

To: Management Council From: Denise F. Noldon  
Subject: Management Council Minutes Date: April 25, 2014

**Management Council Minutes**  
Thursday, April 24, 2014  
2:00 p.m., LA-203

Present: Sue Abe, Teresea Archaga, Jason Berner, Karl Debro (arrived at 2:45 p.m.), James Eyestone, Vicki Ferguson, Catherine Fites, Tammeil Gilkerson, Bruce King, Susan Lee, Mariles Magalong, Jose Oliveira, Darlene Poe, Monica Rodriguez, John Wade

Absent: Jason Berner, Nick Dimitri, Donna Floyd, Aleks Ilich, Donna DeRusso Mayra Padilla

1. **Collective Bargaining** – Darlene said she has no report as they meet again tomorrow. Mariles said the United Faculty has a Tentative Agreement soon to be ratified depending on voting outcome. The faculty now have a Load Task Force which is comprised of three vice presidents and three UF designees (UF President and UF Director and FSSC President). There are six reps on each side. The task force is going to meet with all instructional departments on campus starting in the next academic year. Their goal is to ensure that all courses are tied to instructional agreements and class size ratios. Any recommendations from the task force will be submitted to the departments and none of their recommendations will be binding. The task force was created because we have courses with inaccurate unit loads that have been unchecked for a while and that impacts how we issue units for our courses. Tammeil said we are also trying to have our courses in compliance to meet the transferrable degree requirements. Lecture time receives a higher pay rate than lab time. The Load Task Force is also helping to bring parity to some of the labs (science and tutoring). Susan asked if PE is a part of this process. Tammeil replied, yes, there are four different levels of a lab and PE will probably be placed in Level 3 or 4 but this is an assignment for the task force to ensure appropriate placement of all courses. Susan asked if that if we are emulating other colleges procedures. Tammeil said this is a negotiated item. However, Mariles said we are emulating Ohlone College's template.

2. **Construction Update** – Mariles said the only item to add on the College Center Project is rough grading and in about a month we will see concrete walls for the classroom building being erected. Denise said we had a couple of recent issues with the construction company - one we had to evacuate due to gas leak and the other issue was repairing the water pressure on campus. Denise thanked Bruce for his dedication and assistance to the college during this construction period. Every week we are meeting with the construction employees alleviating potential problems as they arise and finding solutions that have the least impact to the staff and students on the campus. Denise also thanked Jose and the police for maintaining the college over night as well as keeping the campus operational during these problematic times. Denise thanked all of the managers who stepped up to help during the gas leak situation. Denise said, *when we act as a united front, then we show the college community that we all take responsibility for the college.*

3. **Bond Information** – Denise shared her bond information power point presentation. She has already showed this information in the community and will continue to show the presentation at the local city council meetings. We are trying to deliver a clear and concise message on Measure E bond funds.

We have an aged physical plant and we are one of the 10 largest community college districts in the State out of 72 districts. This is a district bond measure. CCC's role is to primarily serve west county residents. The presentation also mentions job training.

We need over \$700,000 to get us through the current Facilities Master Plans for all of the colleges and the District. The highest polled project was the potential building of a new Science Allied Health Building here at CCC. Denise continued to report that when the bond amount was dropped to \$450,000, that amount will change our priority list. A new Science Allied Health Building is mentioned on the ballot but since we have added language that says we also have the option to modernize our existing science buildings should the bond pass.

The affordability of community college is also a part of the presentation. The cost of attending public universities in California has risen as much as six times that of attending a community college. We currently offer education at \$46.00 per unit. Denise said when we raise our fees, that money goes to the State general fund and they determine how much they will give back to us. The CSU and universities receive their fees directly.

Community support for our colleges came with the passage of Measure A in 2002 and Measure A in 2006. CCCCD has twice issued “refunding bonds” or refinanced bond saving taxpayers \$14.5 million over the life of the bonds. The 2002 bond cost taxpayers \$4.72 per \$100,000 assessed value and the 2006 bond cost taxpayers \$9.00 per \$100,000 assessed value. We have remodeled our Library, have built a new Student Services Center and we are now building our College Center. We want all of our community to have the best possible facilities.

