

To: Management Council From: Denise F. Noldon  
Subject: Management Council Notes Date: October 25, 2012

Management Council  
Thursday, October 25, 2012  
2:00 p.m., Fireside Room

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

Denise convened the meeting at 2:04 p.m.

1. **Construction Update** – Denise asked if anyone had questions about the construction update. No one had any questions.

2. **Committee Reports: DGC** – John reported on the last DGC meeting. He said the bond measures were discussed. The District sold bonds to refinance \$106,565,000 of Measure A general obligation bonds originally issued in 2002 (Series 2004 and Series 2006) and 2006 (Series 2007). The refinancing collectively saves Contra Costa County property owners over \$14.5 million through 2032, with the savings passed on in the form of lower property taxes. Voters will see this change beginning with their 2013-14 property tax bills. DGC is also working to clean up items on existing board policies and reviewing subcommittees such as the Equal Employment Opportunity Advisory Committee (DEEOAC). There was discussion to roll the DEEOAC into the DGC. Mariles explained the DEEOAC has not met in two years. The next DGC meeting is scheduled for November 6<sup>th</sup>. Everyone is welcome.

**DMC** – Vicki reported on their last meeting held on October 2<sup>nd</sup>. Meet and confer items will be rolled over. The district is encouraging a district-wide vote on enrolling in Anthem Blue Cross at the end of the year. District is currently meeting with MCEB, UF and Local One representatives to discuss employee informational meetings (2-3 sessions at each District location) to compare Kaiser, Health Net and Anthem Blue Cross.

**DEEOAC** – has not met.

**MCHS Advisory** –Denise reported the MCHS Advisory Committee needs to be reformulated if it wants to be constituency based group. If not, the committee will sit outside the governance structure and its authority in making decisions will be questionable.

3. **Selection of Managers on Restructure Committees:** Denise explained that College Council voted to form a subcommittee to restructure our campus committee structure. We need a management representative on this new subcommittee. Denise encouraged everyone to attend the next College Council meeting on November 8, 2012. Denise asked how we want to decide to replace Michael Aldaco's position on College Council. Mariles said we previously placed managers on committees by ballot. Denise explained the function of College Council as the governing body of the college that votes on college policies and resource allocations. Everyone is welcome to attend College Council even though they may not be a member of the College Council. The chair rotates annually among the four constituency groups: management, faculty, classified and students. College Council meets the second Thursday of each month in order to accommodate all constituency groups' attendance. Denise said she hopes all of the managers read all of the college minutes to stay abreast of the college decisions as well as other outside sources to stay informed of the current political situation in regards to community colleges.

Denise announced she will hold a general assembly on November 8<sup>th</sup> at 4:00 p.m. in LA-100 to discuss the budget path we will be taking after the election. Karl volunteered to serve on College Council as the fifth management representative. Denise said she will send out the ballot before the next College Council meeting.

4. **Hourly Hires and Student Workers** – Mariles reported that since we have been reducing staffing for the last three years, Local 1 is looking at how we hire hourly and student workers to ensure we are not replacing classified work with hourly and students. Coaches and tutors are exempt from the process as they are considered “seasonal.” It may appear as though some of our hires are not seasonal and needed year round. Usage last year shows CCC as the heaviest user compared to our sister colleges. We want to ensure Local 1 that we are not using unfair labor practices. Mariles asked all managers to look at their hourly workers. Mariles reported that CCC used 5,000 hours of hourly last year which is equivalent to a 2.4 FTE. DVC used over 3,000 hours and LMC used 2,000 hours. Mariles gave the example of the many hourly hired in A & R. Jeanette is looking at resource revenues from transcript fees to be used for permanent staffing in A & R.

We need to develop a proposal to fund some of the positions where we have been using hourly. Susan said we are using hourly because there is not enough money to hire a permanent position and the work needs to be done due to a vacancy. Mariles is proposing from transcript fee revenues that a .5 permanent position with benefits is created and that we also hire “seasonal” workers to meet the needs of the office. There was discussion about the need for more employees in A & R in order to process our students. Denise said we have to retrain our students about how they can access our services without standing in line in order to receive service. Vicki said we are customer service oriented; however, our students typically register late and we need to re-educate our students to adhere to our deadlines. We need to look at our late registration processes. Helen said in the Student Success Act, it mandates us to help students use technology. Perhaps we can use the Assessment Center to show students how to register on-line. Teresea suggested that the seasoned students and ambassadors help new students through our registration process. Denise said we have to have our systems in place by Summer 2014.

