

To: Management Council
Subject: Management Council Notes

From: Denise F. Noldon
Date: December 13, 2012

**Management Council
Wednesday, December 12, 2012
2:00 p.m., LA-105**

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

1. **Collective Bargaining** – Vicki asked if anyone has any Management Council Executive Board meet and confer items to send them to either Nick, Viviane or Vicki as Gene Huff will be meeting in January introducing any new items.
2. **Committee Reports** – DMC – Vicki said there will be meetings scheduled at the end of January regarding the Anthem Blue Cross option for employees. Language in the management/supervisor manual, specifically section 8.8.3 language is being discussed with Gene Huff. The manual says “retired” after a certain date but it should be changed to “hire” after a certain date. This language affects those retirees applying for Medicaid after a specific age.
3. **Campus Parking Issues During Impending Construction** – Denise said we are going to have a number of issues regarding parking during construction and we want to have people to know that parking rules will be followed and enforced. Managers will set the example by parking correctly and communicate with people that we will be enforcing the parking laws on campus. We will lose 230 parking spaces during construction. The parking lot adjacent to Buildings and Grounds as well as the parking spaces along the creek-side in Lot 9, will be taken by portables for the relocated Bookstore. Preliminary signage will be placed around campus for the campus community and we will start running ads in *The Advocate* to inform the campus community of the changes. Donna said affected parts of the campus will also be fenced off during the construction period. E-mail blasts to students will also be helpful to inform our student population. Denise said when we schedule for the fall semester, we need to inform the faculty and students of these changes so more challenges are not created with parking issues due to the scheduling of classes all on the same days and times.

Denise said the second issue we need to address is folks driving down the wrong way on campus drive behind the AA Building. We really need to have more signage deterring people from trying to drive the wrong way on campus drive. Jose said moving violations do not get waived and have to be processed in court. However, waiving parking citations will be addressed beginning next semester. Denise said if we have regulations and don't enforce them, then we are sending people mix messages.

Smoking is another issue on campus where we are sending mixed messages to on our campus community. We need to be consistent with our signage. We will change our signage to coincide with our college policy on campus smoking areas.

4. **Budget - Proposed New Annual Plan Process** – Denise said we have been working diligently to develop a budget process that ties in with our planning process in which completes the progress we have made toward meeting one of the past accreditation recommendation. The budgets will now be set up based on our plans and not having “roll-over” budgets as we have done before. We want to try to track our budgets to see if they are being used in conjunction with our plans. Allocations will be made based on the annual unit plans. The annual unit plans will include any new budget needs as well as what we plan for next year based on what we spent last year. The college has previously been dependent on the Business Services to pay for items that have not been assigned to a budget. All departments will now be required to submit all budget requests through this proposed new annual unit plan process. We will also be looking at budgets that have not been spent because that money could be used for other needs across the campus. We will also be looking at the frequency at which we do program review. This has become difficult since we have not been staffed adequately. If this proposed comprehensive annual unit plan process change is approved for the 2014-15 academic year, then it may be we will not have to complete program review on a four-year cycle. Beginning with the 2014-15 budget and this new budgeting process, 10% from everyone’s budget will be withheld for the next ten years until we are down to a zero budget.

Denise continued and said we have some major facilities issues on campus. Many of the roofs need to be replaced and we have to have some ways to find money to make these serious repairs. The elevator in the Liberal Arts Building was an unexpected issue that is costing us \$75,000 to repair. The district gives us our full allocation and we are responsible for paying our own way. We are going to try this new budget process to see if it will work better for us. As part of the new process, we will set aside funds for meeting our need as it is imperative that we do so or we will find ourselves in a serious situation.

Karl asked about those departments who are conservative and don’t spend all of their budget by the end of the year then to have their remaining funds be given to another department who is perhaps is cavalier about spending their budget throughout the year. Denise said is there isn’t a penalty for departments spending their allocations because the budgets will be allocated based on the needs and justification of the departments. Vicki said this will be cultural shift with our campus as we have been engrained to spend all of our money by the end of the year with little or none remaining. Denise said any remaining monies can be reallocated and used in other areas such as facilities because the need is so great. This does not include categorical funds. Denise said we will try to be equitable and give everyone what they need. There was discussion about the printing costs allocations as everyone was allocated \$10,000 for printing costs when the reprographics lab was dismantled. Not everyone uses \$10,000 so we need to allocate what are each department’s exact printing costs. There is no more roll-over with budgets. Budgetary needs will be identified upfront.

Denise said departments should build their own budgets and divisions will submit their division office budget needs. Darlene said she needs money for tables and chairs for campus-wide events. She has submitted this request through the annual unit plan for the last two years and was subsequently denied each year. Denise said those are college needs, and as part of the new budgeting process, we will propose to set aside money off the top before we allocate money for departmental budgets. Mayra asked about grant needs. Denise said we need to make determinations before we submit the grants to determine if the campus can accommodate the grants. Data will be looked at that justify the budget requests. Those who have grants may also request college funds as part of the budget allocation process.

Donna said the issue was raised of training personnel for those not familiar with creating a budget. Nick will help on an individual basis or group training as needed. Nick said it has always been the fear of zero based budgeting between needs and wants. We will carefully look at past expenditures. Donna said we will be using a rubric that is as objective as possible. Donna reiterated that tying our budgeting process to institutional planning was an accreditation recommendation.

