

To: Management Council

From: Denise F. Noldon

Subject: Management Council Notes

Date: October 3, 2012

**Management Council**  
**Thursday, September 27, 2012**  
**2:00 p.m. Fireside Room**

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

Absent: Lt. Oliveira

1. **College Mission Statement Review** – Terence distributed a paper with questions and had the managers divide into groups of three to respond to the questions. The groups formulated their responses and turned them into Terence after 20 minutes. Terence explained that the responses will be posted on the Portal under the Planning Committee. It was the consensus of the managers that this was a meaningful process. Terence said if anyone has additional comments on the mission statement, they may add it the Portal.

2. **Collective Bargaining** – Mariles said Local 1 met and will roll over the contract for 2012-2013 and create a subcommittee for Article 17. The Local 1 contract will be included in the October 11<sup>th</sup> governing board pending ratification. Denise said the same process is in place for United Faculty. She will send the signed agreement out to all of the managers.

3. **Construction Update** – Donna said we are moving right along. Denise reminded the managers that there is a comprehensive review of construction updates presented in the traveling road shows. With the construction of the campus center, there will be a reduction of parking spaces, and some changes in the pathways on campus. She asked the managers to be proactive in heading off complaints before we receive them. John asked if we could have a rendering posted somewhere on campus to show what the buildings will look like so people won't be so apt to complain about construction issues. Denise thanked John for his excellent suggestion. Denise said we could also post some visuals on line. Denise said we could also show phases of the construction. Aleks said Chrisanne Knox provides frequent e-mail updates on campus construction projects at DVC. Sue said DVC also has signs directing wheelchair accessibility. Denise said we will also provide appropriate signage. Mariles said when we were going through the remodel of the Library, Susan Lee would send out weekly e-mails regarding the construction for that week.

4. **Classified and Manager Evaluations** – Mariles said it is our right and responsibility to do evaluations. Classified probationary employees need to be evaluated every 3, 6, 9 and 11 months of their first year. Permanent employees, for five of years of service, should be evaluated every year. Permanent employees, after five years of service, should be evaluated every five years with "proper" notice. "Proper" notice may be an e-mail informing the employee they will be evaluated. Managers of probationary employees should have received an e-mail from Joy Steinecke in HR letting you know when the evaluation is due along with the proper form. Joy Steinecke developed a three tier form for all probationary evaluations, employees who have been here 5 years or less, and all employees who been here over 5 years. Joy is out until at least October 8<sup>th</sup>. This will delay the evaluation notification for those employees over 5 years of service. Susan asked for clarification on how we count service time for probationary employees who are furloughed. Mariles said we just count the months they are working.

Article 14 also states if the manager feels it is necessary, the manager can evaluate an employee at any time. Mariles reminded everyone that at the recent FRISK training it was clearly stated that as managers with probationary employees showing problems, it is best to do what we need to do before the employee becomes permanent. Managers will first seek to remediate bad behavior and then, when all else fails, the employee can be terminated. Mariles said if there are questions, to send her an e-mail or call her.

Manager evaluations –Mariles distributed an updated scheduled to include Mayra and Karl. Donna and Vicki have a “T” for temporary evaluation because they are interim managers. All of the instructions and forms are on the Portal. Denise is trying to schedule another management training session with district HR hopefully during a regularly scheduled management council meeting. Denise said we are going get back on track and be consistent with evaluations. Mariles also distributed a grid for management participation in the hiring process. She will also send it to the managers electronically.

5. **Classified Employee Disciplinary Action** – Denise said this is one of items that derived from the recent audit. The document is available at the district office website under human resources. Once it is updated she will send out the link to it. Denise said we need to be mindful of college policy when we get involved in these situations. It becomes quite detailed to relieve an employee of their position. If there is a good evaluation in place, then disciplinary action is rarely needed.

6. **Classified of the Semester** – We had five applicants said Vicki. The majority of the committee had to recuse themselves because their association with the applicants. Mayra, Karl and Sue stepped in as back up committee members. The new classified semester was chosen. Melody will order the plaque so the classified employee may be presented this honor at the next College Council meeting on Thursday, October 11, 2012. The President’s Office will provide lunch for two for the recipient.

