

To: Management Council From: Denise F. Noldon  
Subject: Management Council Notes Date: August 29, 2013

**Management Council Agenda  
Thursday, August 29, 2013  
3:00 p.m., LA-112**

Present: Denise Noldon, Sue Abe, Karl Debro, Terence Elliott, James Eyestone, Vicki Ferguson, Catherine Fites, Donna Floyd, Aleks, Ilich, Helen Kalkstein, Bruce King, Susan Lee, Jennifer Ma, Mariles Magalong, Joe Oliveira, Mayra Padilla, Darlene Poe, John Wade

Absent: Teresea Archaga, Nick Dimitri

Denise greeted everyone to the first Management Council of the 2013-14 academic year. Denise said in the future we will not hold our first meeting until September as it is too difficult to meet during the first two weeks of school.

1. Managers on **Validation Teams** for January 2014

Certified Nursing Assistant – Jose  
Early Childhood Education – Sue Abe  
Nursing – Vicki  
Speech – Aleks  
Bookstore – Donna  
LAVA Division –  
NSAS Division – Mayra  
Early Learning Center – Jennifer  
Professional Development - Karl  
Technology Services – Catherine

2. **Construction Update** – Donna said she will notify the community in regards to the anticipated construction in Parking Lot 9. During the demolition of Parking Lot 9, the lot will be closed for parking with the exception of the disabled parking stalls against the curb and closed for two-way traffic. Once the portables are installed for the Bookstore, the parking spaces in the middle of the lot will be made available and the portables will utilize the 15 parking spaces that face the creek. Arrangements are being made for additional staff parking stalls where the students currently park in Lot 10.

NorCal will be clearing out the equipment and the remainder of the furniture stored at El Portal School during the week of September 11<sup>th</sup>. Darlene asked if NorCal could come earlier so we can complete this project. Donna will check into it.

Donna said our first football game is September 7<sup>th</sup>. We have already held our first home soccer game. Concession stands and restrooms will not be completed by September 7<sup>th</sup>. Our visiting teams will be inconvenienced with no restroom facilities in the locker rooms but Port-a-potties will be made available. The GA building will be open for restrooms as well.

Denise said her student intern is assisting her to develop a Facebook page. We are trying to inform the community with our construction issues in every way possible as this is going to be a long-term issue. Donna said once we know what areas will be fenced off for construction, concessions will be made for accessible pathways.

3. **Facilities Master Plan** – Denise distributed a priority master plan ballot. It was requested by the District that we prioritize our list of potential projects. Each of the constituency groups will be asked to be complete a prioritization of the projects in order to give the district our prioritized list. These ballots will indicate our preferences for facilities as we may not be able to construct the items in the priorities favored in the ballot due to the order of construction. Accommodations for college community members with disabilities will occur as part of the project Campus Center project.
4. **Bond Information** – Denise said the plan is now to submit our prioritized list to the district. The threshold of the amount we ask for in the June bond will be what the polls say we can bear. The district would like to seek a half a billion dollars even though we could use a billion to complete all of the projects. Even though the PE modernization project was submitted earlier to the State, it remains on our list to ensure its completion at some point. If the State comes through with the money, then we do have the opportunity to switch the monies from our bond to the State monies. Denise said we do the best we can to maintain our physical plant. The bottom line is we need more resources in order to maintain what we have and what we need.
5. **Committee Reports – DGC** – Donna said DGC did not meet in August. The July meeting was brief. Time was spent shoring up membership and reviewing second reads on board policies. Tim Leong made a presentation on district accomplishments. Next meeting is scheduled for next Tuesday.  
**DMC** – Vicki said DMC met on Tuesday and didn't have a quorum. They reviewed the constitution of MCEB and well as started discussing the 13-14 meet and confer items.
6. **Management Mission Statement and Core Values** – Will be tabled until the next meeting.
7. **Enrollment** – Denise said we recently learned that the numbers we thought we had around 300 FTES beyond our goal were erroneous. The calculations were carefully reviewed and an error was found from hours indicated on course outlines that were erroneously miscalculated. The schedule that we build largely drives the revenue for the college. Denise continued to say that we are trying to resolve the problem. We were about 182 shy of our summer FTES goal. We are on stability and about 298 FTES shy from our goal from last year. It will be impossible for us to generate enough FTES to make up our numbers at this point. Denise said we just informed the full-time Dental Assisting faculty that we will no longer be able to offer Dental Assisting as it had low productivity. We will look at all our programs and decide what programs we can no longer fund. This is going to be a painful process. If we do not make our base enrollment we will have less funding to run the College. We are going to have make some tough decisions. Mayra asked how is productivity is defined. Denise it is our FTES over our FTEFS. One FTES equates to about \$4,500. We only have so many people within our service area that can attend CCC as new FTES. Mariles said the more productive we are, the less we will spend to meet our goal. When we are looking at building a schedule, we need to plan our most productive schedules. For example, if you have three classes with 20 students that will cost us three instructors but if we have one class with 60 students then we only have to pay one instructor. Denise said meetings will be scheduled to discuss each program's productivity. Terence asked how do we involve the community in these discussion if it all. Denise said we need to have a strong and consistent message to give the community. This is not a good situation to be in as we are going out for bond funds. Wherever we end up, we will have an institution that we can support.
8. Meeting adjourned 3:55 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President