Measure E was unanimously approved by our Governing Board. It will require a 55 percent voter support. This bond will add another \$13.00 per \$100,000 assessed value. Total for the three bonds will be \$23.63 or less per assessed value. Preliminary polling shows a 70% passage rate.

We are trying to improve academic facilities to help students prepare for 21<sup>st</sup> century jobs and transfer to four year universities; provide facilities and resources for science, technology and medical career/health services training programs including nursing, dental technology and health administration.

We ensure strict accountability including a public expenditure plan, independent annual audits, and an Independent Citizen’s Oversight committee to ensure funds are spent as promised and managed in an efficient fiscally prudent manner.

CCC’s major projects include a new science and allied health center or modernization of current spaces housing the science and allied health education programs; modernization or construction of a campus operations building, modernization of gym annex, gym, locker rooms and other PE facilities. Denise said the City of San Pablo wanted to know if they would have access to our facilities before offering their support. Denise said we are going to have to afford controlled access of our track to our community members.

Denise said the power point is on the “S” Drive under “presentations”. In the event managers are asked questions, they can refer to this presentation. Denise she will be sending a letter to the managers expressing interest in helping with bond efforts.

4. **Committee Reports – DMC** – Vicki said the last meeting was cancelled but an email was sent to the managers to cast their vote for a language change in Section 8 of the Management/Supervisors/Confidential manual in relation to benefits.

5. **DMC Representatives** – Vicki said it is time to elect new representatives for the 2014-2015 committee as Nick and Vicki will no longer serve as representatives next year. Catherine will remain on the committee for next year. Teresea and Monica volunteered to serve next year. It is a meet and confer group to talk about benefits and working environments for managers/supervisors/confidentials. We also need alternates. Sue will stay as an alternate. Mayra volunteered to be the other alternate.

6. **Employee Appreciation Day – Friday, April 25, 2014** – Teresea said they will be setting up at 10:30 a.m. and she send out the assignments to the other managers. Food is ready to go and should be here around 11:30 p.m. Location has been moved to behind the CTC in case of rain. She has everyone’s donation except for two managers. We have lots of items to give away including a variety of gift cards for Amazon, Applebees, gift basket, movie box for Red box, lots of restaurants, bottle of wine, etc.

7. **Accreditation** – Denise said we are in the final stages of putting together the document so we can post it on the Portal. We will send out an e-mail once it is posted so everyone may view it. There is a lot of interest in the accreditation process based on what has happened at City College of San Francisco and other colleges that have been placed on sanction. There is a lot of dialogue between the colleges and the accrediting commission. It has been approved that the timeline has changed s from six years to seven years for team visits. We have our visit scheduled in the fall (October). Denise said if there is something that is not happening in the way managers feel it should be, then those concerns need to be addressed prior to the team’s arrival. Concerns about the campus should not be vented to the accreditation team; however, Denise encouraged everyone to be honest in their replies to all inquiries.

8. **Safety Training** – Jose and Mariles – Mariles said that most of the items to be addressed today are being already being addressed by the Safety Committee. Mariles started off by mentioning communication during an emergency. We have different ways of notifying the college community about emergencies: Shoretel telephones now have capabilities to announce emergencies; we have a phone tree that is distributed by the President’s Office; fire alarms to evacuate the buildings; and the air raid siren which indicates shelter in place. It was recommended that we use texting on our smart phones. Chief Gibson and Mojdeh are looking for a product to help facilitate texting. John said he has a text tree for his employees and thinks that would be good line of communication. A text can be sent from e-mail as well. Jose said the first Wednesday of every month the community sets the air raid siren which indicates shelter in place. Our Police Department has the capability of activating the siren from their office which also notifies the county if there is a problem. Shelter in Place means to close all windows and doors and sit tight. Look for other means of communication during these situations.

