

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

Management Council Agenda  
Thursday, March 1, 2013  
2:30 p.m., LA-105

Present: Sue Abe, Teresea Archaga, Karl Debro, Nick Dimitri, Terence Elliott, Vicki Ferguson, Donna Floyd, Bruce King, Viviane LaMothe, Priscilla Leadon, Susan Lee, Mariles Magalong, Jose Oliveira, Mayra Padilla, John Wade

Absent: James Eystone, Helen Kalkstein, Aleks Ilich, Darlene Poe

1. **Collective Bargaining** – Terence is now on the team.
2. **Measure A Update** – Donna said the punch lists are being completed for the Music Building. We are working with IT to have smart classrooms in that building. We are hoping to take occupancy of the building in summer. Denise explained the importance of waiting to have as many punch list items completed before we occupy the building. Once we can take occupancy, we will begin moving in equipment and instruments. Karl asked if there is any incentive for the contractors to wrap up their work in a timely manner. Their incentive, according to Denise, should be that once they finish, they are free to begin another project for new money.

Donna said we are still looking at portables for the Bookstore swing space. We are trying to create a congregational area near the portables. Donna gave Kelly kudos in continuing to look for alternative spaces for Student Life which has yet to be realized. Mariles said swing space for the food vendor is being worked out with Subway as we extended our contract with them until 2015. Subway will provide their own food truck. The only condition with the extended contract is that we will not receive their commission.

Mariles said that James texted her and we are having a major network problem on campus.

Denise said she talked with Kevin Irahola about the key card access system because there are reports about problems with doors to buildings not being locked.

3. **Committee DGC** – John reported that the district found 1.2 million dollars. Michael Norris asked where that money went and the district replied that it is going into the district reserves. Denise didn't recall the source of these funds so she will follow up. Student Fees were discussed and bookstore revenues as bookstores are losing money because of students ordering books on-line for lesser costs.

**DMC** – Vicki and Viviane – Anthem Blue Cross will be reporting to all constituency groups across the district with presentations at all four locations. Comparisons will be given between HealthNet, Anthem Blue Cross and Kaiser. An Engagement Health program is also being vetted as a wellness program and is separate from Anthem Blue Cross but will be presented at the four locations at the same time. Engagement Health is a wellness program that will require participation from every employee. There are seven categories and each employee must choose one of the categories to participate in. If you don't choose one of the seven programs you will be charged \$750.00 per individual and \$1,300 for family from your health benefits. This program is promoted by the UF. The point of this program is to reduce district health costs. The outside company who will manage the program prospers when employees do not meet their goals.

4. **Classified of the Semester** – Vicki spoke on Helen’s behalf. Vicki said Reggie Grisby was selected as the 2013 Classified of the Semester. Reggie works in Buildings and Grounds and was nominated by Bruce and selected by the committee. He goes above and beyond and saved the college about \$18,000 with his background as an electrician. He turned off the value during the gas leak crisis when no one else could. The committee was hoping to select a classified for the fall as well but we were limited in nominations. We did have other nominations but two of those applicants have previously received the award. The original policy states a nominee has to be permanent classified employee for one year and can be awarded once every two years. The nominee must display exemplary work beyond their job duties. The management sentiment was with choosing the same person for a second award, does that mean there are not enough employees that are exemplary? Vicki asked if we want to re-nominate classified employees. Is two years too soon to re-nominate? Management Council said it should be changed to three years. We started this process in 2008. The committee will resubmit the applications with the list of past recipients. The committee would like to change the make-up of the committee from three to five managers. The recipient receives a gift certificate for lunch in the Three Seasons for themselves and a guest and their photo is placed in the Three Seasons Restaurant. Managers talked about having an inclusive plaque on campus that lists all of the past recipients and the years they were recognized. March 8<sup>th</sup> is the deadline for the Fall Classified of the semester nomination. October we select the Classified of the Semester for spring and March we select the Classified of the Semester for fall.