This proposed new process will be taken to College Council tomorrow. Denise said the deans will need to take this information back to their departments and look at what their expenditures have been. We have identified some funds (\$100,000) to add to the \$800,000 college operating budget that will be used in allocating new budget expenditures. The \$100,000 will not meet everyone's needs, but we will certainly look at all of the needs and justification and allocate the \$900,000 based upon the justification and college goals. This will make more people accountable for their budget needs. We will give support on how to build a budget.

5. **Items from the District Management Meeting** – Karl said he was frustrated with the final activity as he was placed with others who were all new staff. He would have like to have had heard from some of the experienced managers. He was hoping there would be a follow up. Denise said as new employees we want to feel trusted. Priscilla said in business world, new managers are mentored by experienced managers. We also do not have a succession plan for when our experienced managers retire. Denise said we need to identify other managers who will mentor those who want it. Donna said the district leadership created a job shadowing program for the spring semester. Our Chancellor is trying to make sure that employees are shadowed where possible. Denise said there is also ACCA where you can establish relationships with peers outside of our district. Priscilla said if you cannot find anyone at the college as mentor in your particular field, then find out who has your position within our district, and contact them to find out how they do their job. Denise said she promotes professional development and realizes we have a tight budget but we do have some money. Perhaps with the new budgeting process, we may find money for more professional development opportunities.

- **Around the Table** – Bruce reported that we are waiting for parts for the LA Building elevator this week or next week. The work should be completed before the spring semester.
- CNA program graduation is next Wednesday in LA-100 at 6:00 p.m. Denise said we have to plan our events and ensure we don't have more people than are allowed in a room by the Fire Marshal.
- Donna said Music is having their program on Friday at 8:00 p.m. in the Knox Center.
- Terence said we are planning to have Council of Chairs retreat on Tuesday, January 8th from 4:30 to 7:30 p.m. at La Revolucion. Terence invited all managers as we will discuss our direction as a college.
- Jose said DVC had an unfortunate incident with one of our officers. They were struck with a high power pellet gun while on bike patrol. The officer is recovering.
- Teresea said there will be a presentation for dream act and deferred action (DACA) students on Feb 6th from 1:00 to 2:30 p.m. in the recreation room for students who qualify for that benefit. Teresea said they will also have a tax consultant available to students for free. Students who qualify as "Dreamers" meet the AB540 status and also may meet the deferred action status. Denise said all managers need to be educated on the deferred action status.
- CalWORKS will have their orientation on Friday.
- Sue said she is unfortunately finding students who are cheating during finals. We want all instructors to contact us with any cheaters. DSPS has then contacted the deans with this information and ultimately Vick Ferguson for disciplinary action.
- Alex said we are offering a four-week program in Guatemala this summer. We offering all levels in Spanish and every student will receive one-on-one instruction.
- Viviane announced they are currently working on scholarships. They are also developing workshops for our dreamers.
- Karl said we are recruiting from all of the local high schools. It is a lengthy process. We will have our second cohort of 50. Thus far 49 out of 67 students made it all through the semester this year.

- Vicki announced the ASU approved a book rental program with \$15,000. ASU also approved \$7,000.00 for bus passes and/or gas cards out of the Single Stop Office. Mojdeh will have a district-wide meeting on SB1456 concerning enrollment priorities. We are meeting tomorrow for an initial meeting at CCC on enrollment priorities. March 23 we will have a parent/student conference on AB540 in collaboration with the United Latino Voice.
- Priscilla announced Friday is career day. Priscilla said on December 18th at Berkeley City College, we are co-sponsoring an event in relation to the TAA grant partnerships with business, hoping to expand the talent pool for businesses in the community. The forklift certification program is off-site located at the Richmond Build 3 Building, 500-23rd Street in Richmond. Classes start in February with the first Cohort beginning Feb. 4th. When students graduate from this program, they will be certified to operate a forklift and able to seek employment in the many 47 businesses in West County needing forklift operators. The second cohort starts on May 1st. Priscilla also announced we just awarded 82 Richmond firefighters in the EMT certification through our EMT program.
- Mayra thanked everyone in the room for helping her during the semester. She said they sponsored many successful activities. They are wrapping up Metas and Adalante programs for end of the semester. They have a potential donor for Metas which will try to build some infrastructure for that program. A little over 80% of our students have made it through the HSI program. Several of those students have moved onto CSE. We are recruiting new students January 24th and 25th as we have funding for up to 90 students. This semester we had 62 students complete the program. The first cohort completed the math bootcamp and we will be looking at their grades (68 students) to see if the bootcamp improved their math performance.
- Susan announced the Library received a donation to extend the Library hours to be open on Saturdays.
- Donna announced the repeatability policy has changed. This edict comes from the State Chancellor's Office. We are going to have to implement this new policy in Fall 2013. Basically with the exception of a few families of classes, most classes will not be repeatable. PE, Music, and Art will be families of classes. We have to make the changes in the catalog and get the word out to students because courses that are currently repeatable will not be beginning Fall 2013. Catalog draft will be going out in January as well as the schedule.

Meeting adjourned at 3:50 p.m.

Respectfully,

Melody Hanson
Senior Executive Assistant to the President