

To: Management Council From: Denise F. Noldon
Subject: Management Council Minutes Date: January 31, 2014

Management Council Minutes

Thursday, January 30, 2014

2:00 p.m., LA-203

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

Dr. Noldon thanked Jennifer for stepping in as Interim Financial Aid Supervisor. She will continue to work in Financial Aid and will be able to help the new Financial Aid Supervisor. Jennifer thanked everyone and said she is still learning and looks forward to continuing to work with everyone.

1. **Construction Update** - Mariles asked the managers if they had any inquiries to the construction update that was distributed with the agenda. Sue passed on concerns from two blind students who were not able to receive directional assistance in order to reach their destination on campus. Sue said she needs help from the construction employees with the posting of directional signs. Mariles said they have been meeting with the construction team every week. Based on DSPS' signage recommendations, it turns out that the dimensions of one sign would be six feet tall. We are now looking at what size is reasonable. Denise said we are in the process of developing signage for Library Drive. Mariles distributed a draft campus map indicating sign locations as well as showing the widening of the sidewalk on the creek side of Library Drive. There will also be orange rails installed to help separate the sidewalk from the street. Ben Azarnoush will be working on our campus signs and will contact Sue Abe.

Denise said the Humanities Building is currently being dismantled.

John asked about the elevator in the GA building. Denise said that project probably won't get started until the fall semester 2014. Mariles said we are awaiting DSA approval before the project can start.

2. **Bond Information** – There will be information forthcoming about how the District is proceeding with our bond. At the governing board meeting, there was a representative from the Contra Costa taxpayer association who said their organization would support the bond measure if it is decreased to \$300,000 million from the \$450,000 million agreed to by the governing board. Also, additional language stressing equal opportunity to the general labor community was proposed and being considered by the governing board.
3. **Committee Reports – DGC** – Donna reported that two new board policies were presented by the Chancellor – *Equity in Student Achievement*. This proposed board policy emphasizes the district's commitment to eliminating persistent disparities in achievement and performance among students and maintaining high expectations for all. A question arose at DGC as to how the Chancellor will increase cultural competency. The chancellor said trainings will be offered using achievement gap dollars. The second proposed board policy is on *Diversity*. The district recognizes that diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students; and creates an inclusive and supportive educational and work environment for its employees, students and the community it serves. The chancellor said this policy codifies what we believe. Tammeil said this policy was derived from the recent hiring workshops. Donna said there was discussion about the concealment of applicant names throughout the hiring process. The Chancellor suggested that the district employees need to be reflective of the student body; however, competency should always be first. The Next DGC meeting is

February 18, 2014. Managers may send their comments on these two proposed policies to Donna by next week.

Karl said cultural competency is not really screened for and how would we know if a person is culturally competent. Denise said our message is that we want our employees to be diverse and culturally competent in order to best serve the needs of our students even if that means that we train staff, as we do in other areas, if a deficiency is apparent.

Donna mentioned the 2014 District Draft Strategic Plan that was distributed with the agenda. Greg Stoup developed the draft based on two charrettes held throughout the district and meetings at individual colleges. Basically the draft outlines the district's mission, vision, values, and goals and creates an over-arching umbrella to help the campuses develop their initiatives. DGC mentioned that *diversity* should be mentioned in the values section or woven throughout the entire document. It was also suggested that workforce development be more prominent in the document as well as reaching out to the wider community. The document needs to include student success. The district's response to that suggestion at DGC was that they use the student success scorecard to measure outcomes. Donna said there were other suggestions and the draft will be reviewed at the DGC February meeting.

Tammeil said she felt the equitable student success piece of the draft is not spelled out throughout the document. Tammeil feels that the proposed board policy on Equity in Student Achievement explains equitability better than the draft Strategic Plan.

Denise said the district held several charrettes to help develop the district's strategic initiatives and the attendance at those charrettes was poor. Not everyone came to participate so the draft is based on those that attended the charrettes. Denise said this draft was honed down at Chancellor's Cabinet anticipating more input from the campuses at this time.

Mayra had concerns about the demographic shift in our county. It doesn't seem as though any of that previous dialogue on the demographic shift was incorporated into this document. We need to emphasize that our demographics will be changing in the next five years and that needs to be reflected in this draft based on what is happening at CCC.

