

To: Management Council From: Denise F. Noldon  
Subject: Management Council Notes Date: February 1, 2013

Management Council Agenda  
Thursday, January 31, 2013  
2:00 p.m., Fireside Room

Present: Sue Abe, Teresea Archaga, Karl Debro, Nick Dimitri, Terence Elliott, Donna Floyd, Aleks Ilich, Helen Kalkstein, Bruce King, Viviane LaMothe, Susan Lee, Mariles Magalong, Mayra Padilla, Darlene Poe  
Absent: James Eyestone, Vicki Ferguson, Priscilla Leadon, Jose Oliveira, Jeanette Moore, John Wade

1. **Collective Bargaining** – Mariles no report for Local 1.
2. **Measure A Construction Update** – Donna reviewed her construction update list. She said the “College Center” should say “**New** College Center”. The design for the New College Center will be submitted to DSA.
  - The portables for the bookstore will be leased instead of purchasing them.
  - We have yet to purchase a food truck. The plans are to locate the food truck behind the Library.
  - The key elements on the punch list for the Music Building will be completed on Feb. 8<sup>th</sup>.
  - Swing space for Student Life was discussed as Student Life has identified another space other than AA Building in order to accommodate Gateway who is already housed in AA-219. Denise said the other space identified by Student Life may not be feasible due to liability issues. It may be that Gateway will have to move and Student Life will move into AA-219. Room AA-109 is being cleaned out which may be a potential space for Gateway. Denise reminded the managers that swing space is temporary and the ultimate outcome will be worth it.
  - Denise said we need to develop a new facilities master plan. Our current master plan may not reflect where we are now as a college. Currently, the State is in a much better fiscal situation so we will have to be prepared with a facilities planning process should State monies become available.
  - Denise announced that later on in the semester we will have a formal opening of the Music Building.
  - In December of this year, the District will celebrate its 65th anniversary, and in 2014, Contra Costa College will be 65 years old. We may want to develop a fundraising campaign around this significant anniversary i.e. raise \$65,000 or \$650,000 or more.
3. **Committee Reports** – DMC – Nick said the Anthem Blue Cross meetings will be site specific so a representative will visit each college.
4. **Classified Employee of the Semester** – Helen has two nominations thus far. February 11<sup>th</sup> is the deadline. We are hoping to have two names by February 11<sup>th</sup>—one for Fall 2013 and one for Spring 2014.
5. **Validation Teams** – Africana, Chicano and Ethnic Studies – Denise; Public Safety – Darlene; Vice President’s Office – Karl; President’s Office – Mayra; Liberal Arts Division – Susan Lee.  
We will schedule validations during flex week again. The majority of the faculty met during flex week in January even though it is not required for them during flex week.
6. **Around the Table** – Denise said the Box 2A process was revised to include faculty participation from beginning to end. The faculty who submitted applications were able to present their proposals to Donna, Wayne, Jeffrey and Denise. There were 13 applications and all but three presented their proposals. Denise said they were able to fill six positions through this process: Biology, Chemistry, Culinary, Nursing,

Astronomy/Physics/Engineering, and Reading. Department faculty were elated once they learned they were receiving a position. Denise continued to say with these new faculty positions as we are looking to increase our enrollment and student success in the these departments. The deans will work jointly with the faculty to ensure the best selections to fill these new faculty positions. Faculty gave positive feedback of this new process including those faculty members who did not receive a position. Denise thanked Mariles for working on the identification of funding within the budget for these positions. We didn't fill the EOPS position yet because we have interim person in a position and the outcome of that search process will determine what type of EOP&S position will be filled at a later date. The application we used in this process was modified so that we could use it in other planning activities and procedures. This revised process and application and addition of a rubric shows a connection between our planning and budget process. Denise thanked the deans for their help and support during this process.

Denise said she made a presentation at the Richmond City Council meeting and, as part, informed them we are going to hire new science faculty in order to prepare students who may be employable at the Lawrence Berkeley National Lab. We hope to continue to improve our facilities and in the future ask the public for support for another bond. Denise said she needs to be able to promote CCC as a major player in the community in order to secure resources to attract students to CCC. We have enrollment challenges that we need to overcome at the moment. We should be receiving a much higher yield from our local higher school and should be engaged in planning on how to increase our enrollment of traditional age students.

