

To: Management Council From: Denise F. Noldon
Subject: Management Council Minutes Date: December 20, 2013

Management Council Minutes
Thursday, December 20, 2013
2:00 p.m., LA-202

Present: Denise Noldon, Teresea Archaga, Karl Debro, Vicki Ferguson, Catherine Fites, Donna Floyd, Tammeil Gilkerson, Helen Kalkstein, Bruce King, Aleks Ilich, Jennifer Ma, Mariles Magalong, Jose Oliveira, Mayra Padilla, Darlene Poe, John Wade,
Absent: Nick Dimitri, Terence Elliott, James Eyestone, Susan Lee

1. **Bond Information** - Denise said the governing board decided to promote a \$450 million bond. We will have to reprioritize our list as we will probably receive less than the 153 million we originally identified. This means we will not be able to build the Allied Health Science Building which is projected to cost 77 million. Ironically, the project that polled with the highest favoritism for the proposed district's bond measure was our Science and Allied Health building. We should be thinking about leverage we can use to have more money allocated to us as well as that the fact we will be collaborating with UC Berkeley and the projected Lawrence Livermore Lab addition in the City of Richmond to increase our STEM programs. Based on how the current allocation model works (based on our FTES), CCC will receive the least amount of money from the district. Our Physical Education projects have been preapproved by the State which means we may have the opportunity to remove those projects from our bond list. Denise continued to report that she just came from a meeting at the City of San Pablo and they are looking at how to fund their fire department through a bond measure. The county is also looking at putting a bond measure on the ballot for the hospitals as well as WCCUSD will have another bond measure. This means we will be competing with other local entities on the June ballot.

2. **Construction Update** – Donna said we have several projects that have been completed – Knox Center parking spaces, Music Building, Home Stadium and CTE and Student Life moving into swing space.

Ongoing projects include the GA elevator that is still slated to occur hopefully in fall 2014. Under the prior construction project team, the elevator slipped through the cracks but with our new construction team, they have placed this item as high priority. The DSA has to approve the design of the elevator prior to the beginning of construction.

The new phone system installation has been completed.

The Bookstore move to the portable building has been completed and there is now the addition of a tent on the side of Subway so the students have a place to eat away of the elements. The project manager is looking at obtaining heat and lights in the tent. Unfortunately, the tent does not hold a lot of students as currently there are four to six picnic tables in the tent. We are exploring additional locations for students to congregate to eat their lunch away from the elements. The option of placing another tent on the other side of the Bookstore was considered but it was determined that location was too small and would not meet the objective.

The seismic retrofit is scheduled to occur on the Biology Building. There may be a Phase I and a Phase II because the project cannot be completed during the time when summer ends and fall begins.

Denise encouraged managers to report the status of these projects to their faculty and staff so there are no surprises when construction begins.

The new College Center will begin with the demolition of the SA Building on December 23rd with a temporary electrical shut down on January 2nd in the early morning.

Abatement for the Humanities Building will begin over the winter break and it is unknown as to when this building will be razed. Denise said there may be disruptions when that occurs and we will have to be patient.

There are webcams to the construction sites and James will place a link on the home page so progress may be viewed of the construction as it occurs. Donna said we have a map showing the fenced off construction areas and Tim has incorporated those changes with our former map. James will also include the revised map on the website soon.

The physical science building roof will be replaced in April.

3. **Committee Reports – DGC** – Donna said the bond survey culminated into the board wanting to ask for \$450 million. Ray Pyle gave a presentation about the bond survey. The Chancellor talked about the district's 65th anniversary. An attorney presented procedures for Brown Act committees and addressed Senate Bill 51 which looks at capturing the specific voting outcomes at Brown Act meetings. All votes must now be recorded by individual name.

- **DMC** - Aleks said we lost several members over the last semester. DMC needs to look at their constitution and refocus on their mission. They approved several policies and procedures presented by Gene Huff.

4. **Classified the Semester for Spring 2014** – Vicki said we need a new committee and also to make a selection for the Classified of the Semester for the Spring 2014 semester. Vicki, Darlene, and John are the same managers sitting on that committee since its inception in 2007. Criteria for selection is a full-time, permanent classified that is nominated by a manager. A new committee may develop new selection criteria. No one has ever been nominated twice. Melody will send out the list of awardees to the managers. Denise reminded managers that the selection may be forwarded for the annual Classified State award. Vicki reminded managers there is a revolving plaque with all of the names of the awardees outside of AA-203. **Karl, Theresa, Tammeil and Mayra all volunteered to be on the committee and John Wade will remain on the committee. Dr. Padilla will be the chair of this subcommittee.** The nomination forms will be sent out soon so selections may be made.

