

To: Management Council From: Denise F. Noldon  
Subject: Management Council Notes Date: October 31, 2013

**Management Council**  
**Thursday, October 31, 2013**  
**2:00 p.m., LA-112**

**Present:** Denise Noldon, Sue Abe, Teresea Archaga, James Eyestone, Vicki Ferguson, Helen Kalkstein, Bruce King, Darlene Poe, Jennifer Ma, Mariles Magalong, Mayra Padilla

**Absent:** Karl Debro, Nick Dimitri, Terence Elliott, Catherine Fites, Tammeil Gilkerson, Aleks Ilich, John Wade

**Guest:** Gabriela Segade

Meeting called to order at 2:05 p.m.

1. **Construction Update** – Donna distributed an updated construction report as of today.
  - Knox ADA Parking Spaces are completed. The City of San Pablo signed off on this project.
  - Music Building is completed.
  - CTE and Student Life swing space is completed.
  - Portable Bookstore is open for business. Bruce will price tarps and tents to cover the tables by the Subway truck. Donna said discussions are occurring with the district for cafeteria swing space. Denise said this is a major college expense for a temporary situation. Donna said if we provide an inside “eating” space, we also have to provide supervision. Helen suggested the Art Building Atrium for this purpose with the caveat that the roof be covered. Denise said that location is a distance from where students purchase their lunch and placing a roof on an existing structure may require DSA (Department of State Architect) approval which does not make for a simple structural solution. The students would like to have a space close to the Subway truck.
  - Parking Lot 5 was fenced off today and being prepped for the construction staging area. Parking Lot 7 will be fenced off next but not until more ADA parking spots are created in Parking Lot 6. ADA parking spaces have already been created in the parking annex.
  - The abatement process of the Humanities and SA buildings has been discussed.
  - Mayra mentioned the HSI move from PS-131 to AA-103 and asked why it is not on a list. Denise said it is not on this list because it is not a bond project. Mayra said James has been gracious to move wires for their move but currently they are in-between office spaces. Mayra said because she is not on a formal list, she would like to have a process in order to move forward with the logistics involved in the change of location. Denise said a project has to be proposed first then received at the district with any structural changes to facilities approved by the DSA so that work can then begin. Denise suggested Mayra talk to her after the meeting.
2. **Bond Information** – Denise said she does not have any new bond information. The Governing Board meeting will be in two weeks and she will probably have something to report next month. Denise mentioned that the Measure A Bond Oversight meeting was held at the District and she provided a report on the outstanding projects at CCC including how things are going with C-617 (College Center).
3. **Committee Reports** – **DGC** – Donna said at the October Governing Board meeting the new trustee was sworn in. Both the District Office and DVC are working through reorganizations. The Chancellor’s Office developed the DGC operational guidelines to clearly define how the committee works. At the October meeting there were over 60 HR policies and procedures approved with minor revisions and some were

removed. There were also some Business procedures approved. Gene Huff reported on the budget cycle. Jonah Nicholas will return to next month's meeting to report on enrollment management.

**DMC** – Vicki said meeting was cancelled.

4. **Management Mission Statement** – Denise apologized for not e-mailing the options out earlier. The September 26<sup>th</sup> minutes were reviewed with the three options:

1. The Contra Costa College management team provides leadership in creating a transformational learning environment that ensures equitable opportunities for success.
2. The Contra Costa College management team provides leadership in creating a transformational learning environment for the college community by ensuring equitable opportunities for success.
3. The Contra Costa College management team provides leadership to the college community in creating a transformational learning environment by ensuring equitable opportunities for success.

Managers agreed to dismiss option 3 as it did not read well. Denise took a vote: 3 managers voted for option number 1 and 8 managers voted for option number 2. Option 2 is the new Management Mission Statement.

