

To: Management Council From: Denise F. Noldon  
Subject: Management Council Minutes Date: March 26, 2014

**Management Council Minutes**

Thursday, March 26, 2014

2:00 p.m., LA-203

Present: Sue Abe, Jason Berner, Karl Debro, Donna DeRusso, Nick Dimitri, James Eyestone, Vicki Ferguson, Catherine Fites, Donna Floyd, Tammeil Gilkerson, Aleks Ilich, Bruce King, Susan Lee, Mariles Magalong, Jose Oliveira, Darlene Poe, Monica Rodriguez, John Wade

Absent: Theresea Archaga, Mayra Padilla

1. **Collective Bargaining** -Darlene said they meet again on the April 22<sup>nd</sup>. Tammeil said they are still talking about part-time benefits, load, etc.

2. **Academic Calendar** – Denise said there was a decision at the district that there will not be changes made to the calendar. Tammeil said we can change the graduation date to whenever we want. Denise said any changes need to be discussed and recommendations come from all of the constituencies. Catherine said she has heard from students about this year’s graduation conflicting with finals this year. Students who have evening finals face a conflict. Also, the graduation rehearsal will conflict with day finals. We have asked faculty to make arrangements with students to take their finals on Wednesday, May 21; however, if the final is to be taken in a chemistry lab where special set up is required, the faculty are adamant about administering the final on the scheduled date. The graduation date will not change for this year. Susan said she has only received six faculty commitments to attend graduation this year. She doesn’t know if that is because it is in the middle of the week or because most of her faculty are giving finals. Jason said he has had a couple of faculty state they will be giving finals on May 21<sup>st</sup>. Denise asked, “Does Management Council want to change the date for 2015?”

Vote taken to hold graduation on Friday, May 23, 2014: 2 votes

Vote taken to hold graduation on Thursday, May 22, 2014: 9 votes

Vote taken to hold graduation on Wednesday, May 21, 2014: 0 votes

**Denise will ask the other constituencies their desires for next year’s graduation date at President’s Cabinet.**

Tammeil said this is anomaly for these two years (2014 and 2015) and we should be back to “normal” in the 2015-2016 academic year with an 18 week calendar. Holidays and instructional days were calculated carefully with the number of weeks required which has graduation ending on May 21, 2014.

3. **Construction Update** – Mariles said they are working on Library Drive today. They cannot do the rough grading of the soil until the weather clears but they are working on the sewer and other foundational work. Library Drive will return to two way traffic after the work is completed.

- **Elevator for Gym Annex** – Mariles reported there is movement with the DSA. We will go to bid once we have DSA approval.
- **Library** - Bruce said there is an emergency exit door in the Library and the students are using it on a regular basis against the rules. We are looking at placing a book metal detector at the back door at a cost of \$13,000.00 since books are walking out the emergency exit door. We placed a bell alarm on the door but it was ringing continually.

The Media door can be made into a main egress and that door is closer to staff which may deter students from walking out with books before properly checking them out. James said there is a technical problem with the Media door too as there is a lot of metal around that door and the alarm doesn't work well around a lot of metal.

**Denise asked Bruce to develop a recommendation for a solution to this problem.**

- Mariles said the seismic retrofit for Biosci and Physical Science will not occur this summer because of the delay with the DSA.
- Susan said people are dropping off students in Lot 9 by Subway and it becomes dangerous for pedestrians. They need to use the drop off designated space by police services. Denise said we need to enforce are rules and start ticketing the area. Perhaps if we could have a police presence in that area that may cure the problem. The drop off area is clearly marked with signage.
- Mariles said the Music Building chiller from 1986 has died. We are working with district facilities to have it repaired.

4. **Bond Information** – Denise said we are moving forward and making informational presentations shortly at local venues: councils and chambers. Support from the unions is coming through. Much of the work around the bond is beginning. We are aware and will be sure to include those that will be affected by new buildings to the planning meetings. Denise said we generally never receive enough money to obtain everything we want but we encourage and allow for participation in the planning process.