5. **Employee Exempt Services** – Mariles spoke about Employee Exempt Services forms and the lack of guidance in using these forms. In concept, these forms are to be used to pay employees who are performing jobs/task that we ask employees to complete, whether it be faculty or classified, for which there is no job description in our system. Employee Exempt includes Educational Consultants, Lecturers, Artists, Institute Speakers, Performing Groups, Athletic Official, Art Models and "Other." Discussions were held at the district level and guidelines and procedures were attempted to be developed but were unsuccessful. Mariles said there are inappropriate uses of the form as well as appropriate uses. She is trying to review all submitted forms submitted and talk to affected managers to ensure appropriate use of these forms. She asked all of the managers to help her by making appropriate use of this form. Denise said when the results come forward from the Hays Study, the results will show that some staff have been working out of class and performing duties not indicated in their job description. Mariles gave a clear example of an appropriate use of an Employee Exempt Services form: a Senior Account Clerk position hired to design costumes for the theater. An inappropriate use of an Employee Exempt Services form: hiring an admin to perform admin duties for a grant. If the additional admin work takes more than 40 hours, then the admin should receive overtime not Employee Exempt Services. Admin duties are in the job description whether they are performed for a grant or not. Denise said we have to be careful not to exploit our employees. Vicki asked if language translation is considered outside of the job description. Mariles said if the desirable or minimum qualifications do not say anything about translation, then that employee should be paid thru Employee Exempt. Mariles said there is

not a salary schedule placed on the Employee Exempt forms. What is “reasonable” to one manager on the salary schedule may not be “reasonable” to another manager.

Mariles reminded managers when hiring employees in general that we cannot work anyone without completing hiring paperwork first. There have not been consequences for this violation but managers will now be tracked who violate this rule and this violation will be included in the manager’s evaluation. Denise said there are major consequences for the institution if someone is working without having completed the hiring process.

6. **ACCCA** – Denise announced the Association of California Community College Administrators, a statewide organization of administrators, offers two different leadership programs. Denise encouraged managers to look at these training opportunities for Leadership 101 or Leadership 201 programs. Denise will send out the information to the managers and try to secure funds to send any interested managers who want to apply to these leadership programs.

7. **Reinstate Staff Appreciation Day** – Tammeil said in Executive Staff reinstating the Staff Appreciation Day was mentioned. Is something the managers want to do for the entire campus? We have some location issues although the parking lot might work well in the spring. Everyone agreed they want to reinstate this activity. **Subcommittee selected: Vicki, Teresea, Karl Catherine and Jose.** Catherine suggested a day in April. There was discussion about dates. A luncheon on All College Day was also suggested. The subcommittee will discuss a date. Denise said whatever date we select, we have to make sure we can close the campus offices so classified staff are able to attend.

8. **AUO/SLO Assessments from management** - Helen showed one of her outcome assessment reports for the Liberal Arts Division. She developed three outcomes and presented number three.

Outcome 3 AUO for Liberal Arts: To improve student learning experiences and successful educational goal completion, Liberal Studies faculty will gain a better understanding of what other departments are doing with SLO assessments by continuing to have SLO presentations that present evidence of outcomes and learning. These presentations will take place at division meetings, and agendas and minutes for each meeting will be provided.

Assessment method: Survey of Liberal Arts division faculty in May of each academic year (starting in May 2010) asking how well SLO presentations at division meetings (and the follow up minutes) have helped in their own department’s efforts to assess SLO’s. Survey will also ask faculty to indicate how SLO assessment results have led to any changes in their teaching.

Criteria: 75% of respondents will indicate that SLO presentations at division meetings helped in their department’s efforts to assess SLO’s. 75% of respondents will also indicate specifically how SLO assessment results led to changes in their teaching. These results will be compiled and shared with all academic divisions. Minutes of all division meetings will be recorded, distributed to members of the division, and placed on the S Drive.

Assessment Results: May 2010 - 94% said presentation helped. May 2011 - 54% said presentations helped. The majority of respondents found the division SLO presentations useful in 2010 but only half found the presentations useful in 2011. This is likely due to faculty’s increased confidence in their ability to conduct SLO assessments now that everyone has had more actual assessment expertise. In sum the need to learn from others’ examples seems to have decreased. However, whole in 2010 there were hardly any departments that could talk about how assessments results in changes in their teaching, in 2011 there were many more concrete responses. Faculty mentioned trends across sections, the need to change some course content, the need for some course outline revisions, the need to revise some SLO’s and the students’ need for more practice. April 2012 – 67% said presentations helped. These more positive ratings than the year before reflect the higher quality presentations/more meaningful assessments that have occurred over time.

Recommendations: Starting in 2011, 2012 departmental SLO presentations at division meetings should focus on how results have led to changes in teaching and/or curriculum. There is no longer a need for

departments to spend time going over their assessment processes. The focus needs to move to the results, to discussions on actual teaching and learning.

Helen reviewed some of the updated responses from faculty in her division. She said when they started out there was some hostility among the faculty with the amount of time it takes to complete the assessments. Now that faculty have participated in this process for the last few years, the hostility has subsided. Karl asked if the success in the AUO's leads students through matriculation better than previously stated. Helen showed faculty have been helped by developing SLO's. Helen said others can learn from listening to other's AUO's.

