

To: Management Council From: Denise F. Noldon
Subject: Notes Date: August 30, 2012

Management Council
Thursday, August 30, 2012
2:00 p.m., Fireside Room

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

We moved Agenda #5 to the beginning of the meeting as Mariles had to leave early.

1. Management Participation on Hiring Committees – Mariles said our hiring guidelines are dictated by the Uniform Selection Guide. Hiring is a management responsibility however we like to be inclusive; therefore, we use the Uniform Selection Guide available on the district website under *Human Resources*. Whether hiring classified, faculty or managers, the paper screening, initial interview and final interview committees must all be different people. In other words, you cannot duplicate committee members on any of the committees.

The classified hiring process is governed by the Local 1 contract which states there has to be Local 1 representation on paper screening and the paper screening is governed by Sophia Lever at the district office. Screening and hiring interviews must have three to six panelists. It has been our practice to have three minimum panelists (two managers and one classified) on the initial interview and three to two panelists on the final interview (one classified and one to two managers). The hiring manager typically chooses a Local 1 representative to sit on the final interview committee. Mariles suggested we can also use employees from our sister colleges to sit on committees should we not have enough employees in one specific area to conduct the hiring needed for a particular position. Helen Kalkstein said she was not given a choice of dates for interviewing and recommended human resources work with the managers and staff calendars' so they are able to sit on the committees. Mariles said the district does provide a hiring plan for each position to be hired and dates may be negotiated if necessary as the recruitment plan is used as guideline. The hiring manager should name the Local 1 employee to sit on the paper screening and initial interview committees and the hiring manager should sit on the final interview committee.

Denise said hiring is very important and every employee should make this a priority. As managers, we want to free up staff so they know we support their participation in the hiring process. Denise continued to say we want to ensure we are obtaining our outcome –hiring the best candidate for each position. Denise asked Mariles to make a grid of the hiring processes for all three classifications indicating how many managers, classified and faculty are required on each committee during the hiring process so we may distribute it to all managers for easy reference.

Committee composition for management hires is different. CCC has used the same paper screening and initial hiring committees in the past and we have been told we can no longer continue this practice. The hiring manager should be on the initial interview committee. Mariles said district is able to perform the paper screening and the campus would then we do initial interviewing. Typically there are two managers and a classified employee and/or a faculty member for paper screening. There are two managers including the hiring manager and a classified and/or a faculty for the initial interview. Final Interviews are conducted by the president and vice president. The president reconvenes all of the committees after the final interviews in order to discuss the final selection for the position.

Faculty recruitment is done through the Vice President's Office. Paper screening is done by two or more faculty, initial interview is comprised of faculty and the hiring dean and possibly a classified, and the final interview is done by the president and vice president.

Karl asked how we develop the interview questions. Mariles said Sophia Lever at the district maintains a database of questions for classified hires. The hiring manager has the option of editing those questions or adding questions themselves. All questions must fall into the purview of the job description. District HR reviews the questions for appropriateness. The same applies for management hires. The department chairs create the questions for the faculty hires. The president's office also maintains a database of questions for management and faculty hires and reviews the initial interview questions first before developing the questions to be used in the final interview.

The State has not developed guidelines for the District to develop eligibility guidelines. We target specific populations in advertising with our breadth of former experience. We do look at the composition of candidates in pools as well as the hiring committees to ensure fairness to everyone.

Priscilla said the Perkins Grant would like us to have a separate recruiting process to hire diverse faculty. There was discussion about Prop 209. Denise said where we start our process is crafted on how we hire a person. On the front end we start with a recruitment process and then we widely disseminate the description to where we think these candidates will see it so they have an equal opportunity to apply. We can have equity guidelines to follow as best practices. Denise said our institution needs to advertise to many constituencies as are relevant. Denise suggested the managers inform Mariles of other links and places that might be best served to ensure a diverse pool of candidates.

