

To: Management Council From: Denise F. Noldon
Subject: Management Council Notes Date: March 28, 2013

Management Council Agenda
Thursday, March 28, 2013
2:00 p.m., Fireside Room

Present: Denise Noldon, Teresea Archaga, Karl Debro, Nick Dimitri, Terence Elliott, James Eyestone, Vicki Ferguson, Catherine Fites, Donna Floyd, Aleks, Ilich, Helen Kalkstein, Bruce King, Susan Lee, Jennifer, Ma, Mariles Magalong, Jose Oliveira, Darlene Poe

Absent: Priscilla Leadon, Mayra Padilla, John Wade

Everyone introduced themselves to Jennifer Ma, Interim Financial Aid Supervisor.

1. **Collective Bargaining** – Mariles said the district hosted IBB training last Tuesday which many managers attended. We don't have any negotiating dates yet. Terence said meetings have taken place and there are several issues under discussion.
2. **Construction Updates** – Donna said the completion dates seem to get pushed back. Swing space for the Bookstore is now slated to be completed mid-summer. Once we receive approval from the DSA, we can get started on the four portables. Darlene said the district did not inform her that the buildings slated for card key access were changed and she had difficulty with custodians gaining access to specific buildings. Donna said Burl has since delegated Ben to handle this issue with all of the stakeholders and district will be in communication with us on a regular basis. Police Services is distributing the keys to all managers, secretaries and affected employees housed in the slated buildings. Denise said the campus center is out to bid with a new outside project management team.
3. **Committee Reports** – Denise said one of our former student athletes, Matthias Westfall, was honored at the CCCAA in San Mateo yesterday. Matthias is now playing ball in New York. John and Denise represented Matthias and Contra Costa College at the luncheon and received the award on the student's behalf.

Denise said there was a discussion about diversity hiring at the district board meeting last evening. Concerns have been expressed district-wide, but particularly for CCC, that we are not well represented with Chicano/Latino management positions at CCC. Denise said she has agreed to the community members' request to have them advise her on the Chicano/Latino community issues as they relate to Contra Costa College. Denise said she doesn't know anyone more concerned about diversity than she is. We have to clarify how our current process works. Diversity is evidenced in the recruitment of candidates and not necessarily in the final hiring. Concern was expressed that our workforce does not reflect the apportionment of Latinos in our community. The community group is helping the President to create more diverse applicant pools by giving us suggestions as to where we can advertise our job opportunities. Terence said that CCC has been one of the most diverse places to work at and we should be proud of our efforts that respect our diversity. Terence said our college is mainly run by women and we should be proud of that fact. Karl said he had concerns after last night's discussion as to how do we find ways to bring this group to positions of leadership. What is happening in our classrooms? We are in control as to whether our students are successful or not. Denise said we need to continue engaging and mentoring our students. Denise said *Cultural Competency* was also discussed last night. Local health care entities have done much training for their employees to be

culturally competent and understand their diverse clientele. Denise said one of our strategic goals should be to continue to gain a clearer understanding and greater outreach to the diverse community we serve.

DMC – Nick said we are at meet and confer right now. This committee needs a new CCC representative. Catherine Fites volunteered to be the third CCC member.

4. **Budget Update** – Mariles asked the deans to remind their department chairs about the deadline for submitting budget requests – April 4th at noon. Mariles has received only one application thus far and that application did not have the dean’s approval. Mariles said she would notify the deans if applications do not have dean’s approval provided the applications are submitted prior to the deadline.

The district is going to make a decision by June if the district should be on stability either this year or next year. If we do not generate enough FTES to meet our base, then we are placed on stability so that the State will allow us additional time to meet our base. Stability gives us three years to “catch up” to our stated FTES. Currently, the district is short by over 800 FTES and about half of that is CCC’s deficit. CCC will have to grow by 6% over our revised target if the district goes on stability. This year there are restoration monies on the table for the district. Next year there will possibility be more available monies for growth. CCC has decided to forego the growth this year and try next year. Denise said we have to know the schedules we publish will help us to meet our goal. Are we “right sizing” ourselves? CCC has decided to be placed on the option provided by the district for stability this year requiring that we grow by 6% next year.