Denise announced May 19<sup>th</sup> as the tentative date for the retirement celebration is May 19<sup>th</sup>. The location of this year's celebration has yet to be determined.

**Mariles** said we are going to pilot a similar rubric and application from the Fulltime Faculty hiring process for the college budget and classified staffing processes. The application and rubric of the new budgeting process will be presented at the February College Council meeting. Since the Budget Committee could not realistically have all campus departments present their applications, pending College Council's approval, Wayne will make a presentation of the process to each division where questions can be answered prior to implementation. Mariles said the deadlines for budget applications will be at the end of March for budget augmentation and the end of April for those not requesting augmentation. Susan suggested a presentation be made at the Council of Chairs as that would serve the faculty best since there may not be enough time from Wayne's division meeting presentations and the application deadline date.

Mariles continued to report that 90% of this year's budget for 13-14 will automatically roll-over as it funds faculty and classified positions. Departments will vie for approximately \$245,000 gathered from the foundation budget augmentation, \$100,000 from the college reserves and monies from the president's contingencies. The Budget and Planning Committee members will collaborate to review all applications. This revised process will now tie planning to budget in response to the accreditation commission's recommendation from our last visit six years ago. Terence asked if we could use augmentation monies to build swing space i.e. build a wall to make a computer lab. Denise recommended that Terence work with Bruce before completing the application for this purpose as building walls are not always an easy logistical proposition. Mariles said this application process will also be used for managers to request classified employees. This includes reinstating former classified positions to 100%. The committee to review classified position applications has yet to be established. Mayra said grant funded departments need to be included in this process. Denise said those discussions need to be had within the divisions. Mariles said when requests are received from vocational programs, the committee will advise those departments to apply for CTE funding if applicable.

Susan: "we should have more conversations about grants as it seems we are placed in awkward positions whether it is to obtain more space or bodies on campus once the grant is awarded. Faculty should not directly apply for grants without understanding the entire ramifications should we be successful in obtaining the

grant.” Denise: said she believes faculty members are aware of this dilemma as she not seen any grants comes across her desk of late.

Mariles said she received a call from Mike West with a concern about classified evaluations. In the past, managers have not been consistent performing classified evaluations and now we have reinstated the process. Apparently there are some fears among some the classified. The President reiterated Mariles’ concerns that it is important for management to institute a regular schedule of classified evaluations. Regular employee evaluations will also align us with the last accreditation recommendation received six years ago. Helen Kalkstein said they just hired an Instructional Assistant in Art and that employee will be evaluated in three months so the employee will start off knowing there is a schedule of regular evaluations throughout their years of service. Mariles said the evaluation process is interactive as the employees have an opportunity to evaluate themselves.

**Donna** said we are strategically adding late start classes to the Spring schedule and will work to develop marketing efforts for these additional classes. We are looking to offer nine week classes in the high schools. May 28 to June 13<sup>th</sup> will be our intersession (11 days) as we cannot include Fridays during the intersession. It is imperative that we have a large summer enrollment in order to yield more FTES especially if we are going to borrow from summer. Denise said we have made some phenomenal progress since the beginning of the semester; however, we have to look at how we got ourselves into this predicament. We currently need 170 FTES to meet our target. It is important to have discussions within the departments to enroll students early. The economy is picking up which affects our enrollment. Donna said we haven’t had to do marketing on this level in a while. We have made promos on the radio stations, placed signs on the freeway, and added a button on the website to advertise all late start classes. Denise asked Priscilla to coordinate the high school outreach effort. Mayra had concerns about our non CTE courses not being included in the conversation about courses made available to high school concurrently enrolled students and being promoted within the WCCUSD. Denise said we have started the mechanism to offer our late start at locations in the community. Donna asked that all requests for late start classes be sent to Shondra and remember to copy Donna.

**Helen** announced we are going to offer Spanish 120 (conversational Spanish), five-unit class, in Guatemala as a study abroad class. Irena Stefanova is working with Aleks on this endeavor and it is being advertised throughout the District as well as the State. The trip is planned for the second week in June to the second week in July.

