

To: Management Council From: Denise F. Noldon
Subject: Management Council Minutes Date: February 27, 2014

Management Council Minutes
Thursday, February 27, 2014
2:00 p.m., LA-203

Present: Denise Noldon, Sue Abe, Jason Berner, Karl Debro, Dona DeRusso, James Eyestone, Vicki Ferguson, Donna Floyd, Tammeil Gilkerson, Bruce King, Aleks Ilich, Susan Lee, Mariles Magalong, Jose Oliveira, Mayra Padilla, Darlene Poe, Monica Rodriguez
Absent: Teresea Archaga, Nick Dimitri, Terence Elliott, Catherine Fites, John Wade

Denise said we will have to postpone agenda no. 9 – *AUO/SLO Assessments from Management* due to time constraints.

Denise also introduced two new managers:

- 1) Monica Rodriguez as our new Financial Aid Supervisor. Monica said she began her new position at CCC three weeks ago. She comes from State Center Community College District in Fresno. She said she is learning a lot here. She comes to us with 11 years of financial aid experience and is happy to be here.
- 2) Dona DeRusso has been year for about a year and a half working on grants under Priscilla Leadon. Dona said she been in our district working in different capacities. Dona said she has been working in the community college system for the last 30 years.

Denise asked that we remember to remove old posters, flyers and advertisements after the events have occurred.

Denise also showed a small empty Vodka bottle she picked up on her way over to the Liberal Arts Building. Are our students drinking this? She asked that we talk to faculty and staff members about this and we have to cognizant and aware if our students and colleagues are drinking on campus. We have support for students should they come forward with alcohol issues. Darlene said her custodians frequently find small alcohol bottles in desks on the second floor of the Liberal Arts Building.

1. **Collective Bargaining** –

- **Local 1:** Darlene said she has nothing to report as there has not been a meeting with Local 1.
- **UF:** Tammeil and Mariles sit at the UF bargaining table for management.

Academic Calendar: This year our academic year ends on a Wednesday because we have so many holidays and we are required to have a specific amount of weeks to teach and the beginning of the semester starts early. This year, Graduation will be held on May 21st which falls the last day of finals. Discussions will have to ensue about the possibility of holding graduation after the term ends. Denise said this item should be placed on the College Council agenda. There was a faculty poll announced by UF and 80% of the faculty said they would attend graduation even if it is on a Wednesday. This year and next academic year students do not have the weekend prior the beginning of the finals schedule to study for finals. The quick start date of the fall/spring semester does not allow a long enough break for our faculty and managers. Denise suggested that we have a conversation about the calendar in terms of what is best for student success.

2. **Construction Update** – Mariles said the report is attached. Mariles gave reported on updates.
 - **College Center Project:** the large palm tree in the middle of the construction zone is not likely to survive a transplant. Our contractor hired two arborists to investigate the probability of moving the tree. The arborists said the shock to the tree would be too much for it to survive by uprooting it and removing the dead palms. If replanted, the palm would need proper drainage to survive. The expense to move it is costly. Therefore, the decision had been made not to move the tree and eventually replace it along with all of the other removed trees with similar size trees. Denise said the contractor did their due diligence. We were also up against nesting season timeline we ran out of time along with it being cost prohibitive and it was not in our best interest to move forward with trying save the tree. We are going to have twice as many trees when the construction is completed. The palm tree will be replaced with another palm. We did our best to save that tree.
 - **Flagpole:** Mariles continued to report that the flagpole will be moved temporarily to the SSC plaza by the stairs during construction and then moved to the new site when construction is completed. Inefficient lighting issues around the construction zone have arisen through student complaints. Additional lights will be added and the lights that are currently not functioning will be repaired. The construction site is all leveled now and rough grading will occur before the foundation is laid. Tammeil said that Jeffrey mentioned the unsightliness of the fence around the construction zone and wanted the poetry club to adorn the fence with some artistic posters. Denise said before we do anything with the fence, we need to seek permission from the construction team. Aleks said he has been placing a six foot banner advertising college abroad in Paris by the SSC but understands he needs permission to do so. Denise said yes we don't own the fence as that is owned by the contractor. Denise will send out some guidelines on this issue.
3. **Bond Information** - Denise passed along that the Governing Board approved moving forward with the 450 million ballot measure for a districtwide bond. She said at the governing board meeting last evening, UF Vice President Jeffrey Michels said faculty will be hesitant to support the new bond if they are not included in the planning of the classrooms in the new construction plans. Denise said we do not have any interest in moving forward with a bond without the input from faculty. Denise emphasized we will have a collegial approach with faculty. Staff and managers are working on plans should this bond measure pass. James said there were initial minutes by the architecture company showing faculty input for smart classrooms.
4. **Seismic Issues** - Denise said last night the Chancellor passed along a letter to her from an Art student who is upset because she claims the Art Building is a condemned building. Denise said she also received a letter from a faculty member making the same inference. She sent that faculty member the seismic report showing the status of the building. Denise asked if the managers are familiar with the seismic report. Denise said we will place it on the next agenda so managers are familiar with the most recent seismic report and then prepared to respond to and address any concerns. Denise will send the seismic report to all of the managers. If the building was condemned, we would not hold classes in that building. Faculty should be aware of what our construction plans are.

