

To: Management Council
Subject: Management Council Notes

From: McKinley Williams
Date: Sept. 1, 2011

Management Council Notes
Wednesday, August 31, 2011
2:30 p.m., AA-135

Present: Sue Abe, Michael Aldaco, Terence Elliott, James Eyestone, Vicki Ferguson, Donna Floyd, Aleks Ilich, Helen Kalkstein, Susan Lee, Viviane LaMothe, Mariles Magalong, Darlene Poe, John Wade, McKinley Williams

Absent: Nick Dimitri, Bruce King, Priscilla Leadon, Jose Oliveira

1. **Collective Bargaining** – Five minute report was given along with discussion. Mack said he attended Chancellor’s Cabinet this morning and they discussed the budget and college/district financial obligations. The money that was originally reserved for banked load now has 1 million remaining after paying for those faculty who are on banked load. There will be no banked load monies remaining once the 1 million is exhausted. Mack raised the concern that the colleges cannot budget enough money for all of the banked load we have incurred. This will become an issue. Terence said our largest banked load faculty members are taking their banked load now.

2. **Committee Reports:** Mack said we added the Achievement Gap Committee to the report list and removed the EEOAC.

DGC – John said they will meet September 6th. Mack will draft another manager to enlist as an alternate.

College Council - First meeting is scheduled on September 14th.

DMC – Viviane reported that management evaluations that district HR conduct training. Possibility of additional alternates and allowing two alternates instead of one because it is difficult holding a quorum. Viviane said the chair will amend their constitution should the electronic vote for two alternates if the two alternate proposals pass. Health alternative Anthem Blue Cross was discussed in place of Health Net. Reps from Anthem Blue Cross provided a presentation of their services. They focused on general services without detail and costs. They offers three options: HMO, EPO, and PPO. Costs vary but all are less than Health Net. The EPO option offers retirees service outside of the State of California. There are still questions about co-pays. They have are over 14,000 providers and a list of providers will be on their website. Employees could change their plans monthly. Retirees would be covered over 65 years of age in place of Medicare. The co-pay is 20% for HMO but we do not know 20% of what? Some members hope to have the opportunity to change to Anthem Blue Cross by the open enrollment (October) but given the further research needed, we are not certain this will occur. Viviane is hopeful there will be more information at the next meeting.

Management Staff development – Committee has yet to meet.

Achievement Gap – Michael said there have been meetings during the summer. Michael said we will make decisions on hard facts as the committee wants to be data driven. We will use a national survey with the patterns of engagement between students and faculty in the classroom. Mack asked how much the survey costs and Michael said it about \$8,000.00. Rick Ramos is the point person on the committee for teaching and learning. We have discussed the possibility of faculty getting together on Fridays to talk about learning issues in an informal setting. The committee will also look at strategies to make advising available to students through peer advisors (students) and interested faculty advisors on a discipline basis. The committee also wants to ensure that all new students have the proper induction to Contra Costa College so they are equipped with all of the necessary knowledge they need to navigate through registration and other services provided at CCC. Michael said they will have a standing monthly meeting

as they are still trying to convene all members. Helen asked if others can attend the meeting even though they are not official committee members. Michael said there is a lot of interest across the campus and said they will find avenues for others' participation. Rodney Wilson and Albert Ambris are the two student representatives on the committee. The committee also has the desire to dovetail with the district's achievement gap strategies. Helen mentioned the R & P conference in San Francisco coming up next month with a \$375.00 registration fee. It would be nice if we had a team attend this conference. Helen said she attended this conference last year and they targeted all of these strategies. Mack said we discussed faculty advisors at President's Cabinet. The college used faculty advisors years ago but it became a touchy topic when counselors raised opposition to faculty advisors. Wayne Organ will be meeting with counselors to find out how we can amicably have faculty advising once again.

3. **Emergency Situation** - Mack said we recently had an emergency situation in the PE area. Rudy called and had concerns about the response time of Campus Police. Mack walked down to PE and talked to the instructor who witnessed the incident. The instructor dialed 911 and that didn't work, then the instructor dialed the division office and there was no answer, and then the instructor dialed the Operator and that didn't work since we do not have an operator. Bruce happened to come along and called campus police for the instructor. Mack asked if we could have an emergency list posted on or by the telephones. There was discussion about why our faculty don't know we have a police department on campus and our police department needs to be contacted first in emergency situations. Mack asked Mariles to take this back to the Safety Committee. Mack said the next step is to inform everyone of the emergency number.