7. **Enrollment Priorities** – Denise said the priorities legislated from the Student Success Task Force will go into effect next year. Tier 1 registration is for veterans and foster youth; Tier 2 is for DSPS and EOPS students, and Tier 3 will be up to our college to decide. Denise reminded the managers that we have a MOU with MCHS and we have to include them in our decision-making. We are now in a completion environment. Denise said in their former district, students who were in their last term were given the highest priority especially if they needed the class to graduate. Every student who is eligible may apply. Our Tier 3 registration process must in place for spring 2014. There will be other items that will need to occur with each student: orientation, assessment and an education plan. Mayra asked what the process will be to discuss the enrollment priorities. Denise said the discussions will most likely take place at College Council. Students will hold a general assembly to give us their ideas.

8. **Management Appointment to Achievement Gap/Student Success Committee** - Denise needs two managers. Mayra and Karl volunteered. Priscilla will be the alternate. Denise feels that we should rotate our management representation on all committees. Wayne has started adhering to the formal committee structure because most of the membership of this committee dropped from the former achievement gap committee. Denise said we need to encourage managers to switch committee representation. Mariles said we have committees that have positions appointed to them i.e. the budget committee required the Business Director. Denise said Mariles doesn’t necessarily have to chair the Budget committee and can rotate the chair position among the membership. Donna said committee representation could be reviewed every two years. Denise said she will draft something to present to the managers – effective for the 2013-2014 committee roster.

9. **Committee Reports** – DGC – John said DGC was a long meeting – a lot of board policy revisions. Gifts /donations will not be accepted from organizations who discriminate in any way, race, ethnicity, gender expression, etc. John said Contra Costa College is the only college that sends out thank you letters for every donation given. Public participation at governing board meetings was also

discussed. The public may place items on the prepared agenda in accordance with the Brown Act. Board members absences were also discussed. Board members may be absent for a total of 60 days for official business and 90 days if they are in the military. The district has a new auditing firm. Procurement card limits are now \$1,000.00. Denise said reminded the managers when they have employees who exit, to please have the employees turn in their procurement cards so we may close out those accounts as well as remove their e-mail accounts.

DMC – Vicki reported they discussed meet and confer items. In light of the UF and Local 1 proposing a rollover of their contracts, there was nothing new to discuss. All of the management proposals on the table did not include money except the confidentials having the same vacation accrual of managers. Most of the confidentials do at this point, so the few that don't have the same vacation accrual will not place a monetary strain on the budget.

DEEOAC – District Equal Employment Opportunity Advisory Committee – Terence reported they will meet in October.

10. **Around the Table** - John said he had an African American Male Leadership event and Terence Elliott, Vern Cromartie among others did a fabulous job. John thanked Teresea Archaga, Richard Stollings, Tamara Green, Ericka Green and Camille Parker for helping with the football game. This weekend we play Sacramento City College at CCC. Homecoming is October 20<sup>th</sup> -- play against Shasta. Denise would like to see all of the managers at the homecoming game.

Helen Kalkstein asked about the October 12<sup>th</sup> accreditation training. Donna said we are hosting a training session in the Fireside room all day. Priority for attending is open to our district, Peralta, and Solano districts. First priority goes to the chairs of the various committees. We have about 15 slots available. Helen will contact Donna to see about attending this conference.

Helen announced the Empty Bowls day project on October 12<sup>th</sup> as well with the ceramic classes making bowls and culinary making soup. This is a fundraiser.

Priscilla said next month they will be starting a lot of their career days. She will be sending out an announcement to everyone bringing in middle and high school students.

Sue said Vicki gave her an idea about Local 1 and UF training for new employees. She sent the idea to the Professional Development Committee who are willing to promote it. We will work with Janie to have some sort of training. A community education fee based class is needed for transition students. They received favorable feedback from transition students and they will meet next week to discuss the fee.