Jose said we have two fire drills a month alternating buildings on campus. We have the month of May where we are hoping to conduct a Shelter in Place drill. Vicki and John volunteered their buildings for this drill. Jose said we are doing assessments on these drills. Darlene said she has never seen a drill conducted at night. Jose said that is true as there are some difficulties with evening drills since not many manages and building monitors are on campus at that time. Also, many of the professors are adjunct and not full-time. Denise said we work together find a way to train adjuncts in the event of an emergency. Mayra said she has a large program here on Saturdays and Jose said we will have to rely on our close allied agencies outside of the campus i.e. city police and fire to help with emergencies on weekends. Denise said we should apprise our community members of emergency procedures for those that rent our facilities.

Jose said we are testing our radio system and we have completed about 80% including the building monitor radios. Ideally we would like to have radios for every building monitor and every manager. Denise said she has already committed to purchasing radios as needed. Denise said we want to disseminate valid and accurate information in an emergency situation as we do not want to disseminate erroneous information. It is up to managers to notify staff and students that we will have accurate information as soon as possible and to keep everyone calm during critical situations.

Mariles said we have identified command center locations and alternate command centers during emergencies on campus. The President’s Office would be first, then the Welcome Center in the SSC and then the PAC. The command center is where the administrator in charge and police would be stationed during a critical situation. Mariles said we want all managers to be building monitors so if everyone is agreeable we will provide the training to all managers.

We have a list of building monitors but still need names for the Art and Music Buildings and Men's and Women's Locker Rooms. Mariles said we will ask John if we can designate the locker room attendants as building monitors. Susan suggested we check with Jim Ulversoy to be the building monitor for the Men's Locker Room. Mariles asked the managers to see if they have anyone eager to serve in this capacity. Denise suggested we have someone from MCHS and Mariles said Anne Shin is a designated building monitor. We need a replacement for the Biosci and Early Learning Center and also the Library due to Jason's recent change in physical office location and Ellen Geringer's retirement. The PS Building also needs building monitors to replace Devinder Johl and Joe Ledbetter. The building monitor list is maintained by Jose and he will send it out electronically as soon as it is complete.

Jose said the building monitor training they had given before was 24 hours; however, it is difficult to have staff commit to 24 hours for training. Jose plans on tapering that training to two to four hours. Denise said it might be helpful to have managers trained at a Management Council meeting. Mayra asked if we could have county employees with us as we train. Contra Costa County is a county staging area. Denise said someone from the county needs to give training in SIMS and NIMS. Our gym is designated as a Red Cross area for West County in the event of an emergency. The county needs to come out and train us. Vicki thanked Darlene for replenishing their emergency cupboards. Denise asked if every office has a first aid kit. Denise said once a year we will have to check that all kits and emergency cupboards are replenished. The fire extinguishers are checked annually.

Denise said we can have a running agenda item on Safety on the Management Council agenda. Vicki reminded managers to have the keys to their emergency cupboards on their key rings with them at all times.

Mariles said Darlene and Bruce are tasked to inventory our emergency cupboards and indicate if there is need for more since all buildings do not have one. Jose will be addressing the need for radios and bullhorns in each building. There are AED's in all buildings but the one in the AA building was stolen. The AED talks to the user with step by step instructions. Denise asked if there is a training session with these AED as we really don't want to wait until we have to use them. Susan said the nurses have offered flex training using AED's.

Mariles said after we have completed the audit of radios we will reactivate our practice of monthly radio checks on the first Wednesday of the month with the air raid siren test.

Jose distributed a new map indicating evacuation points on campus. People need to be out of the roadways for emergency vehicles. Our soccer field will be used for the staff in the Knox Center and PE facilities. Denise said we need to add emergency phone numbers with the map. Sue had concerns about the evacuation for the SSC point at the bus stop as that location is not quite accessible for wheelchair users. Teresea said Parking Lot 1 rotunda area is accessible for wheelchairs. James said the H and SA buildings need to be removed from the map.