5. **Proposed Resource Allocation Process** – Mariles reviewed the forms. The rollover of all budgets will be 90% and 10% will be withheld. Added to the 10% of everyone’s budget will be the annual gift of \$50,000 from the Foundation, \$100,000 from the college contingency and \$20,000 from the President’s contingency which will give us a “budget pool” of \$245,000. Departments and units can apply for 10% of their budget or \$5,000, whichever is more. Capital expenditures are not part of this process. There will be an “Issues Bin” for capital expenditures, licenses we need to purchase such as Survey Monkey, college wide tutoring, maintenance agreements, etc.

The deadline for all applications is March 28 at noon. Applications must be submitted in PDF and approval needs to be sent to Mariles by the supervising manager. The application form and rubric will be posted on the portal. Applications will be reviewed and ranked by the combined Budget and Planning Committees. Funds will be distributed until exhausted. The forms are similar from the previous budget augmentation process. Some departments offer a lot of history about their budget woes and that does not guarantee them more points. Brevity and succinct applications are requested. Presentations of the applications are not required, and only if the committees have queries that need responses will there be presentations from the submitting department/unit. Donna emphasized that this process is critical to the college’s linking of institutional planning and budgeting processes. This process will be evaluated after this first cycle. In the future, we hope to use this form for all resources such as classified and faculty hiring. Mariles said this process has been well received. We are tweaking the forms with constituency input as we go along. However, we have found the due date of March 28<sup>th</sup> a little worrisome to some faculty members. Mariles said we borrowed the budget concept of withholding 10% of everyone’s budget from LMC. Zero based budgeting is too much of a culture shock for our college community. Over ten years, the entire college budget will be revised providing this process is implemented over the next ten years. Denise commended Mariles and the Budget Committee for putting this process together.

6. **Super Saturday** – This campus-wide event is scheduled for Saturday, May 11th from 8:30 to 1:00 p.m. All departments will be represented as all high school seniors will be invited to participate. Counselors will be giving assessments at the high schools prior to Super Saturday. Super Saturday will be for students to develop their program plan and register at CCC. Denise and Donna will address the parents of the students by giving them an overview of the benefits of attending community college. ASU has volunteered to provide pizza at this event. We will have a lab set up for assessments and will try to make this a one-stop shop. The day will begin in the gym.

Mayra said we were planning to have a STEM Day on that date as well. STEM Day includes the faculty being present in the classrooms with activities. Vicki said Kim Blackwell is coordinating Super Saturday and will coordinate the science faculty into the day's activities.

Vicki brought in fliers about the new legislated enrollment priorities: 1<sup>st</sup> Veterans and Foster Youth, 2<sup>nd</sup> disabled students and 3<sup>rd</sup> assessed high school students. Implementation of the legislation says we need to advertise these enrollment priorities early. This information is posted on our website. Vicki said we have a working on a committee to develop our new institutional efforts. The committee includes A & R, Matriculation, Marketing and others.

Vicki sent out an e-mail on the SB1456 update for March 7<sup>th</sup> which is also posted on our website. Aminta showed a video to her classes. Denise said we have had some great discussions at the district level (Districtwide Consultation Council). Denise continued to state when the governor's budget is released, we will have information that will provide direction for various activities/work that will need to be done related to SSTF. People are responding now because they see where the money is budgeted from the State. This is evidenced when we had an adult school representative attend our mission statement community forum and address Chancellor's Cabinet. We are responding, as a college, to the list of recommendations.

7. **Around the Table** – Denise reminded everyone about the e-mail from Andrea Gonzales-Lewis for sexual harassment training. Managers are required to partake in the on-line sexual harassment training annually. Denise announced Jennifer Dymant as the new Scholarship Coordinator. She will begin March 18<sup>th</sup> and comes to us with many technical skills in hopes that she will be able to help with the Scholarship website in order to automate our scholarships process.