**Sue** said there is a need to have overall consistent District DSPS process and procedures, from intake to graduation. On occasion, a DSPS student has brought a pitbull into the classroom as a service dog. We also need a policy on e-books. Sue will continue to discuss these issues with the other two campuses.

**Terence** tried to calm down the noise level in the surrounding amphitheater and cafeteria. He emphasized the need of a monitor in the cafeteria and the amphitheater after MCHS classes because there are too many young students gathered in one place creating too much noise. Denise said she is on the MCHS Site council and will bring this issue for discussion and ultimate resolve. She suggested that we ask MCHS to provide other kinds of school activities. It was suggested to offer non-credit or credit classes after school for these students. Denise will be attending the MCHS conference in Newport Beach in the next couple of weeks. The NAACP dinner is on Saturday at 7:00 p.m. at the Richmond Auditorium and Dr. Noldon is the keynote speaker.

**Viviane** reminded everyone that it is scholarship season and students need to start applying. FASFA applications are also available. Viviane said they are doing the best they can, with limited staff to partner with all of the high schools. The Financial Aid lab is also open and we have a hand out with step-by-step instructions. Viviane said people typically apply for Financial Aid late and then want their financial aid immediately. Many of the students are standing in line in order to verify paperwork. Denise said we need to better educate our students in the beginning of the process. Viviane said they do receive pools of students

from other campuses because the students do not receive the financial aid answers from the institution they are currently attending. We help these students as they could become potential students later.

**Mayra** said the Adelante program, a part of STEM, is a support program for students exploring science, math, or technology as a career. Last semester they didn't have rigid criteria for selection into the program as students had to be a science or math student, attend workshops, perform community service, and meet with a counselor with a designated schedule. This year since they had over 90 students, they implemented stronger criterion that includes a 2.5 GPA and students be a science or math major. The growth in the program has been tremendous. Last year they had 120 students and this year they have 160 students. They have to turn away students as they are at capacity.

The Peace celebration will occur in April and the planning meeting for that celebration is on February 6<sup>th</sup>. Anyone interested, please contact Mayra.

**STEAM** is putting Art back into the STEM fields. This new endeavor helps create and place innovative fields back into the sciences. Mayra talked to John Diestler about presenting a workshop to show how aesthetics and beauty come into play for the science and technology fields. UC Berkeley faculty will also present a workshop with Mayra to engage students in this field. Denise said that Priscilla had to turn away students from the FLOW program which is a stackable certificate program. We are hoping to follow suit with the FLOW model in the bio, medical and automotive fields as part of the TAA grant we received from the Department of Education.

**Karl** started second the second semester of Gateway with 100 students – doubled in size. The average GPA is 2.4. A couple of students received straight A's for the first time in their lives. Gateway will have 150 students in the fall. They hired a marriage family counselor as that provides the students with a stable adult role model to talk to. They also hired an art consultant forming cohorts of students for a semester long art project. This offers the Gateway students with an opportunity for a well-rounded education.

**Teresea** said Single Stop they just celebrated their one year anniversary and screened over 800 students. Teresea thanked each manager for their support. Single Stop is holding many workshops that include resume writing. Legal services are coming on site Feb. 6<sup>th</sup> to promote and help with the expungement of records for those formerly incarcerated. Space in this workshop is limited to 30. Teresea said she also has students that need to complete volunteer hours. These students also must have 2.5 GPA, present their resume and meet with Teresea prior to the student meeting with managers. Feb. 6<sup>th</sup> is the DACA (Dream Act workshop) in the Fireside room, given through Vicki's office. In her new role in CalWORKS, Teresea reported there are 87 students enrolled in the CalWORKS program and all 87 students have accurate, complete files. CalWORKS has implemented new regulations that include a minimum of a 2.5 GPA. Mariles commended Teresea for having 100% complete CalWORKS files as that has been a recommendation through recent audits.

Denise said they will postpone her discussion on the High School Graduate Study until the next Management Council meeting.

Meeting adjourned at 3:55 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President