Denise said that Jasmine asked her why the campus doesn’t demand adherence to deadlines from the students because the students are asking for boundaries. Denise said we need to ensure student success by showing our students graduate with a degree and/or certificate.

Mariles said there are other hourly positions we use generically such as *office assistant* or *instructional assistant*. With all of the combined hours for these hired job titles, it appears we could hire permanent employees. Mariles said that we can quantify this by looking at the departments where these office assistants and instructional assistants are working. Local 1 asked Gene Huff for all hourly and how many hours they work. Mayra asked about efficiency reviews. Denise said there is no formal system in place.

5. **Effects of Proposition 30** - Denise distributed some data showing budget figures with the passage and failure of Prop 30. Denise said we are going to have to decide as a college where can we cut, as with the passage of Prop 30, we will only be able to maintain the status quo and that will only get us through the next academic year while our expenses continue to increase.

Denise reminded the managers about Measure A, our Parcel Tax on the ballot which solicits \$11 from each household in the county. We will begin to receive money from this tax initiative should it pass in 2013-2014. The parcel tax will generate a little over three million dollars for six years. CCC’s share will be \$724,000 beginning 2013-2014.

CCC has already made budget accommodations should Prop 30 lose. If it passes, we will be funded for 5,580 FTES which is 114 more than we have now. Our reserves will increase slightly for us to maintain our current budget status. If the proposition fails, our FTES will be reduced by 289 for a total of 5,177. The reduction will be made with the cancellation of 60 class sections. Denise said discussions will need to ensue about what programs and services we want to continue and ultimately what programs and services need to be cut. We adopted our budget on a “hedge” FTES of 5,466 which is somewhere in the middle. Denise said we need to have everyone thinking about what they can bring to the table in terms of budget reductions. Is the program or service essential or not essential to the institution? Denise said we need to remove “equal cuts” from the discussions as some programs will not be able to survive with additional cuts.

Terence said there are key items in the instructional divisions such as fulltime retirements. Some remaining full-time faculty are teaching 7 and 8 classes a semester, allowed by the faculty union, but this practice is skewing the entire system. Susan had concerns about the quality of instruction we are offering when faculty are teaching that much overload. How much time can an instructor give to a class when they are teaching 7 or 8 classes? It seems nearly impossible to give our students quality instruction when teaching 7 or 8 classes, attending meetings, serving on committees and fulfilling the other faculty obligations that come with full-time employment. Denise said the deans need to confront the departments who have faculty teaching 7 and 8 classes instead of using adjunct faculty.

Mayra asked about how we decide to keep certain classes and cut others. What are the decisions based on-- retention, transfer class, etc.? Denise said we cannot make decisions that violate the faculty contract, that are not in the best interest of our students, or that favors one faculty member over another, etc. These are guiding principles. Decisions won't be made arbitrarily, there will be some criteria given as to how the decisions will be made. Karl asked what is the basis of making these decisions? Denise said we will use our Mission Statement as well as other criteria when making reduction decisions. The majority of our curriculum is earmarked as CTE courses. This doesn't mean we can't focus on transfer as well. Denise used CTE stackable certificates as an example of students obtaining CTE certificates in a CTE area but continuing their education until they transfer in order to obtain a higher degree. We cannot continue to keep adding courses in the catalog without looking at student outcomes. The decisions to cut will ultimately be approved at College Council. Viviane asked if there is any marked savings if we went to a 4/10 or 4/8 schedule. Denise said that conversation would most likely occur district-wide.

Helen said we have made plans on cutting 6% in each our divisions. We are looking at cutting hours and not programs. Helen asked where do we discuss cutting programs and services? Denise said we currently don't have a place but on November 8<sup>th</sup> we will begin to educate the campus community as to why these discussions need to begin soon. Terence said our loudest student complaint is not having enough classes specifically in English, math, and the sciences. Denise said we will have a process in place when we begin talking about 2013-2014 budget.

Denise thanked Mariles and Nick for ensuring that we have enough reserves to get us through this year. Denise reminded all of the managers of the previous bond measures that are providing the funding for the highly anticipated Campus Center. We need to remind the public of this especially if Proposition 30 does not pass.

Meeting adjourned at 3:45 p.m.  
Go Giants!

Respectfully submitted,  
Melody Hanson  
Senior Executive Assistant to the President