Vicki announced we have hired a full-time A & R director, Catherine Fites, and her official start date is March 6<sup>th</sup>. She comes to us with a wealth of knowledge and experience in A & R. Vicki will send out a campus-wide e-mail welcoming her to the campus. Yesterday was the last day to petition for graduation. The graduation committee is working on an information fair for graduates scheduled for April 11 from 4:00 to 6:00 p.m. to troubleshoot any issues that graduates may have prior to graduation. Josten's will be present at this fair. The Bookstore will remain open so students have an opportunity to purchase caps and gowns and EOPS will also be represented at the graduation fair. If a student is unable to attend this event and needs assistance with purchasing a cap and gown, the student should schedule an appointment to see Vicki.

Teresea said they held their first orientation on record expungement with 20 students from the community and campus. Rubicon will repeat this orientation on March 29<sup>th</sup>. Teresea will send out a flier on this event. On March 15<sup>th</sup> there will be a workshop on how to handle debt collectors. The information is posted on the website and reservations may be made thru Teresea. The Career Fair will be on April 11<sup>th</sup>. CTE, ASU and CalWorks are partnering with Single Stop for this event.

Donna announced the Celebrating Student Success ceremony is scheduled on May 18<sup>th</sup> in Knox Center and is sponsored by the African American Staff Association. The Principal's Breakfast is scheduled on April 11<sup>th</sup>.

Mayra said the AB540 conference is March 30<sup>th</sup>. Rick Ramos has done a fabulous job in fundraising. Local activists will present workshops for students. We are still holding a peace celebration on April 27<sup>th</sup>. STEM Career Day is May 11<sup>th</sup>. Mayra said at the conference she attended last month there was a lot of work completed by CSU for coursework with K-12 students. This will affect community colleges. She thought it would be a good idea to bring some of the CSU people on campus to talk to us. Denise said we are currently working on closer relationships. Denise said we will have principals and the WCCUSD superintendent on campus at Principal's Breakfast to address the common core curriculum. Mayra said in the fall the WCCUSD science faculty will meet the CCC science faculty. Denise said we had a preliminary conversation with English faculty and they have been asked to meet with the English faculty in WCCUSD.

Viviane said scholarship season is ongoing. Deadline for FASA is March 2<sup>nd</sup>. Students have deadline of Monday on Cal grants. We are coming along with the AB540 process. We are identifying those students and sending them informational blasts. We don't spend all of our work study money so we need to robustly promote that program on our campus. Work study benefits students by keeping students on campus and helps the college by having them working in our offices. Financial Aid offered extended hours this week and unfortunately the turnout was not as great as they had hoped. There will be a Financial Aid push in May to help students ensure they have done everything they need to do to apply for financial aid for the fall. Karl said the faculty could help by informing their students to complete the financial aid applications by the end of this semester. Mayra thanked Viviane for all of her help at the workshops.

Priscilla said March 8<sup>th</sup> is scheduled for the Health Career Day. There will be quite a few WCCUSD students on campus looking at our health programs. The Expanding Your Horizons conference (math science conference for girls) that includes participation from the WCCUSD middle school girls is coming to CCC very soon. Priscilla emphasized that since we are limited on physical space on campus, we are limited to hosting 200 girls. This does not afford us to be able to include girls who attend the local private schools.

John will be attending to basketball game in Aptos tonight as our men's basketball team made it to the play offs.

Mariles reminded everyone that when we wrap up our recruitment for permanent classified employees the hiring manager performs the reference checks and establishes a start date with new employee. All of that information is returned to Joy Steinecke and the hiring manager makes the job offer to the selected employee with the district sending the final offer letter.

Mariles said she sent out the 4/10 schedules for spring break week and summer to the managers.

Karl announced the Global Youth Service Day by the City of Richmond. They had nine Gateway students apply and were accepted into the program. Those students will receive a stipend.

8. **Discussion on Articles** – Denise said we will try to ask for *Around the Table* information in advance again so that we will have time to discuss articles of educational importance at the next meeting.

Meeting adjourned at 4:05 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President