Jose gave a quick demonstration on the radio; a Motorola CP110. Two knobs on the top of the radio—one is volume and battery life and the other knob has channel 1 for emergency use and channel 2 for administrative use. The button on the side is what activates the radio. Jose emphasized that the user should not start talking until the button is depressed. Release the button when the transmission is complete. Jose said we want to have the building monitors take the radios during the evacuation drills. Teresea said that some safety monitors have vests, and hard hats. Jose said we will make sure all safety monitors are equipped with the necessary information. Denise thanked Mariles and Jose for all of their help with this responsive action to take the necessary steps to ensure campus safety.

9. **SLO from Teresea Archaga.** Teresea distributed her written SLO for CalWORKS.

Upon completion of the CalWORKS orientation, students will become familiar with and utilize on-campus resources in order to meet and maintain Academic Standards at Contra Costa College and the student's Welfare to Work Plan as prescribed by the Employment and Human Services Department.

Teresea noticed that many of the students are not meeting their satisfactory academic progress (SAP) for Financial Aid. Since we have counseled students on their GPA's, there has been more improvement with their transcripts. Verification forms are requested through texts. Teresea said students are unaware of academic renewal and they are helping to make them aware especially for those students close to graduation and who want to transfer. Teresea said she verifies that students have a 2.5 GPA and that the students have met with her on a regular basis. Teresea also has the students complete a resume. Many students have trouble completing their hours. Success will be noted by having 90% of students maintain program compliance and have the completion rate increase by 5%. This year she has ten students graduating from the program. Teresea has three SLO's but she wanted to address this main one for today's purposes. Teresea said she merged two of her three SLO's into one SLO. Teresea said she has been working with her counselor to fortify her case notes. She has asked other departments for evaluations where she has referred students. She has been completing mid-term progress reports with students. Denise thanked Teresea for her assessments and said often times we find unintended consequences from assessments that we didn't expect as in Teresea's case.

10. **Around the Table** – Monica gave an update on work study students. She thanked everyone for being responsive to her e-mails. She is now more confident that our money will be spent. She is looking in to ways to improve work study procedures. She wants to create work study wait lists for any remaining amounts of money. She is also looking into third party software to manage work study students and funds. This will help with job placement. Monica said summer work study students may work through June 30<sup>th</sup> as long as we know they are coming back to school in the fall. If they are not coming back in the fall, then they have to cease working on the last day of the semester. Monica asked if anyone has a need for students to work 30 or 40 hours a week? Denise said it has been proven that if we can keep students enrolled as full-time students then working on campus is an ideal solution as it helps with their educational success. Susan asked if there is way to have the student work study students in one area where Mary Johnson could connect with them to have them enroll in coop education which would help us increase our FTES. Monica said we can send out an email or Susan suggested that Monica could give Mary Johnson the list. Monica said we have to be careful that students are not misled by enrolling in coop education classes as those classes will not be counted in their financial aid after two times. We have an issue of students being paid out of work study but they are not eligible for work study. We have to be careful with writing the GL's on timecards. Monica asked if all timecards could be forwarded to Financial Aid first before being forwarded to payroll to ensure they are work study students.

Karl said last June we had two Gateway to College graduates and this year we have 20 graduates. June 7<sup>th</sup> at 3:00 p.m. at the Richmond Auditorium is the Gateway graduation commencement.

Teresea said she attended the CalWORKs conference where she applied for scholarships for her students. Even though we were not awarded any scholarships, two of her students were highlighted in the Cal WORKs publication.

Catherine said they only have 289 students participating in graduation this year and asked the manager to encourage students to participate in the ceremony. Last year we had over 300 students.

James said they are busy in IT spending everyone's money as the purchasing deadline is next Friday. Tammeil said next year we will try to look at budgets ahead of time to spend budgets for technology needs sooner in the year.

Sue distributed flyers on the wheelchair basketball exhibition game on Thursday, May 8<sup>th</sup> 2014. Denise said we can announce this tomorrow at Staff Appreciation Day. The CCC Comet basketball team takes over for CCC players. This is a fundraiser for BORP (Bay Area Outreach and Recreation Program) and our CCC Athletic Program. Sue said instead of playing against BORP we will mix the players on both teams.

