.

Achievement Gap – Michael said they are working on establishing an early alert system. The student survey is proceeding as Michael is collecting names of volunteers who are willing to administer the survey in early March.

5. **Construction Update** – Donna reported the Music Building has been basically gutted so we will have a new Music Building after it is completed. We will be able to offer music classes in the new building in Spring 2013.

- We are waiting to hear about the fourth soil test for seismic activity for the College Center, which will determine where one of the buildings will be located. The first three tests came back positive which does not fare well with our original plans. Everything is on hold for the College Center as far as demolition and the ramifications of swing space. Dan said no matter what the outcomes,

there will be some level of redesign and a cost increase. The trenching is being done because there is a proposed part of the new building is in the seismic no-build zone.

- Room AA-219 is designated swing space for Student Life. The Macintosh computers are now in a consolidated A1A and A1B large renovated classroom.
- Underground cabling should be done by April.
- Visitor bleachers will be started. Home bleachers are a larger project.
- Elevator for the GA will proceed in June once it goes out to bid.
- Parking Lot 16 is being repaved and further discussion on the greenhouse will ensue before a decision is made.

6. Budget Update and Enrollment Strategies – Mariles said the Foundation has given the college \$50,000 for budget augmentation funds once again. The budget committee will use the same college council approved process to disseminate these funds. Mariles will send out the announcement and application process next week. Jennifer will be extracting information from the program reviews to place it on the annual plan forms to be completed as part of the annual budget augmentation process.

- Mariles said the FTES goal for CCC is 5,585 for the best case scenario. The middle projection of FTES is 5,475 and worst case scenario is 5,275. The associated budget reduction from best case scenario is anywhere if \$950,000 to 1.5 million.
- The college's plan for our reduction is threefold: 1) shrink our schedule which will equate to savings in C or part time hourly dollars; 2) reduce operating budgets; and 3) use college reserves.
- This year our FTES goal is 6,065. Projections put us at 6,215 which may have recurring expenses for more FTES. This is triggering more class cancellation and we are also looking to cut late start classes.
- The district is not projecting the budget beyond next year because of too many unknown factors at this point in time. However, we will still be in reduction mode. We will have to start looking at program and service cuts as we cannot continue to evenly cut across the board. We cannot continue to invest our energies in stand-alone classes, life-long learning classes and community ed classes. There are discussions about how much we need to reduce our summer offerings. We do not anticipate many multiple section classes except for Math and English.

7. Management Evaluation Timeline – Mariles said there is a new four-year process. We will have training by district human resources and the April Management Council meeting. The four year cycle includes the following rotational standards: goal setting, comprehensive degree equivalent and regular evaluation. Mariles used the last evaluation schedule in order that that no one manager becomes overburdened with too many evaluations.

8. Cash Handling Procedures – Mariles sent out an e-mail to the affected managers from the district internal auditor. The auditor developed recommendations for each of the areas that handle cash. Ronki, the district auditor will return to CCC to check our progress on implementing the recommendations. In the meantime, Mariles will meet with affected managers on an individual basis.

9. Upcoming Technology Projects and Campus Impact – James began his presentation with the Datatel migration. Datatel will be down over Spring break as district is updating a major component of Datatel. During that week neither web advisor nor Datatel will be operational. The web based version of Datatel will be used after spring break. Everyone's computer will need the free Microsoft component called silver light. The new Datatel web based version will not be able to run queries or wiz files and all queries or wiz files will have to be requested through district research via the portal.

- We are in the process of procuring 250 PC's and new monitors and 25 new Macintosh computers. We are looking to replace many of our archaic computers on campus. We are planning to recycle the older computers in other areas on campus.

- Everyone will also be migrating to the new e-mail system that the district has already implemented. The new e-mail will give everyone 10 KB volume and allow users to e-mail larger attachments. Sky drive is a drop box storage “in the cloud” on the internet that may be accessed from any computer. Timeframe for new computers and migration for email is early April. The Test group for the new migration will be Culinary Arts and Business Office.
- Staff Development developed a schedule for website training for every other Wednesday from 12:00 to 1:00 in the CRC. Drop in training to begin next Wednesday. The schedule is posted on the staff development calendar.
- The 8 million dollar infrastructure update includes updating our network infrastructure. This will include replacing our phone and voicemail system. Our current phone system is ten years old and difficult to repair as replacement parts are no longer manufactured. Voiceover will run on district IP.
- All of the related wiring will be replaced district-wide. We will have a brand new security system with wi fi and new phones and unified messaging. Phone messaging will be integrated with e-mail and everyone will have a speaker phone. Conference rooms will have modernized conference phones. The police will know the origin of any 911 with the new phone system. Unified message feature will allow the user to listen to voicemails from their computer via e-mail.
- We will begin the work for phones on our campus in June and January of next year is when the bulk of the work for the transition will be taking place. New phones on desks will occur in November 2013. Our campus will receive new phone numbers as our area code will not allow us to have the same number as our current extensions. CCC employees will have a 5 digit extension internally and we will not all be switched over to the new system simultaneously.

10. **Around the Table** – John announced that Saturday our Men’s Basketball team plays City College of San Francisco for the play-off game.

Meeting adjourned at 4:18 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President