5. **Campus Safety** – Denise said we had a flurry of police activity in a specific week earlier this month. Our campus is safe as we possibly can be. Denise said she has been in the community quite a bit lately and reported that community members express concern about safety being on campus at night. We want to assure everyone that our student population, staff and faculty are safe. Jose and Denise will pass on their suggestions of personal safety tips to the Safety Committee and the Safety Committee can forward those suggestions to College Council.

Jose said our crime stats are not any worse than DVC or LMC or any other community college in the immediate area. At one time we did have some issues at the bus stop. A lot of that has dissipated because of heightened patrols by San Pablo Police and installed cameras at the bus stop area. Denise said Jose and her talked about strategies for self-protection. Jose said we had an incident on March 5th where a young lady was robbed of her gold chain on her neck by two young men. She did not realize she was within 15 feet of the police department. One of the strategies we want to implement is training for students sharing basic safety tips. Many students walk with their cell phones in their hands, wearing earphones and not really aware of their surroundings.

Denise encouraged managers to continue to report issues that are proposed safety risks. We will identify funding to ameliorate priority safety risks on campus. Other items Jose and Denise discussed were emergency/safety preparedness. We have monthly evacuation drills in various buildings. We need to continue to investigate emergency communication. We will eventually have a PA (public address) system installed soon. We want to be proactive so we are prepared should an emergency occur.

Helen said two police officers attended their Liberal Arts division meeting and they were very well received. They gave a power point presentation. Denise suggested we can tag the police presentation on to the traveling road shows. Helen said faculty members were interested in what to do if there is a shooter on campus. Jose said he just sent two officers for that kind of training. Vicki suggested ASU partner in this educational endeavor of educating students in safety tips to better serve the campus community. Karl suggested that perhaps Twitter or Text alerts could be used for announcements. Denise said we have to look at what are texting capacity is at the campus. Jose said unfortunately the safety officer position for the district was abolished with budget cuts and that officer was working on a text alert system. The PA system would be

optimal to use in an emergency situation. Denise said that Jose and she will try to attend the Safety Committee next Friday at 8:00 a.m. in AA-216.

6. **Classified of the Semester for the Fall** – Vicki said the classified of the semester for Fall 2013 is _____. We need one more person for the committee and Teresea volunteered.

7. **Management Employee Exit Checklist** – In Operations Council, Donna said they have been creating an employee exit checklist as well as a new employee checklist. The checklists are in several parts and it was suggested that we bring this part to Management Council since managers will be required to complete this exit checklist. The district logo will be replaced with the college logo. We have not had a formal process for collecting keys, cancelling e-mail and Datatel accounts, collecting procurement cards, etc. Donna is looking for input to take back to Operations Council. Once approved at Operations Council these forms will then be forwarded to President's Cabinet and ultimately to College Council.

Suggestions to the form: under *Key* we need to add *District/College*. Change *company* to *district issued equipment*. There was a question about parking permits for retirees. Melody said the President's Office mails an emeritus parking permit to all retirees.

8. **Around the Table** - Catherine Fites – Summer appointments have already been sent out and Fall appointments will be assigned in the next two weeks. Denise emphasized that it is extremely important we work on in-reach around summer and fall enrollment.

Denise said she has visited with all of the high school principals and they were excited about our willingness to step up CCC's outreach efforts. We will try to place a class at each high school starting in the fall semester. Also, note that any class offered at the high schools are also available to the public. Our summer schedule is the largest since 2009 and we need to have all of our classes filled. Donna said we have an early summer intersession that begins May 28th and ends June 13th and a regular summer session. Regular six week summer session begins June 17th and runs until July 25th. There will be an eight week English 142B class that will begin the week before summer session and end August 1st. The summer schedule is posted on web advisor. The summer button will be on the home page either tomorrow or Monday at the latest. Denise said Wendell Greer and other WCCUSD administrators were not primarily interested in having us offer summer classes on their campuses. Denise said from school to school, the needs are different. April 11th is the Principals' Breakfast where we will engage conversations around Common Core and listen to what their needs are and what they expect from CCC. We want to be responsive to their needs. Donna asked if everyone received the e-mail for the Principals' Breakfast at 7:30 a.m. in the Three Seasons on April 11th. She will send it to those who did not receive it.