5. **DGC** – Donna reported on the two board policies: one on equity on student achievement and the other one on diversity were accepted on the third read. They will be forwarded to the governing board for approval. They have reviewed a couple of brand new board policies for revision. DGC reviewed the district strategic plan for 2014-2018. There is going to be some clarification on goal #3 to tie professional development as a means to promote student success. The draft will be distributed to everyone in the district via Greg Stoup and then it will be forwarded to the board. Donna said there was an excellent presentation of the district budget forum by Jonah. It was clear and informative. There will be a couple of slides added that pertain to information for the specific colleges. Mojdeh reported on district decision making assessment. They did not a large response to the survey. Assessment results will be included in the district's accreditation self-evaluation. There was discussion about faculty not being asked for input in regards to community colleges awarding baccalaureate degrees. Denise said there is a State legislator who developed a bill so that community colleges may award baccalaureate degrees primarily for in demand applied fields. Our governing board unanimously voted for the letter of support in favor of this proposed legislation. The proposal is for 20 districts to pilot this new degree and have only one college award the degrees within that particular district. The hiring of a centralized Financial Aid Director at the district was also discussed at DGC. This will be another manager to help interpret financial aid rules and regulations emulating a model used at many districts.

**DMC** – Aleks said they approved the policies on diversity and conflict of interest. It has been difficult to meet every month so they voted on having bimonthly meetings. They will convene or use e-mails for special urgent matters. DMC discussed the DEEOAC. There is still some confusion with the purpose of the DEEOAC. Denise said the charge is still present as that committee deals with equity. Nick said there was discussion about membership for this committee. DMC can reduce from three members from each campus to two members from each campus with an alternate. Denise asked about the possibility of virtual meetings. Nick said that was discussed. Nick has been on the committee for six years. The constitution states we should have elections every year. **We will place DMC representation on the May Management Council agenda.** James asked if they could reduce the quorum instead of reducing the membership from each campus.

6. **Program Review – Spring 2014** – Melody will remove NSAS and replace it with Drama.

Biosci – Donna DeRusso  
Biotech – Catherine Fites  
ECHD – Karl Debro  
Engin/Phys//astro/Earth – James Eyestone  
Foreing Language – Aleks Ilich  
Student Life – Monica Rodriguez  
Transfer Center – John Wade  
Drama – Jose Oliveira  
Custodial – Susan Lee  
Foundation – Tammeil Gilkerson  
Community Ed – Sue Abe

Denise said the Academic Senate is looking at the Program Review Process. We need to have a critical eye placed on this process as there is a lot of work occurring at the President’s Cabinet level instead of the validation team. Denise said that in an environment that emphasizes a performance based model we may be at risk if we fund programs with no outcomes. The outcomes should be measured and notes taken on how each department/unit can improve. Aleks said he was just completing the Speech Program Review with two new faculty members who did not know about outcomes. There are not clear guidelines for all of us. Denise said we should offer training for those who are new to our program review process. Denise thanked the managers for volunteering for this semester cycle.

7. **Affordable Care Act** – Denise asked if everyone was clear on how the Affordable Care Act works for hourly employees. Denise said we are being asked why we are hiring new hourly employees instead of restoring furloughed employees. We can’t have new positions or replaced furloughed employees because it costs money and we don’t have any new money to hire full-time employees. We were only able to approve 1.0 full-time classified employee in a non-categorical position. Tammeil said that for any future hires of hourly employees, the manager will need to complete a calendar showing the work schedule of the newly hired employee. If the employee works 160 days, then we need to pay benefits. Denise said we have already addressed new employees who were being paid 5% additional duties. Denise also reported that employee exempt hires are being used across the board and clear guidelines will be distributed soon.

8. **Reinstate Employee Appreciation Day** – Catherine said they are still looking for door prizes from the managers. All door prizes should be given to Theresa by April 8th. Denise thought managers would give \$20.00 gift cards. Catherine said gift cards are an option but they will accept anything such as movie tickets, movies, etc. Denise said that hopefully this event will build morale among the constituency groups.