Mayra said she is not required to have SLO or AUO's for the grant but she does have to report to the Department of Education each year. The primary reason CCC received the grant is to increase the number of Latino students who pursue STEM careers. Our efforts are rewarded when we expose Latino students to STEM courses while they are still in high school as then they succeed and persist in STEM disciplines while at CCC. The Department of Ed looks at STEM grants simultaneously looking at other grants. The first objective was to increase the full-time degree seeking students. Mayra distributed a lot of data. Only 30% of our students are attending full-time and we have more females than males. More than 60% of our students are African American and Latino. The majority of our students are in the 18 to 34 age range. Some full-time students may not want a degree as they are more interested in transferring. We have only 8% percent of our students that declared STEM majors which is not a big number. Students don't normally declare a major. Mayra is trying to get faculty involved (specifically counselors) to encourage students to develop education plans. There was a faculty member that gave students credit who see a counselor and develop an education plan. Mayra said the data from district is not always coherent and does not match her data. Mayra said if district sends a count of students who earn degrees sometimes degrees are not counted if the student doesn't select a STEM degree. Liberal Arts majors may be in behavioral science and not always counted that way. We are trying to find those students who have defined STEM careers but get counted as Liberal Arts majors. The federal government uses a three year window to capture our students who transfer. Denise said that perhaps other managers can take some of Mayra's data to replicate it for their AUO's and SLO's. Denise said that perhaps other managers will looking at increasing the number of students who succeed in their programs. Mayra said we don't have a specific way to track students who transfer. The numbers are low that are ready for transfer after three years at CCC. Tammeil said she thinks it would be beneficial for Mayra to have SLO's and AUO's in her department as the SLO's and AUO's and assessments from the grant would help the infrastructure for the college. Denise said our institution can be moved if we all work together. Denise told the managers if they are struggling with their AUO's, then we should vet them at management council so others can help. How does Bruce prepare an AUO assessment? By making sure our classrooms and offices have heat.

Helen said if managers have not developed their assessments and just have their AUO's this would be a good forum to help others develop their assessments. Tammeil said we should be the model for staff wanting to improve. We can produce quality assessments in a way that we will make a difference for the college. Karl said one of the questions is "why." Karl said accreditation justifies all of these outcomes. If we have a rubric written from an external source it raises the bar for better assessments. Denise said it is about personal goals for this institution. Denise would like to see that we try to find the value for those procedures that are imposed on us externally. There may be some Title 5 or external policies that may help us to acquire meaningful outcomes.

Mayra said wherever we are working we need to look at how we are affecting faculty and staff and students. Mayra said we need to pay attention to ethnicity, age, etc. Tammeil said we have to place the value on ourselves. We are only support for each other. This is the start of these conversations.

Helen said we can place ourselves in groups to discuss assessment outcomes. Darlene said she did not find this helpful. She doesn't work directly with students and is confused about who to talk about her AUO's.

Denise suggested that we talk about administrative unit outcomes at our next meeting so we can set a context. Then managers can develop their AUO's and bring them to the following meeting for discussion. John said when a faculty member is evaluated by student surveys and part of those surveys include the cleanliness of the buildings, etc. That data would help Darlene. Tammeil said there are a lot of ways to obtain data other than surveys. Tammeil said one of Darlene's AUO's can be she wants to see less injuries on the job and the assessment would be how many employees are injured. Darlene said she will bring her in data.

9. **Graduation** – Vicki said we have an opportunity to change venues for graduation to the Richmond Auditorium. The graduation committee met and decided that we have outgrown the gymnasium. There are lots of costs that include chair rental, security, etc. with continuing to hold graduation in the college gymnasium. The Richmond Auditorium is a large enough facility and the other constituency groups have unanimously approved this venue. The auditorium would be a cost savings for our graduation budget to date. Darlene reiterated that we have outgrown the gym. The Fire Marshal is also looking at us when we hold events with too large of an audience. Denise said our sister colleges hold their graduations at their football stadiums. Our football stadium, as beautiful as it now is, may not be conducive to holding a graduation ceremony as the weather is so unpredictable. Denise said she would like to see our graduation as a nice celebratory event and that can be achieved at the Richmond Auditorium. Denise said we can try the change of venue for one time and if it doesn't work, then we will revisit that decision. Darlene said the elderly and disabled are also not adequately accommodated in our gym. The new venue will accommodate these special requests. The managers unanimously approved the change of venue.

10. **Other** - Denise presented Helen with a cake on behalf of the management team. Denise said Helen has been an invaluable member of the Executive Team and has done everything that has been requested of her. She has an excellent rapport with her faculty and Denise said she couldn't ask for a more valuable member of the team and she will be missed. The management team thanked Helen for all of her work. Darlene thanked Helen because she went out of her way to make the custodians feel valued. Teresea thanked Helen for all of the support she has given to the Single Stop. John said Helen is always giving him pointers for meetings as the Drama Department has brought them together. Donna said she appreciates all of the work Helen has done with editing documents and creating forms. Her ideas are right on point and she is the best editor. Mariles said she appreciates her friendship and Helen's calmness. Helen said she was glad she took that step from teaching to administration. She has learned a lot in management and will see us in the future at the Knox Center, Three Seasons and wherever else CCC events are held.

Meeting adjourned at 3:55 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President