

To: Management Council From: Denise F. Noldon
Subject: Management Council Minutes Date: May 22, 2014

Management Council Minutes
Thursday, May 22, 2014
2:00 p.m., LA-203

Present: Denise Noldon, Sue Abe, Teresea Archaga, Jason Berner, Nick Dimitri, Vicki Ferguson, Catherine Fites, Donna Floyd, Tammie Gilkerson, Bruce King, Susan Lee, Mariles Magalong, Jose Oliveira, Darlene Poe, Monica Rodriguez

Absent: Karl Debro, Dona DeRusso, James Eyestone, Aleks Ilich, Mayra Padilla, John Wade

1. **Collective Bargaining** – Mariles said U.F. negotiations are completed. Local 1 is discussing comp time-- the amount of time allowed to an employee and a timeframe in which the time can be used. Do we give hour for hour or an hour and a half for every hour worked? If an employee uses flex time that would translate to an employee who may work over five hours of a 40 hour week then “flex” the following week’s schedule by working five hours less that week. Denise explained the Los Rios model which compensates employees within 90 days of working overtime with either pay at time in a half or time off at time and a half. Denise asked that all hours in excess of 40 be tracked and documented. The next negotiation meeting is scheduled on June 4th. Darlene said retirees’ benefits are increasing and the district is trying to mitigate some of those costs by offering married couples within the district to take “cash in lieu” as the district has a limited time to surface with 1.8 million dollars.

2. **Construction Update** – Mariles said the update was sent out with the agenda. The card access project is almost done as they are waiting for feature to be added in the CTC.

- The Parking Lot 16 architectural design does not remedy the erosion to Parking Lot 17 so engineers are again looking at other options to shore up Lot 16.
- The deadline for bids for the GA Elevator has been extended to June 5th.
- E-mail updates have been sent out regarding the New College Center.
- We spoke to Ron Johnson on the seismic update this morning and he is trying to obtain more bids in time for the job to start July 7th. Ron has developed a very aggressive work schedule.
- The Physical Science roof replacement lowest bid was \$575,000. The new roof is funded out of our building maintenance budget and we only have \$100,000 coming from State for this project. We are looking on how to pay the remaining money should we go with the lowest bid.
- The Music Building has a contract for repair of the HVAC.

Donna asked if we will still be able to go forward with the July 7th timeline for the roof. Denise said we are trying to figure out why the bids are coming in higher than the initial projection determined by the engineers.

3. **Bond Information** – the election is June 3rd. Denise thanked everyone that has helped in getting information out on this particular project. The hope is we will be successful in this endeavor. John Marquez and Denise attended the Pinole City Council meeting last week.

4. **Committee Reports – DGC** – Donna said they met this week. One of the accepted procedure changes was for Board Policy 3016 - Student Success and Support Program. The *matriculation* language was deleted throughout the policy. Student Services Procedure 3030 was also amended to comply with the language changes in Board Policy 3016. Procedure 3028, recording grade changes, was on the agenda for a first read. Donna will serve as DGC chair for one more and then a faculty member assume the chair duties.

DMC – Vicki said they updated their membership for the 2014-15 and Aleks will continue to be the chair. They talked about changing meeting dates to every other month. CCC was well-represented throughout the year.

5. **Summer Students** – Mariles said this will be an item on the next Business Officers’ meeting. Mariles said we will continue to hire summer students as we have in the past. As long as a student is enrolled in the prior semester and/or enrolled in the fall semester they do not have to be enrolled in the summer while working during the summer. The proposed change requires a student employed during the summer to be enrolled in at least three units during the summer. Denise said if students don’t have to pay their fees until November, there shouldn’t be any reason they are not enrolled in the fall by summer. Mariles said the IRS regulations say the students “have to have the intent of enrolling in the following semester. “

6. **Enrollment** – Denise said we are well below where we should be. We have inquires as to why are so low and hopefully we will see a big bump after the 29th. We are also show low enrollment for our fall semester. District is looking at borrowing from summer and then we have the option to be placed on stability again. At some point, enrollment has to rise. Denise said she was touched by the FLOW graduation today. We have offered some serious intervention by requiring some of these high risk students to attend class 8 hours a day for nine weeks which has ultimately changed the course of their lives for the better. FLOW had 27 high risk students start and finish the program which is quite remarkable. Our Gateway students are receiving awards for their excelling in statistics and these are students that were drop outs in their original high schools. We have to market these educational successes to our community.

7. **Management Retreat** – Denise said she has two dates that work well: Tuesday, August 5th or Friday, August 8th. Denise asked if anyone had a nice venue they would like to use or did they like the Richmond Country Club that we used last year. The majority wanted August 8th and the venue of the Richmond Country Club. It was agreed the retreat would start at 8:00 a.m. and end at 3:00 p.m.

8. **Safety** – Jose distributed an updated evacuation map and Mariles distributed an updated building monitor list. There are some buildings with one or no monitors so we would like the managers to help us identify others to take on the responsibility to be a building monitor. Art Building, CTC and Gym only have one monitor. Jose said we want to have at least two to three building monitors per building. Denise asked if we can use the senates to help in this endeavor. Jose said yes. Jose is planning the building monitor training in September. Officer Ted Testergge has volunteered to help with the training. Jose said we could have one or two trainings per month starting in September; open to any staff member who wants to attend regardless if they are a building monitor or not. We also have other training planned with other agencies such as Pleasant Hill and San Pablo Police Departments.