Donna said there will be seismic retrofits on the Biology and Physical Science Buildings which means we will need to offer summer classes in those buildings on a different schedule. The hazmat contractors were on campus on Saturday and we are waiting to receive their report and tentative timeframe to find out when the work will start. Biology is more impacted than Physical Science.
5. **Committee Reports** – DGC - Donna said the two proposed policies (Cultural Competency and Diversity in the Workplace) will be on the agenda for third read in March. These policies have been vetted through all constituencies. Faculty asked that *cultural competency* be changed to *cultural humility* and some asked how that would be assessed. We have to be inclusive of the diversity within. Faculty members want a greater emphasis on equity training. Managers want regular assessments and the results to be made public in

order to make improvements. Managers would like to see diversity extended to employees. How do we measure and screen for cultural competency? The Access to Assets task force was also discussed. The purpose of that committee is to assess what each campus has and develop the best protection of our assets, i.e., key lists, technology component with separate procedure. There was a lot of discussion where keys go when people stop working for us. The three campuses have implemented different procedures when employees leave their positions. Who has access to campus when we are closed? The chancellor chose Ray Pyle to develop a written procedure on this issue within 90 days.

Denise said she met with Darcy Johnson, the new district auditor, and she has five pages showing items that may place us at risk. Darlene said last night one of her employees called her as a contractor had locked themselves outside of one of the building. The custodian went into the room with the contractor after calling Darlene and the contractor easily found his keys and identification. The police leave campus at 11:00 p.m. and the custodians are here until 2:30 a.m. Denise said she will discuss these matters at the Chancellor's Cabinet as we need to have conversations that are districtwide about these kinds of situations.

Mayra mentioned that a custodian was locked in a backroom and was stuck in there. Darlene had to let them out. Bruce will look into changing the one-sided door lock in that area since the purpose for having the door locked on one side is no longer needed.

DMC – Aleks said they have not met yet. The next meeting is planned for March 25th. He announced that there is \$30,000 as professional development monies available for managers. They have awarded \$7,000 thus far.

Denise said we are continuing to promote professional development as it is an important aspect of continual management improvement. Denise suggested to the managers that if there are statewide organizations that managers belong to, then build those fees into your annual budget. Denise said the majority of what she learns is when she is out in the field. We are continually looking at best practices. Denise encouraged the managers to continue to ask for professional development and she will continue to try to find resources. She has money the foundation has given her as a president's contingency. Denise said she just purchased lab chairs for the bioscience labs with those funds. She has been spending the foundation money on those kinds of immediate needs that will improve the learning environment. She asked that other areas can request "quick fixes" as well at least until the funds are gone.

Karl said Office Depot now has office chairs for \$5.00 as they are trying to get rid of them. Denise said we have to use caution when purchasing chairs because we have ensure there are no ergonomic issues but indicated that this was certainly a great buy.

6. **Grants Committee** – Mayra said the Grants Committee is working on a process for those applying for grants. Approval from the immediate manager needs to be submitted with the grant so the impact is realized not only in the specific department of the campus but the other departments that may be impacted. We will eventually have a form for employees to submit. Denise said she will call the manager who approves a grant and not the author of the grant if there is a glaring omission. Denise we have to ensure we have the capacity to support the grant before we move forward with it.

Susan said we had a discussion at the dean's meeting about grants under the various divisions mainly in the CTE area. The grants would be in various divisions but sometimes the faculty and dean do not realize the global affect across the campus. If there is an administrative requirement, the manager over that area, as well as all employees in that area will be impacted. The Grant Committee reports to the Budget Committee and the Budget Committee reports to College Council.