4. **Budget** – Mack doesn't think anything has changed as far as the dismal budget outlook is concerned. Mariles said we did receive growth funds in 2010-11 which equated to over 400,000. The District estimated our assessment at \$400,000 less than initially anticipated. That increased our budget for 2011-2012. We received over \$400,000 from the District for banked load. The district will cover banked load for another year and then it is our responsibility. The district is only paying for faculty taking 1.0 banked load. Faculty taking less than 1.0 banked load is our fiscal responsibility. Mariles said the DVC purchase of FTEs is \$250,000. With annual cost increases and the possibility of having to pay for last year's HBA classes, we don't know how much more we will owe. Michael gave us an estimate of \$900,000 plus for HBA classes for 2010-2011 in a worst case scenario. If the auditors decided to audit 2009-2010, the amount could be much more than that. Donna said they are meeting on Friday and have put together strategies for the auditors; however, the final decision rests with the external auditors. Donna said our 320 report showed a discrepancy for several courses. Mariles continued to report the liability potential for 2012-2013 includes district wide health care costs and the reinstatement of full salaries (a little over \$300,000 for us) should the furloughs be discontinued from 2011-12. Mariles said each division is going to receive \$10,000 for copying costs with dismantling of campus reprographics. Budget discussions and updates will continue in the Traveling Road Shows presented by Mack and Donna. Our district assessment is 6.2 million. Mack said at this month's board meeting they will show the reserves in their budget presentation at 37 million and that figure includes the campus reserves. Our share of those reserves is around 4.5 million dollars. Mack said most of our dollars are committed in preparing for the 2012-2013 budget as our subsidy from district decreases; we have to pay back our ISA obligation, anticipated step and column increases, etc. Mack said currently the district is liable for 14 million in banked load and vacation time if all employees were to cash out.

5. **Management Goals** – Mack reminded everyone to turn in their goals. Everyone is still working on them.

6. **AUO's and SLO's** – Mack said as part of our accreditation process we need to discuss our AUO's and SLO's and our meetings. Mack reported with the Foundation AUO's – completed our program review and included one AUO. We have yet to assess our AUOs given we have to survey participants of the scholarship ceremony, golf tournament and hall of fame.

Susan - will present the Library SLO's next month.

Vickie reported on Matriculation. They had four SLO's and four were assessed. One was fully met, two was 50% successful and one is still in progress. Students will use eSARS to schedule their counseling appointments. Baseline is 101 students were scheduled in 08-09; over 200 students scheduled in 09-10 and over 800 students scheduled in 10-11. We are trying to encourage more students to use web advisor during the priority registration period aiming for a 2% increase in online usage. We are also trying to increase the number of students who know their web advisor name and password. We held a marketing event in student services to show students how to register on web advisor using an incentive of a target gift card by raffle in 09-10 for participation to this event. We are also trying to increase the number of students knowledge of the courses needed to obtain an AA or AS degree and the number of units it takes to graduate. Matriculation tracked and continues to track students in English and math basic skills. There have been several changes in budgeting that has affected the assessments of SLO's and AUO's in student services. Additionally there have been changes to web advisor and students are still struggling in this area. We continue to work on our SLO's.

Jose is on paternity leave so his presentation will occur upon his return.

7. **Managers on Fall 2011 Validation Teams** – ECE – Vicki; Humanities/Philosophy - Aleks; Counseling - Helen; Certified Nursing – Donna; Math – Mariles; Nursing – Sue Abe; LaRaza – Susan Lee; A & R – Terence; Business Services – John

8. **Grants** – Mack said we have recently received two grants \$100,000 from Chevron for CSE to increase the number of high schools (non MCHS students) to take advantage of college courses. We also received the Single Stop grant. Single Stop is a national grant that comes from Obama money for completion. Basically it is where we will be able to provide services for our students to include legal information, tax information, and social services. We will receive funding to hire a coordinator to pull together those resources at our campus. Mack thinks this will be a boost for our campus. Mack said we will collaborate with Spark Point which also provides these services in our community. We will have to provide an office for the coordinator. They also want us to obtain matching funds. Mack is calling the Richmond Community Foundation to see if we can obtain money from them. Mariles will be identifying the space and equipment on campus for the coordinator. Mack said the coordinator would probably be placed in Student Activities. We will have to find a confidential space for students to meet with lawyers for legal advice.