Helen said that we could use better communication with the initial hiring manager. Mariles said the hiring manager has an opportunity to write a brief description of the job when openings become available. Denise encouraged the managers to work closely with Mariles.

2. Collective Bargaining – Mariles said Local 1 rep has met and introduced the new facilitator as there are new participants. They have several meetings scheduled starting in September.

3. Selecting Managers for Fall 2012 Validation Teams – Denise said this college should be commended on our program review process. She hopes that we are using the information collected and for department/unit improvement. If we do that, then what the accreditation team will witness is our well-oiled machine engaged in continuous quality improvement. Susan said we should start without having managers on two committees in the same semester. She suggested we have validation meetings scheduled during flex week. Denise suggested that we have a subcommittee work on this process and bring it to College Council. Program Review Subcommittee – Priscilla, Susan, and Mayra. They will develop a recommendation for improving the scheduling of the program review process. There was discussion that some staff may not realize the importance of the task of sitting on a validation team as some do not show up for the meeting or they show up and have not read the report. The following managers volunteered to serve on the Fall 2012 Validation Teams:

Athletics - Vicki	DSPS - Jose
Auto Services - James	CalWORKS - Teresea
Academic Skills - Karl	President's Office – John Al Amin
Computer & Related Electronics - Nick	Planning office - Mayra
Culinary - Bruce	
HHS - Sue	
Journalism - Aleks	

4. Construction Update – Donna meets with the construction team twice a month. She reviewed the update that was attached with the agenda.

- Key card access is a district wide project. It should have gone out to bid this week and we are looking to have it completed by the end of this year. We have eight buildings involved in this process. Denise said we will send out the names of the eight buildings.
- Gym annex elevator it is still planned to begin construction in October.
- Roll up doors should be completed by the end of next week.
- Football field – visitor and home bleachers are nearly completed.
- Music building is nearly done and completion is scheduled for Sept. 27th. Wayne is planning to move some equipment this semester and the remainder will be moved over winter break. We will have an open house in the spring.
- Parking Lot 16 is on hold.
- 12K Utility is just about completed by mid-September. That project was done to eliminate power outages on campus.
- Telecommunications cabling upgrade project and scheduled to be completed by mid-September. Actually rerouting the underground cabling is in preparation for the construction to begin on the college center.
- Swing space includes CTE counselors moving to AA-109. Student Life will tentatively move into AA-219 in December and this means we need to find space for the Gateway employees currently set up in AA-219. The Bookstore is tentatively scheduled to be moved in December to portables in Lot 9.
- College Center construction will begin late next semester. Campus Center will include administration, culinary, bookstore and separate Fireside Room building.

Sue Abe reminded Donna that we need to notify the DSPS students when the bookstore is moved. Denise asked Sue to work with Vicki and Donna to develop a message to DSPS students. Denise assured Sue and the managers that the new College Center design was planned with forethought for students with accessibility issues. Sue reminded everyone that the blind students will need proper orientation of the campus once construction begins. Darlene expressed concerns about our haste to occupy completed buildings, as we need to ensure that everything is completed correctly so Bruce is not left with additional costs because the punch list has been signed off and the project managers have given us the green light.

5. Classified of the Semester – Vicki said we have nominated a classified of the semester for the past few years:

Spring 2008	Benny Barnes - Men's Locker Room Attendant
Fall 2008	Zolayma Martin - Administrative Assistant to the CLASS Division
Spring 2009	Yolanda Mendoza - Administrative Assistant to Student Services
Fall 2009	Barry Benioff – College Video Production Engineer
Spring 2010	Monty Gayton – Campus Facilities Assistant
Fall 2010	Sheri Hintz – Mail Clerk
Spring 2011	Michele Jackson – Marketing and Communications Coordinator
Fall 2011	Rose Orpilla – Administrative Assistant to the LAVA Division
Spring 2012	Shondra West – Administrative Assistant in Administration

The subcommittee consists of John, Vicki, Viviane and Darlene. The purpose of this award was to build morale among classified. Vicki asked if we want to continue this structure. Nominations have been slim. Vicki said there are criteria for the selection process and the criteria do not prohibit repeat nominations. Denise said we should not have trouble identifying a classified employee as we have over 80 permanent classified members. Denise said it has been indicated to her that some classified employees feel under-valued. She feels we need to do something to continue to raise morale. Donna likes the model

that we have and everyone agreed to maintain the same process. Vicki will send out the nominations and said this is her last semester as chair of the committee.