7. **Reinstate Employee Appreciation Day – Friday, April 25, 2014** – Vicki said she and Karl patronized Caliente Restaurant. She read the menu slated for the Employee Appreciation Day: tamales, vege and chicken enchiladas, beans, rice, salsa etc. Tammeil is working on a Save the Date for this fun event.

8. **Emergency Phone Tree** – Denise asked managers to send their updates to Melody. Denise said key lists needs to be submitted to managers. Tammeil said the Operations Committee addressed this issue and wanted to create an on-line tool for submitting who has what key. James was taking the lead on developing the online form so that everyone could input their keys. Denise asked if everyone can request their employees write down their list of keys. Jose said we have sketchy records and we need to update the key lists. Denise said we really need full-time faculty and classified key lists. We can also ask part-time employees as well.

9. **Safety Procedures** – Jose distributed an Emergency Phone Number List. Campus police is not always open and sometimes they have student workers who answer the phones. He encouraged everyone to use 9-911 for any witnessed crime. Denise said we need some guidance as to when to call the urgent phone line as opposed to 911. Darlene said we have people coming on campus late at night. We need to inform the contractors about safety issues on campus so they can lock up their belongings. Denise said we will have that as an agenda item at their next facilities meeting. Jose said if there are suspicious people on campus at 1:00 a.m., call the city police. Custodians are leery to call the police on anyone as they have to leave at 2:30 a.m. and are in fear of reprisal. Denise said we are the only campus that doesn't have graveyard custodial shift.

10. **Affordable Care Act** – Mariles informed the managers that as a for large employer = 50 or more employees beginning January 1, 2015 we are required to offer health care coverage for employees working 1,560 hours for the year which is equivalent to 30 hours a week or more. If one of our part-time employees applies for ACA coverage, they must provide employment information. The district could face penalty fees if we do not offer health coverage. When the district develops official notification, Mariles will distribute it emphasizing managers to beware of working employees 1,560 hours or more. January 1, 2015 to December 2015 will be the timeframe that will be checked for auditing purposes. Jose asked if Datatel could flag employees when they are close to reaching the maximum hours. Mariles said the district is working on a program for this purpose. We could have employees working in other areas or at other colleges that we are unaware of at the time of hire. Denise said we sometimes reach a comfort level with our hourlies and work them as on a regular, consistent schedule.

11. **AUO/SLO Assessments** – Denise said she has some really good ideas to bring forward to managers for sharing AUO/SLO Assessments and looks forward to sharing them at our next meeting. We will have hands on development next time.

12. **Around the Table** - Vicki announced tonight's Parents Information Night in LA-100 at 6:30 p.m. Seven hundred letters went out to parents. Vicki said completing applications and financial aid assistance will be provided in the lab with Financial Aid and A & R staff available. Having parents on campus should favorably affect our enrollment. Denise said we need to have enrollment discussions. The district has scheduled a budget forum in April for our campus. The district has asked we have a budget forum prior to their presentation. Denise said we are spending our money responsibly and everything is transparent.

- Karl thanked Denise for attending their Gateway meeting with other colleges who have Gateway programs. Next week they will have meetings with other colleges who want to start Gateway programs. We need to continue sharing information.
- Sue said five or six years ago we hosted a wheelchair basketball game. We are going to host a game again on May 8th sponsored by students. The goal of the event is fundraising and they are talking about making on-line donations available with the athletic department.

- The annual Food and Wine culinary event is on April 27th. March 29th is athletic crab feed. The Scholarship Ceremony is scheduled on April 11th. Girls basketball play offs are also coming up. Denise said we do have a lot of events that overlap but we need to be mindful of other events on campus when scheduling new ones.
- March 29th is STEM day where scientists from different organizations provide lectures and hands on activities. Mayra said April 19th we will have a small Peace Celebration that will follow the Black and Brown unity event.
- AB540 conference is April 5th at DVC.
- March 28th Assemblywoman Skinner will be here at 1:00 p.m. in PS-132 for a women's history event co-sponsored with the local chapter of the AAUW.
- Denise asked if we keep a master calendar of events as we need to have one. Tammeil said it will be an agenda item at the next meeting at Operations Committee as we need to better communicate with police services, custodial, buildings and grounds, etc.
- Denise will add the college website to the next agenda.

Meeting adjourned at 3:40 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President