Denise asked if we could do training around seismic issues. Jose said we are focusing on four hour CERT training. Denise said perhaps in the spring we can do the CERT training. CPR and First Aid can also be offered. Jose plans on developing a calendar offering various types of safety training once a month. Donna asked if there is something in writing listing building monitors’ responsibilities. Jose said yes, there is a yellow binder given to each building monitor as well as a radio, vest, etc. Denise asked if we have training for contract with blood pathogens. Jose said all employees have to have blood pathogen training when they are hired at the district. Monica said during her new employee orientation at the district she was told who to contact should the blood pathogen issue arise. Denise said we should provide some information we can distribute to all employees on this issue. Denise will contact the county to reveal our roles in a county-wide emergency.

Jose said he tracked down 18 of the 22 radios on campus. Jose will e-mail the list to Dr. Noldon of those who have not responded to having a radio. Jose said he needs to perform a function test on the radios. Denise said it appears as though PE is an area of concern for not having enough building monitors and not responding to

Jose on the location of their radios. Denise asked about the availability of bull horns. Jose said we need to look into how many are on campus. Denise said she will look at purchasing more bull horns.

Jose said they will perform more “walk-throughs” of campus buildings. There was a successful test of the Shortel phone system with 50% of the building monitors responding via the radios. The district is still researching the emergency texting option. Jose said T-com video surveillance will have cameras at each of the parking lots and the Child Care Center. The Library installed a camera. Denise asked if there cameras at the exterior of the locker rooms. Jose will place that concern on the Safety Committee agenda in order that camera locations may be prioritized. Nick said we have to decisions on camera locations so T-com may begin the needed infrastructure for placing cameras on campus. Denise thanked Jose for all of his help. Denise requested that the evacuation maps need to be enlarged and posted in classrooms. Any materials not distributed at All College Day may be distributed at the Traveling Road Show. We will also have a location on the website where employees may seek more information for safety at the campus.

9. **Evening Supervision** – Denise informed the managers that the evening monitor position was laid off. The other two colleges didn’t have this position and at those campuses each manager assists with evening coverage. Denise said we will have a revolving schedule for all managers. Denise will have an evening supervision schedule available at the management retreat. It will be important that each manager adheres to the schedule. The evening manager will have access to a radio and/or may choose to use their mobile phones. The other eliminated position was media services and that employee will be transferring to DVC. We are purchasing portable microphones and wireless amps that do not require technical assistance. When the new building is built they will be equipped with the necessary equipment that most likely will be wireless.

10. **Accreditation** – Donna said we have a little reprieve as our final draft will be due to the district on June 9th. The report will be sent to the ACCJC in August. We are formatting the document ensuring consistencies throughout the standards. Donna said the document is posted on the portal and the website. Donna sent out an e-mail encouraging everyone to read it. Denise said she wants all the managers to read it. The report was addressed at the last College Council meeting. Each of the campuses and the district office will host their individual accreditation teams, October 6 thru 9, 2014. The team may be engaging with all of the managers. Denise said she and the Accreditation Liaison Officer need to guide the team members where they need to go. Denise reminded managers not to schedule any vacation or conferences during October 6 thru the 9th. Denise said we may schedule a College Council meeting during that week so the team members may witness how we conduct our college business.

11. **AUO/SLO Assessments** – Denise said we will continue sharing our assessments in the fall. She asked the managers to volunteer next academic year.

12. **Around the Table** – Sue Abe said she had an odd experience with the Richmond Fire Department experience yesterday at the Richmond Auditorium. They asked her to remove the ramp from the three stairs outside of the Auditorium. If there was an emergency, then how was she to exit the facility?

Monica said they are increasing their base amount for work study students to \$3,000.00 which totals 43 students. She is looking at a different way to allocate dollars to departments. Notices will be sent to managers who have work study students. Work study students have already been notified and new work study students notices will be distributed at the end of July. She replaced Jennifer Ma’s position with Felicia Mitchell. They are working on identifying on ISA students and they need to complete SAP applications. Monica is thinking about using other avenues in order to get students to check their e-mails. Denise asked if there is a way we can connect with students using D2L. Financial Aid is aiming to get notices out to students before the end of semester but they have not seen a lot of responses.

Denise said we will be rolling out the new website shortly. Denise thanked everyone for their hard work last night at graduation. As she was walking out, Denise said she heard favorable comments. Families were appreciative for the change in venue.

Catherine said grades are due May 27th.

Vicki thanked everyone for their help with graduation either behind the scenes or directly on the scenes. Super Saturday we had 236 students attend and we had 80% registered. We are constantly in the middle of the May push. New students enroll on July 1st for fall.

Mariles wanted to remind everyone we have a lot of hiring over the summer. It is one of the most important decisions we make and thanked everyone for their participation in this process.

Nick said we have a new college bookstore website that went live and there will be a link to our new website. The new website allows us to keep track of our books.

Darlene said her staff was very ecstatic that the venue changed for graduation.

Denise thanked all of the managers for their hard work over the year and said she deeply appreciates all they do.

Meeting adjourned at 3:25 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President