Karl asked how these initiatives will impact the campus. Denise said everything has to be looked at from a performance base. We have limited funds so we need to prioritize what we offer and how we spend our funds. In some of the disciplines that are transferable, faculty have reported that some of our students often have to take the classes more than once but now we have repeatability issues that provide a structural deficit in our base denying students to repeat courses. We have to ensure that the students we receive at CCC, stay and succeed. We also have to consider offering on-line education as we have many students who also attend University of Phoenix. James said we have faculty who attend our distance education committee stating that many students drop out of on-line courses which may have been the "norm" ten years ago but not so much now. Our students may have challenges that make on-line curriculum very attractive for them to stay with a class and ultimately succeed in their educational goals. There is a proliferation of on-line education today and CCC needs to consider taking advantage of that enrollment area. Denise said we need to invest our strategies into the development of our strategic initiative plan.

Denise agrees there is an absence of specific diversity language in the District's draft document. We are trying to be mindful of the population we serve and get the best out of the students we serve. Denise encouraged the managers to bring their comments forward so the district understands the need to review it again.

DMC – Catherine reported that committee membership is skeletal from the other campuses but we are represented well. However, we are lacking back up representative. Teresea volunteered to be a back-up

representative. We want managers to develop a non-monetary wish list. Catherine said this conversation can continue via another meeting or e-mail. Any suggestions are welcome. Catherine gave the example of non-monetary wants with the suggestion of an additional three days of business leave in addition to the personal necessity leave granted by the district. Or management leave could be awarded along with vacation leave. Those additional days would only be allocated annually and could not be accrued from year to year. Catherine encouraged managers to send her e-mails with their suggestions. Aleks said there is a concern about representation on DMC from the district and the other campuses. Aleks said the confidentials need more representation. Aleks chairs this group.

4. **Classified of the Semester for Spring 2014 – Subcommittee Selection** – Mayra said they met and decided on [REDACTED]. They are going to meet to create more guidelines with specific criteria and they will pass on this information to Management Council. Tammeil said as the “new kid of the block” she thought the nominations were for an employee that did something outstanding for the last semester as opposed to working in an exemplary fashion all year. They had conversations about nominating more than one classified. Denise said it is important for management to acknowledge the classified and the work they do. When she thinks of awarding a classified member, she thinks of them doing extraordinary work. Denise said our classified are not feeling our appreciated.

Catherine suggested that perhaps we could recognize all nominees with a certificate and one winner. Mayra said they also thought it would be nice to recognize the awardees at All College Day. After clarification, it was decided to award the Classified the Semester at August All College Day with their plaque and also recognize them at College Council presenting them with their Three Seasons Gift Certificate for lunch. The nominees would also be recognized at All College Day.

Denise said the District classified recognition nominee is forwarded to the State for that award. The application for the State award is far more extensive.

Susan mentioned reinstating the “you’ve been caught . . .” stationery where managers wrote a thank you to those who have done something extraordinary in order to keep employees feeling valued.

5. **Reinstate Staff Appreciation Day Date and Location** – Teresea said we have proposed two dates for this event: April 18th or 25th between 12:00 and 2:00 p.m. Location will be around the Center of Student Services by the automotive area. There is a budget of \$1,500.00. Two options for food mentioned were Caliente Restaurant or have our own BBQ purchasing supplies from Costco. A cost analysis will be conducted to find out which option is the most economical. The sub-committee requests that managers make donations of gift cards for a raffle. Denise suggested gift cards of a specific monetary amount so no one feels slighted. The suggested amount was \$20.00. Teresea said the committee would like to have music with Karaoke and a flash mob was also proposed. A dessert contest was also discussed. Teresea said they will be meeting again. Management agreed April 25th would be the date for this event. We will rename this event as **Employee Appreciation Day**.
6. **Around the Table** – Catherine announced next week is census week and we are striving for an accurate census. LMC had 200 more FTES in on-line classes than we did. Denise said we have to stress to faculty to ensure their students are enrolled in the class.

Tammeil said we hired Dona DeRusso who will join us as the Interim Workforce Development Manager. She served at DVC as their CalWORKS Director as well as Grant Director. She will join us at next month’s Management Council.

Jason Berner is our new Dean of the Liberal Arts Division. He has jumped in and been a trouper in this transitional period. Jason has a great sense of humor and we are glad to have him.