6. Follow up to Internal Audit – Denise asked if there were any questions about Ronke’s (District Internal auditor) presentation at the Manager’s retreat. She advised that we should be diligent in the areas of handling cash on campus. She encouraged managers to perform our own internal audits as a preliminary audit. We need to be ethical as managers and assure we have processes in place for revenue and cash on campus.

7. Parcel Tax Information – Denise distributed a handout with the *do’s and don’ts* for addressing matters related to ballot measures.

8. Committee Reports – DGC – John had no report but he will send us the link so we may access the notes on line.

DMC – Vicki said they meet next Tuesday. We have a new president, Michael Almaguer, from DVC. Minutes are located on the intranet. Nick said he is on a subcommittee for meet and confer.

DEEOAC –Terence said we are waiting for the State to complete their book on hiring.

9. Around the table – John said the first football game is on Saturday at Foothill.

- Donna reminded everyone management goals are due.
- Viviane said student services and financial aid have collaborated to attend the Oakland Black Expo during the second weekend in September. Volunteers from financial aid and single stop will help man the tables. Set up is Friday night and we will disseminate Contra Costa College student services information. Denise commended Viviane on her flier announcing the changes in Financial Aid.
- Vicki said that Student Services have taken the reins of outreach. Vicki met with the president about the SWAT team (Student Wellness Assessment Team. This team was formed as a preventative measure to help students in emotional crisis. Aminta is also on this team.
- Sue said she attended conference at State Chancellor’s office in Sacramento and she will co-chair the Sacramento State Chancellor’s committee.
- Jose said so far no major issues.
- James encouraged everyone to call the main technology help line on ext. 4477 for technology assistance. Denise thanked James for all his help.
- Aleks said we are hosting the Richmond’s sister city in China, Zhousan. We will be augmenting their classroom activities. Helen Kalkstein will be contacting various people on campus. They are looking for a place on campus, preferably a classroom, to hold 14 people at 10 or 11 in the morning. John said there is probably space in the PE facilities.
- Mayra Padilla received the Jefferson Award and was featured on KPIX news. This is a community service award and she was nominated by students. Mayra said the HSI Stem grant is moving along. The recent Math boot camp had 61 completers with 69 students who initially applied. The students ranged from 16 years to 64 years old. The boot camp helped them feel confident in their math classes they have started this semester. These students will be integrated into the other math program affiliated with the CSE and will receive a \$500 stipend. METAS will start Sept. 8th which means we will have around 100 students on campus on Saturday. Mayra said she is in the process of working to find a contract with the National Student Clearing House. Mary will send the link to the other managers for the National Student Clearing House. Vicki will help Mayra with the FERPA piece. Denise suggested that Vicki give training with FERPA since it is Federal law.
- Teresea said we received a donation of school supplies that have been disseminated. Single Stop has given us an IPOD to award to a student. They still have five backpacks to distribute.
- Karl said Gateway started with 56 students.

Denise said it was effortless the way the managers began the semester and thanked them for all they do. It has been a pleasure to work with the management team and she thinks we are going to make our FTES mark. Donna said as of today we are at 2,729 and that is counting positive attendance. First census is on Tuesday. Denise also thanked the faculty for taking in more students and she encouraged the managers to thank faculty for efforts in reaching our goal. Denise said we want to see our students finish.

Meeting adjourned at 4:05 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President