Vicki said Student Services is extremely busy. The SSC has physically changed some offices and Vicki's office has moved to the former International Student Office and International Student Office has moved to A & R. Bruce has placed up signage. Vicki thanked Bruce and James for helping to move computers. We are in the process of hiring a counseling assistant as well. Vicki said her office is smaller and tucked away but it is respectable. Yvonne Farr is now located in DSPS. May 10<sup>th</sup> is Super Saturday – a campus-wide event. Our outreach team, Carla Matute and two counselors, is working very hard. E-mails will be sent to show who has signed up. We have touched over 700 students. We have 661 who have completed applications and 360 also completed assessments. We have yielded 96 students who have attended the Counseling 108 pilot course during spring break. They will be our number 1 group that we will register on Super Saturday. Group 2 will entail assessments, ed plans, etc. so they can register that day as well. We are expecting 500 students on May 10th. We want them to all be enrolled fulltime. Vicki thanked Tammeil for her guidance and support. We are possibly looking at 100 parents attending on Super Saturday as well. Vicki said we have also checked to see who has completed their FAFSA applications of those 96 students. Financial Aid information will also be assessable on Super Saturday.

Tammeil said Chevron will be funding ten \$2,500 scholarships for those students who enroll fulltime and show up on Super Saturday. Tammeil said we will also conduct the late “May push” to help us with enrollment. We will be back in the high schools after Super Saturday. Denise said we are lacking in enrollment. We are more than likely have to borrow FTES from what we make in the summer. We will have more a discussion on our FTES at the next meeting. Everyone has to be focused on this goal. We are hoping to leverage that growth in the high schools.

Jose said it has been three or four weeks were we launched the new guest parking permit request process via the Portal. So far, they have received positive feedback. They will probably promote the same process for key requests.

Tammeil said we need to push our enrollment as summer is soft and we cannot borrow if we do not have a robust summer enrollment. There are very few classes that are full at this point. We have not yet opened concurrent enrollment. We anticipate a bump up at the end of May. Tammeil said the college was designated as a 2+2+3 Community College Pipeline to Law School college. We were selected as one of the community colleges to participate in this program that will interest and assist in preparing students for law school program. We now have a law pathway into law school.

Susan announced the Food and Wine event this Sunday. Tickets are \$35 now and \$40 at the door. Next Friday at 3:00 p.m. in the Library is the retirement celebration.

Denise thanked Bruce for his promotion of Earth Day. Denise said we need to start planning events and Earth Day affords the opportunity to work together cross-culturally.

Mariles said the 4/10 schedule begins May 26<sup>th</sup> and runs through August 1<sup>st</sup>. Fourth of July is on Friday. We typically split this holiday where half of the employees take July 3<sup>rd</sup> and the other half take July 7<sup>th</sup>.

Mayra said we held the peace celebration this last weekend and worked collaboratively with Mary Johnson and counselors as the theme was suicide prevention. They will follow-up with the groups they were working with. Tamisha Walker facilitated a session with our high schools with regards to the violence in the community. The local police also talked about non-violence. Our elementary students created a peace

streamer hung outside of AA 103. It was a smaller event this year. The STEM open house is Friday May 2<sup>nd</sup>. Math Jam is coming soon. Kelly Ramos took an out-of-class assignment and has been helping with HSI. She has been a big help as she has been able to fold in some ASU students into the HSI STEM area. Mayra said that Kim Blackwell set up a panel of STEM professionals to talk to our students. They have had some recent dynamic speakers: one was a venture capitalist that grew up in the Richmond area. They also hosted the female Director of the Oakland Airport for a dynamic lecture. Mayra thanked Darlene, Bruce, and Counseling for helping them in a successful year.

Denise said we are planning three or four college-wide projects that everyone can collaborate around, one being a service day in the community where we take our staff to support our community. Denise wants to see more events like this across campus.

Denise thanked everyone who attended the AFL-CIO, Tefere Gebre event on Monday. We want to bring role models to campus for our students.

Meeting adjourned at 4:30 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President