Vicki thanked Jennifer Ma as our Interim Financial Aid Supervisor for the last nine months. We have hired a new Financial Aid Supervisor who will start February 10th.

Vicki said they were able to contact over 400 high school students. We are in the next phase of setting up a parents' night to have the potential students complete applications. We have participated as part of a district group to complete an RFP for district wide for on-line orientation. Tentative parents' nights are February 25th and 26th.

Aleks announced that tonight is Chinese New Year's Eve. He is attending an event this evening with our international students. We should think about holding some celebratory event around this occasion. Susan suggested that we call it Lunar New Year. Denise said she was surprised that we don't have a lot of diverse celebrations. Susan said we used to have clubs with faculty advisors spearhead these activities but somehow we have gotten away from this. Mayra suggested we display around the campus diverse photographs of people who have made an impact in specific disciplines so our students are able to relate to success and aspire to reach their goals.

Karl asked to what extent do faculty feel a need to participate in parents' night. Tammeil said we asked potential CCC students to tell us what is their intended major and faculty responded quite favorably by writing letters to those students encouraging them to attend CCC. As a college we need to talk about helping those "undecided" students with a pathway for CCC.

Denise said she has been meeting with individual faculty members with their deans regarding the associate degree transfer programs after she received a phone call from the State Chancellor, Brice Harris. Every meeting she has had, the faculty have responded favorably and have stepped up to the plate willing to complete the task at hand and meet the standard of completing these degrees.

Last year Super Saturday was a successful event because everyone came together, faculty, management and classified. Denise suggested we have a "major fair" for those 300 undecided students to help them choose a major. That event would definitely require faculty participation in order to be successful.

Teresea said that last year Solano Community College held a large campus and community event that was advertised via radio. Melody announced the two upcoming 65th anniversary events: Saturday, August 23rd All Class Reunion and Saturday, November 1st Hall of Fame.

John mentioned that the two coaches in this year's super bowl attended community colleges.

7. **AUO/SLO Assessments from Management** - Denise and Tammeil made a presentation on AUO's and SLO's. Denise distributed some notes to help managers develop their SLO/AUOs. Denise said it is very difficult in some areas when a unit doesn't directly work with students. All of the work we do supports the primary work of the institution. What is your administrative role in supporting the institution? Define what your unit mission is? How does your unit support the student learning environment? The AUO's may include something about training the employees in your unit. Faculty are not the only ones that have learning outcomes.

Articulate the essential functions of your unit. Are you out in the community and engaged in community activities? We have to ensure our mission is supported by the work done in your unit. Who are your primary stakeholders? It can be the people within your unit as well as the students who attend here. What is the State Chancellor's mission, as well as our district's mission? You drill down to what everyone in the unit can agree on and go from there. Have the mission statement in front of you. Define purpose, stakeholders. We want a campus community where students can achieve their goals and objectives. What is our role in that? Some

faculty from different disciplines and divisions created a hub for students to fulfill a need in helping students succeed.

Use a previous program review to help go forth with your current program review. Program reviews should direct the work you do. When you complete your annual plan incorporated with the budget process, does it incorporate your initiatives from your program review?

Align your unit with your mission statement. Identify what your goals and outcomes might be. Have a conversation with your unit. Goals and outcomes need to be assessed.

Tammeil said we are already assessing what we are doing. AUO's are connected to the overall mission. An AUO has to be central to what you do and an AUO has to be feasible. An AUO has to be meaningful and useful to managers. Surveys can be used for an assessment tool. An example of improving assessment is that Tammeil suggested to James to incorporate a survey after each service call so the feedback is instant. How was the client's, student's, employee's experience from us? Another example of an outcome used was when we shut down a student services office once one day a week in order to have that office get caught up with crucial paperwork and processes. That one day a week shut down was successful with the completion of paperwork, even though we may have received more complaints from students.

Assessment cycle is generally three semesters. An AUO needs to be measurable. If an AUO doesn't work, then you are not obligated to keep it. Program review needs to show continuous quality improvement. Level of volume or activity – increase or decrease it could be an AUO. Better audit outcomes could be an AUO. Administrative units should be assessing their AUO's each semester.

Denise said we can send sometime at next month's meeting to develop AUO's. We will help identify examples. We need to provide evidence in order to apply for budget augmentation.

Meeting adjourned at 4:30 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President