Teresea announced the fundraiser event with Julian Bond and the freedom singers on April 11th. Proceeds from this event will be used to help expand services such as the purchase of books, calculators and other high needs and services for students. Tickets are \$50.00 but they are also taking donations. Denise reminded everyone that the ticket purchase is through the Foundation and expects managers to attend the event.

Denise said the district has purchased a marketing campaign using all three colleges' logos that will be placed on all of the buses and trains within the county. Our name is not on the ads, but just the CCC logo. Denise said we need to consider changing our logo to include our name. We will add that to the College Council agenda.

Terence said it is Women's History Month and we need to celebrate prominent women throughout history. There is a beautiful Women's History display in the Library.

The Dare to Dream workshop is scheduled this Saturday at 9:00 a.m. addressing issues around AB540.

Denise said LMC had a week's activities around Cesar Chavez' birthday. We did not have anything. Denise suggested that we have an event planning committee. April will be Peace Month and we do have some activities scheduled next month around this theme.

9. **Articles –*What students say they need to succeed*** – Denise announced that Kenyetta, Kelly, Shondra, Wayne and Jasmine will attend Los Positas College tomorrow for the research conference. This article/study gives us the opportunity to see what students need. Contra Costa College was one of the participating colleges in the survey. Approximately 780 students participated by phone and 102 students participated in a focus group. What do we think about what supports students? Six success factors were developed from survey: directed, focused, nurtured, engaged, connected and valued. Five strategies emerged from asking students about their efforts to achieve their educational goals: acknowledge students as key agents in their own educational success; speak directly to the need to teach students how to succeed; highlight the value of providing support that helps students experience multiple success factors; underscore the importance of comprehensive service delivery to particular populations; and recognize the important role the entire college community plays in student success.

Helen said we already do a lot to motivate students. Many faculty members spend time with their students. Helen said we don't have enough staff development activities to share ideas. Perhaps we could dedicate an all college day with breakout sessions using our own faculty to present activities. Karl said there doesn't seem to be enough motivation of students as evidenced by the lack of transfer numbers. We are separated by divisions and there is not interconnectivity. Karl said faculty members do not seem to be accessible and on campus a lot and we need to find ways to structure their work that focuses on student success. Some more inter-disciplinary efforts are needed. Donna said we hope to grow academic advising with more faculty involvement. Academic advising will be mandated very soon to ensure all students have an educational plan. Catherine said it is everyone's job to keep students motivated and engaged. Vicki said that students need to feel successful and offering a mandatory orientation to teach students how to be successful helps in this endeavor. Colleges must teach students how to succeed in a postsecondary environment. Teresea said that some students are being led into inappropriate goals. So that perhaps along with academic assessments we could offer career assessments. Financial aid will no longer be available to students who do not have a high school diploma. Colleges need to structure support to ensure that success is obtained. We are here to serve our students. Comprehensive support is needed to keep the equity gap from growing. We do this well and engage in this work on a daily basis. Everyone has a role to play in student success but faculty have to take the lead.

Terence commended Karl's instructional assistants for doing a good job with the Gateway students. Karl has a concern about faculty and the achievement gap. How we hire faculty without comprehension of diverse student populations is evidenced by not having cultural competency as part our faculty evaluation process. Denise said we need to work with our faculty early in their tenure process so that faculty members understand our student populations. Cultural competency should be something we offer to our faculty. Helen said we have a comprehensive evaluation system but perhaps we could add a cultural competency area on the evaluation form.

Meeting adjourned at 4:05 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President