

To: Management Council  
Subject: Management Council Notes

From: McKinley Williams  
Date: November 3, 2011

Management Council  
Thursday, November 3, 2011  
2:00 p.m., AA-135

Present: Sue Abe, Michael Aldaco, Nick Dimitri, Vicki Ferguson, Donna Floyd, Aleks Ilich, Helen Kalkstein, Bruce King, Viviane LaMothe, Priscilla Leadon, Susan Lee, Mariles Magalong, Jose Oliveira, Darlene Poe, John Wade, McKinley Williams

Mack convened the meeting at 2:10 p.m. Mack said we will have a visitor named Deborah Mann joining us today from Solano Community College. She is participating in a leadership program and wants to see how we conduct our management council meeting.

1. **Collective Bargaining** – Helen K. said they haven't met. Mack mentioned the district is talking to the bargaining groups about returning some of the concessions as per the caveat should the district incur a large reserve. The end result may be that more cuts may be needed if concessions are returned to the bargaining units..

2. **Committee Reports – DGC** – John said they met yesterday as well as earlier last month. LMC wrote a letter to the district listing the names of their 87 employees who were laid off. Chancellor Benjamin recognized the letter. SB 43 was reviewed. This may hurt community colleges with having 8<sup>th</sup> grade level as the cut off age to attend community college. Adult education has taken a huge cut. Basic skills also need more money. They discussed union vs. non union contracts for construction. DGC decided this was not a DGC issue. DGC discussed using the CCC Confer meeting option but opposed this option because of the lack of interpersonal connection. John commended CCC for having the largest contingent of students representing CCC at the district office and with DGC.

**College Council** – Michael said it was a productive meeting that only took an hour. It was announced at College Council that the final decision from the Planning Committee is to continue to have each department complete the annual unit plan. College Council gave administrative approval to proceed with student survey from an agency as part of the Achievement Gap Committee's initiatives.

**DMC** – Nick said on Feb. 1<sup>st</sup> each location will determine where they fall in the evaluation process. Vicki and Mariles will serve as our campus experts for the evaluation training scheduled in the Spring. DMC will seek a vote for Anthem Blue Cross from all constituencies. If the vote proves favorable, the change in medical providers will occur in July. Nick said the cost savings to change medical providers is now somewhat questionable. Vicki said there was a survey regarding the furloughs give back.

**Staff Development** – Sue and Susan attended a meeting last Monday. Sue said we will engage in some local staff development activities. Mack reminded all of the managers that they must complete sexual harassment training on the computer by the end of December.

**Achievement Gap** – Michael said in addition to the student survey engagement, they opened up counseling issues. They want to establish a SARS early warning system. We would like to implement it district-wide and hope the district will pay for it. They are exploring appropriate roles of student peer counselors as well as exploring the feasibility of students having a complete education plan by the end of the first term. Mack said perhaps peer counselors and advisors could attend to the students who did not need comprehensive counseling services. Susan said she hopes faculty advising will be reinstated because it helped her learn how to complete a student education plan. Helen said the basic skills initiative

has given the opportunity for instructors to take accelerated courses. She said part-timers will be more than likely to apply than full-timers.

3. Guest Deborah Mann came in and everyone introduced themselves. Deborah said she is in the ACCA leadership program. Helen Benjamin is her mentor. She said she worked closely with Priscilla and Kim Shank from DVC.

4. **Budget Update** – Mariles said the reserves have been the hot topic of discussion and are still being discussing yet no decisions have been made. A proposal will be brought to Chancellor’s Cabinet on Tuesday. One of the proposed caveats will be each college may keep a 7% reserve to pay the bills and assessments for 2012-2013. If we have to split our reserves 60/40 to district, we would have lost 1.6 million in the initial calculation. That would have been 40% over the 7% of our reserves. The district recalculated and has now said we will have to pay them a little over \$200,000. Mariles asked for a one year grace period before returning any reserves to the district. Mack said he will continue to make the claim for our cause for the 2012-2013 budget. Mariles said the we have cleared for the most part our HBA/TBA but our audit report will show an exception. Mariles said showing an exception will be good for us as the State suspiciously views any college who claims no exceptions. Michael said he thinks we did pretty well. Our error rate is 5% and DVC’s error rate is 19%. Michael said we had a class with no records which did not serve us well in our audit. Mariles said we are in compliance with our budget with the 50% law as it is a district-wide number but if we add the district assessment we are not in compliance. DVC is carrying the district with the 50% law and DVC is willing to sell their points to the other two colleges. Mack said this conversation will continue at the next district meeting.

