

To: Management Council

From: Daniel W. Henry

Subject: Notes

Date: March 29, 2012

Management Council Notes
Thursday, March 29, 2012
2:00 p.m., LA-107

Present: Dan Henry, Sue Abe, Michael Aldaco, Theresa Archago, Nick Dimitri, Terence Elliott, Vicki Ferguson, Donna Floyd, Aleks Ilich, Helen Kalkstein, Bruce King, Viviane LaMothe, Priscilla Leadon, Susan Lee, Mariles Magalong, John Wade

Absent: James Eyestone, Darlene Poe

Guest: Wendy Williams

1. **SLO & AUO Process – Next Phase** – Wendy Williams distributed a hand-out. We are on track in the SLO process; however, we need to incorporate the results of the assessments into the college's institutional planning processes. There are three tasks we need to address: 1) Establish an on-line SLOA form; 2) Establish a clear well documented process that links program review results (including SLO analyses) with all institutional planning processes and resource allocation processes; and 3) Establish a process for continually improving SLO assessments and evaluations. Institutional SLOA's dovetail the course and program SLOA's. We need to aggregate the data to simplify this process. Wendy said she needs to investigate the Curricunet additional piece before we purchase it for \$15,000. Ohlone College has the Curricunet program review add on for \$25,000 that maintains the consistency of how the information is presented.

Authentic assessment basically means not using multiple choice assessments. We need assignments that require a rubric for assessments. This may require extra work from some faculty. AACJC is also pushing benchmarks called Sustainable Continuous Quality Improvement. The institution must help faculty to accomplish the extra work and show the link between student assessment efforts and institutional resource allocation decisions.

2. **Collective Bargaining** – no discussion.

3. **Management Council – Structure/Purpose** – Dan said he sent out an e-mail with the Management Council agenda suggesting a slight restructuring of these meetings. He asked for management feedback. Dan said he feels this meeting should be structured so managers are sitting facing each other to promote discussion. Terence offered PS-107 to be used for this meeting so managers may sit in a "round table" style if the Fireside Room is not available. Viviane said the meetings should start on time and the agenda move on so the meetings end on time. Everyone appreciated receiving the facilities report in advance. Vicki said she likes the idea of sharing experiences instead of *Around the Table* with just making announcements. Since the next management council meeting has management evaluation training given by Andrea Gonzalez-Lewis, we will stay in LA-107 for the April meeting. We will also add an "Outcome" column on the next agenda. Dan continued to say we just listed district-wide committees on the report list but that committee reports may be given as needed.

4. **Committee Reports - Facilities Report** – Donna said that Nick corrected the construction update sent earlier. Four, not three, portables will be brought in for swing space for the Bookstore. The Humanities building will not be demolished until early next Spring but that is contingent upon the answers to the seismic issues around the new campus center. At the very best, we will not have to redesign the entire building, but perhaps just a small space near the seismic zone.

DGC – John Wade – Melody will scan the DGC budget projection and send it out with these notes. The district is polling the entire county to inquire about the possibility of passing a bond measure and parcel tax. If the poll does not look favorable in other parts of the county, West County may proceed alone without Central and East County. Reserves should be used at the college level before district reserves are used. There will be a large gap in the district budget if the tax measures do not pass.

DMC – Nick sent out an e-mail requesting votes regarding the steps that a manager, supervisor or confidential could enter upon hire. Three options were given. Dan stepped out of the room while Nick explained the differences between the options and a hand vote was taken. The district is continuing its pursuit of looking into Anthem Blue Cross in place of Health Net.

5. **Budget Update and Enrollment Strategies** – Mariles said the deadline is tomorrow for annual plans requesting budget augmentation. Dan said we had to “back out” some FTES after analyzing attendance accounting problems in some departments. We are tightening up our positive attendance accounting. Dan said this really becomes a faculty issue and we have to ensure there is appropriate training among faculty who teach positive attendance classes. There was discussion about Hours by Arrangement and Positive Attendance classes.

Donna said they have reduced the summer schedule by 30% --a little over 200 FTEs. They are comprehensive cuts -- Counseling is not offering anything over the summer. We have cut out blocks of courses such as Dental Assisting, Early Childhood, etc. This affected our Fall and Spring numbers so we encouraged the deans to increase the draft Fall by roughly 2.6%. -- about 66 FTES or 22 sections. The increase is based on the reductions of the summer schedule from the draft schedule previously submitted. We did not renew our Cosmetology contract. We may have to offer a few Cosmetology classes in the summer order for those students to finish who are in process.

6. **Announcements** - Dan announced the classified Colors Workshop scheduled on April 13th from 9:00 to 2:00 p.m. and asked the managers to encourage their classified to attend.

- Viviane announced out of 19 applications for the Kennedy King Scholarship, CCC has eight winners. A combination of DVC and LMC yielded nine winners.
Susan announced the Crabfeed Athletic Fundraiser is scheduled for April 28th and tickets are \$35 each.
- The Annual Food and Wine is scheduled for April 15th and tickets are \$35.00 each.
- The annual Scholarship Ceremony is scheduled for April 27th at 6:00 p.m.
- The annual Retirement Celebration is scheduled for Sunday May 6th at 3:00 p.m. at the Mira Vista Country Club.

Meeting adjourned at 3:20 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President