9. **Seismic Report** – Denise did send the seismic report to everyone. She said we do not have any condemned buildings on campus. We do have some challenges. Jose said we do monthly evacuation drills. The drills rotate every month, 2 buildings a month. The district is talking about reinstating the emergency preparedness police position. Denise asked managers to encourage their employees to attend the upcoming district budget forum.

10. **Around the Table** – Monica Rodriguez said they are trying to have their allocation placed by June 30<sup>th</sup>. They have advertised work study open positions with a job order form for managers to consider students working on campus. Financial Aid has a list of students who are eligible for work study. Students can work in summer even if not enrolled in summer but they have to be enrolled for Fall. Jason asked about students working in the tutoring center. Monica said there is an urgency to spend the money and asked Jason to e-mail the students’ names and ID numbers to her and she will see if they are eligible. Catherine said she has had two openings in her office with no interested students. Susan expressed the same frustrations. If students

haven't been placed within 60 days, then we can withdraw their award and move on to the next student on the list. Monica emphasized that we have to say with the list and perhaps start with a wait list of interested students once we have expired all of the names on the initial list. Denise said yesterday in Chancellor's Cabinet, Greg Stoup showed how student success is achieved more often for those students attending college full-time. If we can keep students on campus with jobs, then that gives them a high probability of feeding into their success. Monica said that she would like to do more outreach to ensure that more students apply for financial aid. Monica said they are planning an outreach event for students to help them afford college.

Donna DeRuso said she received nine applications for Perkins funds. CTE is working with others on the I-80 corridor grant for a 15 million dollar grant which would give us \$650,000 over a three year period that will support pathways for K-12 up to college. We are hoping to use this grant to expand curriculum development perhaps certificate programs in Engineering, Health, Public Service, and Computer Technology. They are looking at a planning year for SB1070 and transferring to the baccalaureate level.

Catherine Fites said they will be registering students in the Fall 2014 using the new priority registration categories. There is a possibility that an appointment may change as students were also notified with over 100 units and that shouldn't have been. Students on academic probation may appeal to have their priority registration appealed but they have to show improvement. Students who have over 100 units may also appeal. Degree applicable units are counted in the 100 unit count. ESL students may also appeal. All appeals are on a case-by-case basis. DVC is discussing the appeal form. Our new educational plan went live and students may use that register from the education plan.

Karl Debro said he had a wonderful experience at the Kennedy-King mock interviews and encourages other managers to participate in this endeavor. Denise said CCC has traditionally done well with this scholarship. Karl said Jennifer Dymont did a great job in setting up the process.

Donna Floyd said the speakers' showcase is this evening in the Knox Center. Tomorrow Nancy Skinner will be on campus from 1:00 to 2:00 p.m. in celebration of Women's History Month in collaboration with AAUW.

Susan Lee announced the annual food and wine event on Sunday, April 27, 2014. Tickets are \$40.00 at the door and \$35.00 in advance.

Jason Berner encouraged everyone to attend the speakers' showcase and to attend the drama production at the end of April.

Tammeil Gilkerson announced summer classes are on on-line and registration will be available next week. The fall schedule of classes will go live on April 1<sup>st</sup>. Tammeil thanked the division deans and faculty. She also thanked Kerry for all of her work with the schedule. A fall schedule mass mailing of 20,000 will be distributed to west county homes beginning May. They are working on the catalog so it will be ready for distribution on Super Saturday. Tammeil and Vicki said they are moving forward with the Welcome Center and furniture should be in place mid-April. They are working on staffing for the Welcome Center as well. Tammeil gave a sincere thanks to everyone in Student Services for making room for the Welcome Center. Better use of the space in the SSC will make us more responsive to student needs.

Denise announced the crab feed will be held on Saturday, March 29<sup>th</sup>. Tickets are \$40.00 at the door. The Veteran's Advisory Committee is scheduled for tomorrow at 1:00 p.m. in the SSC conference room A. The AB540 conference will be held at DVC this year. March 29<sup>th</sup> is STEM day. The Peace celebration is scheduled for April 19<sup>th</sup>.

Meeting adjourned at 4:00 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President

A few managers remained to receive training from Denise and Tammeil on how to develop and assess AUOs and SLOs in their areas.