5. AUOs/SLOs –

6. **Classified Employee of the Spring 2012 Semester** – Vicki said she will send out the form in the morning and managers will have two weeks to vote.

7. **Smoking Ban** - Mack said he attended the CEO meeting in Sacramento and there were two items that were addressed. One: Legislation was passed for a smoking ban at community colleges which means we may now cite folks for smoking on campus. There has to be a district board policy passed first. Second: There was a law to give foster children priority registration. Mack said we have a couple of foster children programs on campus. Vicki said we are identifying those students in preparation to implement this new legislation and we already implement priority registration for veterans.

8. **Revised Program Review Instructions** – Helen K. said she was on a validation team and writing a self study simultaneously. She found some redundancy and clarity needed on the validation forms. She has already vetted her suggested changes on the program review forms with ASU and at division meetings. Academic Senate had a lot of questions. She added a title on the validation team instructions. SLOs and AUOs were built into the action plan. Mary does a daily update of the SLO chart so page 6 (Appendix I) can be deleted because no one uses it anyway. Helen added questions on Part B of the Validation Form. Helen suggested once the forms are cleaned up that the forms be replaced on the web site. The validation forms were revised by management council.

9. **Around the Table** – Vicki said we need to revise the steps to follow when dealing with disruptive students in class. Managers need to review the steps for revisions. Susan said DVC’s guidelines define disruption of behavior. Mack said perhaps we could list helpful hints on how to handle disruptive students. Priscilla said if this is the primary policy then what should happen if the faculty has a relationship with the student? Why can’t the faculty try to resolve the situation before calling the police? Vicki said this was meant to distribute to full and part-time faculty in need of assistance during an altercation in the classroom. Always the first preference would be for faculty to handle the situation by

themselves. However, if that doesn't solve the problem, then the Dean of Students should be contacted immediately. Mack said there needs to be some classroom management training. Mack referred to our policy on disciplining students with a classroom suspension. The managers said they also need a non-classroom setting policy. John said he is opposed to calling the police for every situation when most situations do not require police and can be handled with isolating and talking to the disruptive student. These guidelines will be brought back to Student Services for further discussion. Bottom line Jose emphasized is when a physical altercation is observed, do not physically involve yourself.

Bruce said we have daylight savings time this weekend. This means our annual *walk about*. We will continue our tradition of walk abouts to find unsafe areas on campus in the evenings. Bruce distributed his team lists and has set November 17<sup>th</sup> as the date for our annual walk about. However, teams may set their own date in they prefer.

Susan and Helen may be calling on other managers for assistance. Helen and Susan will leave the day after Thanksgiving for a trip to Korea. Helen will go on to China from Korea. Aleks has arranged for Susan and Helen to meet with those interested in international education. Helen will assess English level abilities. This is a good opportunity for us to gain international tuition. We receive \$600 per student for each class. The Korean contract said they have 50 students. Aleks said this is not a vacation trip but is a working trip. This is supporting the district-wide initiative to get everyone involved in supporting international education. China is preparing students in English to transfer to CCC. Susan said we are trying to identify the general education classes that can be offered on line for international education. Susan said we need to write a substantive change proposal for accreditation and we need to convince the accreditation commission that we can provide all of our student services to the international students that we do for our students.

John said we have a meat and seafood sale on Saturday at the PAC from 12:00 to 5:00 p.m.

Helen said the speech showcase is on the 17<sup>th</sup>. Mack said the new speech department area is dynamic.

Viviane announced that the scholarship season has started. Letters of recommendation will be needed for our students. Kennedy King scholarship is offered again and we will try to schedule mock interviews again this year with potential applicants.

Mack said November 18<sup>th</sup> is our Hall of Fame at the Mira Vista Country Club at 6:00 p.m.. This year we will have a silent auction. Inductees: Sylvester Greenwood (posthumous), George Miller, Eric Zell, Eddie Mure, and Nat Bates. We will ask Eddie for a piece of her art to include in the silent auction.

Meeting adjourned at 3:41 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President