Aleks said they are currently in a four week educational exchange development for Richmond's sister city. We are not providing the programming but helping them plan the program for 14 participants from the city government in Japan. Aleks thanked John Wade and the athletic department who helped by providing the rooms and helped with us staff. The program will give us \$1,000.00 for our hosting this event. Aleks is hoping that most of this money will be placed with Athletics.

Bruce said the elevator repair paperwork for the LA Building is in purchasing right now. The elevator was out for three straight days including this morning. We are in the process of having the elevator repaired in a significant way with key card access. We need to use it sparingly to be used only by those who strictly need it. DSPS students will register with DSPS to obtain a key card for the elevator. Mariles said the repairs will take two to three weeks. While the repairs are being completed, we will need a way

to transport our DSPTS students and a temporary solution will be to use the carts. We are going to borrow for carts for three weeks to shuttle ADA students to the upper campus.

Vicki said Sue, Jose and Chief Gibson had a discussion regarding the purchasing of a new cart since the ones in police services were donated and continue to break down. Jose is looking at vendors. They typically run between \$15,000 and \$17,000. Vicki said she will be contacting some of the managers for the screening stages for the Student Services/Academic Manager position for Single Stop.

Jeanette said we are working on the late add admission process. Jeanette said she is declining students who are sitting in classes without being enrolled because we will not receive apportionment for them at this point. A & R is working with district for developing student applications on line. We have a number of students with outstanding debts. The process is being looked at because there has been the question of legality in holding a student's State refund check. The state charges us a 33% processing fee. Denise said she will bring this to Chancellor's Cabinet. Jeanette said we have to notify students in a timely manner as spring semester registration will begin in November. Denise said if we don't change our processes we will continually be in debt. Denise said we need to look at what we can do to encourage students to pay fees in a timely manner. Jeanette also mentioned the wait list process for students to add a class has been changed from five days to three days effective spring 2013. We will be advertising this change through ASU and Constant Contact.

Donna said she went to the Richmond Bay Campus Lawrence Livermore Lab meeting and the first phase of the campus will begin 2017. They are initially proposing a 600,000 square feet, 1300 staff facility to eventually be built out to a 5.4 million square feet facility over 30 years. It is in the planning stages and will be taken to the Board of Regents at UC Berkeley in November. This facility will do a lot for the Richmond community.

Terence announced the students held a club day today and we should support our students. These clubs do need attention. This weekend there is a community event food and wine with the Richmond Main Street coalition and in the evening the event moves to the East Bay Center for the Performing Arts.

Susan said the culinary arts coordinator of the Italy trips is here tomorrow for a meet and greet. The study abroad program is trying to expand so costs will go down. Susan continued to report that Mayra, Priscilla and she met to talk about validation meetings not being scheduled on All College Day. The recommendation is to schedule them on a half day during flex week.

Mayra said there is a group of people meeting discussing tutoring efforts on campus. Jason, Karl, Seti, Joe and Eric from MCHS and Peggy, from math department, talk about ways to leverage resources to make tutoring more effective and reach out to a larger audience of students. The Adalente cohort has been successful in getting 75 active students as members. They are attending counseling sessions with ed plans, having weekly tutoring, attending two CSE events and performing four hours of community service. If they pass their current course they will receive a \$500.00 stipend. Career exploration will follow. They created a Summer engineering internship for about 12 of our students on campus. They worked with a civil engineer here and implemented their ideas in Colima, El Salvador where the students created two cross walks and installed two small plazas with solar lights. They also created a mural. This was funded by STEM grant and the San Francisco Foundation. They received an additional \$3,000 from the San Francisco Foundation which will fund a peace event on campus. This will also fund a mural on our campus. She will send out an email in preparation for the art piece.

Karl said they had the superintendent from WCCUSD look at the Gateway class. Dr Harter visited Ed Cruz' class. The students had just received their positive test scores back from the instructor and were

very jubilant. Karl will meet with some math coaches next week. They are trying to connect Gateway with counseling in order to work with the students' emotional issues. We started with 57 students and we now have 54. The liaison with WCCUSD said these students typically attend at a 20% rate.

James reminded everyone that the district will be working on the Datatel and Portal tomorrow in the morning.

Meeting adjourned at 3:55 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President