Mack asked everyone to check out the iPivoted.org website. Mack will send out the article to managers. Ben Steinberg wanted to start a Foundation or an internet Financial Aid support to students. The website is similar to the donors.choose website where teachers ask for money for field trips or classroom supplies and interested donors provide that money online. On the iPivoted.org website, students post profiles of their educational goals asking for money. If they raise the money, the money goes directly to the college or institution, not to the student. Out of the 15 students profiles posted on the website, 12 or 13 are from CCC. The profiles stay online for six months. This website is available to all students in America and it costs the students nothing to post their profiles. The website receives 15% off the top of the donation for administrative costs. Mack believes that Mr. Steinberg has a letter from the government for students who reach their financial goal from the iPivoted website that states the monies they received from iPivoted will not be counted against their financial aid.

Mack continued to report the college has passed the first hurdle in the Gateway grant process. The grant is in collaboration with WCCUSD, to provide WCCUSD with career counseling and students in academies. The grant allows us to hire a coordinator to fulfill the requirements of the grant and it will be administered under Priscilla. All three of our colleges received the Gateway grant. We have been invited to participate in Phase 1.

9. **Around the Table** – Viviane said they survived late registration. They paid almost 1.3 million by the first Friday of the semester and served over 4,000 students, a lot of whom were late registration. Mack asked how long does it takes to receive financial aid if a student applies on the first day of school. Viviane responded by saying it is about four to six weeks.

Donna wanted to thank Darlene and her staff for picking up student desks in Pittsburg and at Salesian High School. We received 50 plus student desks.

Michael said we may expect new Title V regulations on repeating classes. Currently students can receive a substandard grade and repeat three times. The new regulations state a student may take a course once and repeat twice and all W's are interpreted as an attempt of enrollment. Michael said there is also some district interest in *pay to stay*. A lot of colleges have hard deadlines to pay for college. This will have a tremendous affect on our campus if students have to pay for all fees at registration or within the first week. Mack wanted to know why LMC's debt collection is the lowest. Our total college debt is 30 million district-wide. Mack said Peralta gives students a promissory note and they are probably going to terminate that because it has been too problematic.

Susan announced on October 14th at 10:00 a.m. the Art and Culinary Departments will collaborate on the *empty bowl project*. You buy the bowl at the Art Department and Culinary provides the soup and bread. \$10.00 October 16th champagne and chocolate fundraiser from 12:00 to 3:00 p.m.

Nader will have gala dinner with Creole theme for drama production of Vampires.

Sue announced this coming Monday she is invited to give a presentation to Japanese visitors approximately 25 government employees and politicians. She is hoping they will come here rather than her trekking to Oakland.

Terence said they are having a meeting on Friday at 1:30 in PS-106 for those interested in visiting Cuba. The trip abroad is sponsored through Merritt (African American Studies Department chair at Merritt). The trip is scheduled for December 13 through 20, 2011. Aleks said both DVC and LMC are also planning Cuba trips this year and these are college programs not international education.

Vicki said Student Services discussed office hours and as a result Financial Aid and A & R will be closed on Fridays in order that they may catch up on the processing of paperwork. They will also try a pilot of serving students in Student Life on Fridays. Staff will still be able to call Student Services Offices on Fridays. Michael sent out a data card for the Insite Portal. Only about 7% of students opened their Insite Portal messages. Vickie said they have developed a basic card on how to open the Insite Portal. The only way students are notified from CCC is on Insite Portal. Even with students' personal e-mails, only 32% respond to college e-mails. This is a transitional time for our students. Mack said perhaps the Advocate could write an article on this problem to alert students that they need to access their accounts in the Portal. This is a district wide problem. Susan said there have been technological problems with Insite Portal. Terence said MCHS has a video they show to their students addressing the use of the Portal. Perhaps we should follow suit.

Meeting adjourned at 4:05 p.m.
Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President