

To: Management Council
Subject: Notes – May 24, 2012

From: Daniel W. Henry
Date: May 24, 2012

Management Council Notes
Thursday, May 24, 2012
2:00 p.m., Three Seasons

Present: Dan Henry, Sue Abe, Nick Dimitri, Terence Elliott, James Eyestone, Vicki Ferguson, Donna Floyd, Aleks Ilich, Helen Kalkstein, Bruce King, Viviane LaMothe, Priscilla Leadon, Susan Lee, Mariles Magalong

Absent: Teresea Archaga, Darlene Poe, John Wade

1. **Collective Bargaining** – No discussion.

2. **Committee Reports** – Nick reported on District Management Council. DMC is holding elections for new committee members. After no one else volunteered to serve on this council, Nick, Viviane and Vicki agreed to remain as the CCC representatives. Terence will once again serve as the alternate and Sue Abe volunteered to be the second alternate.

Terence reported on the DEEOAC. He is the chair of this committee. The State has not accepted the equity plan because they said we have to include the data. Terence said this committee is in need of a student and classified from CCC on the committee. Vern Cromartie is the CCC faculty rep. The committee meets once a month. The committee is focusing on training in hiring—how we approach diversity in our hiring processes.

3. **Construction Update** - Donna gave an update to the previously distributed Construction Update. The Music Building lockers will be painted by students for no charge and the paint will be paid for out of the bond monies. After some discussion, it was decided the Music Department will move from the Humanities Building into the newly renovated Music Building over the winter break even though the completion date for the Music Building is September 24th. There would be too much disruption for classes to move during the Thanksgiving holiday break. Parking Lot 16 renovation has been placed on hiatus for the time being. Dan said we did receive a phone call from the Geological State Agency that they have received our report and plan on working on it in the near future. Donna continued to report that the portables to house the Bookstore are planned to be here so that the Bookstore can move in the Spring.

4. **Parcel Tax Measure** – Dan said the District will move forward with a parcel tax. The parcel tax is for \$11.00 per household. The proceeds will be for six years and start in 2013-2014. Dan reviewed our proposed language to include in the bond measure.

- Preserve job training programs in health career fields, including registered nursing
- Preserve course offerings in laboratory sciences
- Provide additional student support services by increasing hourly staff support for counseling and matriculation; hourly counseling services
- Offer additional sections of key transfer career technical education, and basic skills courses
- Increase the number of smart classrooms and replace aging IT equipment
- Perform deferred maintenance to create a quality learning environment to increase safety of students and staff

The parcel tax monies cannot be used for permanent salaries and benefits. Registered Nursing was selected because it is an expensive program for which the college could use support. This strategy would free up operational dollars from whatever program we decide to help with these funds.

The entire bond equals over three million dollars with \$785,000 as our share, each year, for six years.

5. **Grant Application Approvals** – Dan said a couple of grants have been awarded recently and typically he knows who they are connected to on campus and that they have received sufficient review. However, there were a couple of examples where folks obtained grants on their own and we didn't know who was responsible for the grant or what we were supposed to achieve. Dan recommends that all grants be vetted through a specific body/committee before any commitments are made. We don't have a lot of control over many of the grants and the timelines are often short so a process is needed in order to rapidly communicate the grants' needs prior to final approval to those involved on campus. Mariles said after all of the approval processes and vetting of grants, the Business Office needs to run the numbers to ensure the grant will help our institution. We should not be subsidizing any grants.

There was discussion about Seti Sidharta's involvement in grants as Mack had given her an additional five percent in order to coordinate campus grants. Dan said Jennifer Ounjian did pull a list together of grants and listed corresponding names of who is in charge of them after one meeting. Since then, communications on grants has been scarce. Dan announced Wayne Organ as the new Planning Coordinator as Jennifer will return to the classroom full-time. Wayne has followed through on the Achievement Gap Survey and mailed it off in a timely manner. He will be the contact person for the remainder of the survey process.

Nick said the district has a process for the college accepting grants but apparently the process has been lost over time. Nick also said the district should be signing off on all grants as the fiscal agent not campus employees.

Dan suggested that a subcommittee of Donna, one instructional deans, Nick, Seti, Priscilla and one student services representative meet in the Fall to develop a straight-forward, simple grant proposal application process for the campus.

Meeting adjourned at 2:47 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President