Denise said she was recently asked “What do administrators do?” Helen said this was a topic at the Student Success conference. Mayra said she made some assumptions when she first came here but it seems we have rules that conflict with the role of administrators. Denise said there are some administrative tasks assigned to some faculty. There are some essential tasks management accomplishes as a result of the organizational structure we have in place and it is important that we understand what we do.

5. **Calendar for AUO/SLO Assessment** – Gabriela presented a discussion about SLO/AUO assessments for managers. She said we need to document these discussions and have them accessible to everyone so that the information may be used, especially when writing reports. Gabriela said we need to find out what groups are meeting to discuss their assessments. Where do the assessment results go once discussed and written? Denise said one way to store this information is CurricuNet. Denise said we can begin next month in discussing our assessments and how the results are going to be used. Denise said we will take the lead on this initiative. Donna said with a CurricuNet database we can analyze the data and everyone can see it. Currently this information is on the “P” drive in a read only format. The “S” drive is rather messy. The SLO/AUO assessments need to be viewed by everyone. Helen said having our assessments accessible to everyone will also help answer the question of “what managers do.” Denise said once we get the CurricuNet model operational, CCC can be used as an example at conferences. Mayra asked about grant programs completing SLO/AUO Assessments. Denise said we need to collect everyone's assessments including grant programs.

6. **Around the Table** – Sue reminded everyone that today is the due date for managers to complete the on-line sexual harassment program.

Vicki handed out flyers advertising the transfer season. TAG refers to the Transfer Admission Guarantees with CSU's and UCs. Andrea Phillips is our transfer counselor. We will have a master calendar each month listing college reps that will be on campus as well as campus writing workshops.

Denise said she recently attended CSU East Bay with other college presidents for the annual meeting. CSU East Bay enrollments could be more robust and they would like us to have a better articulation agreement with them. CSU East Bay is doing a great job to ensure they have underrepresented students. They have the capacity and want our students to be there as they now offer housing on campus. Denise said yesterday evening she attended the Business Club meeting and they invited three entrepreneurs to speak to the club. The club members also talked about Business students transferring to continue their education. On another note, we had a wonderful transfer day with 52 representatives.

Jennifer said the Financial Aid office is closed for processing and regular services will resume on Tuesday. Our goal is to get as many students paid by next Friday, November 8, 2013. Denise commended Jennifer for ensuring students will receive their money in a timely manner.

Mariles said Wayne and she went to all of the divisions to talk about the budget allocation process. They have a make-up session tomorrow. The deadline for applying for new positions is November 15<sup>th</sup> for both faculty and classified. Mariles said the district's 65<sup>th</sup> celebration has more DVC and LMC nominations for unsung heroes than us. Denise said perhaps it is because we have a Hall of Fame, sponsored by our Foundation, and have already honored many of CCC's unsung heroes. A lot of people who gratuitously serve CCC do not want acknowledgement.

James asked how everyone is enjoying their new phones. All phone privileges were given to managers and their assistants. Part timers only have voice mail. The district produced the phone list. Wherever there was a phone on campus we tried to replace it with a new phone. Denise said we decided to give part-timers voicemail instead of an actual phone number due to the turn-over in part-time employees. Helen said we previously talked about an exit checklist when employees leave. Denise said we need to implement that checklist. James said unfortunately, the backend work to prepare for the phone system is not done. Cabling work is still ongoing throughout the campus to provide the wireless network. This is supposed to be completed within the next couple of weeks. Mariles asked when the old phones will be removed from the desks. James said they will be removed once every desk on campus has a new phone. James said we have spent a lot of time fixing and cleaning up after the contractors. We are also learning that AT & T has doubled up on some of the phone numbers as some of our initially assigned numbers belong to outside vendors or individuals. Melody has updated the phone numbers on the phone directory by initial on the website as well as the printable version phone directory also posted on the website.

Teresea said CalWORKS is going through staffing changes within the next two weeks because Carla Matute is moving to other duties along with assessment. Teresea will advertise for a full-time office assistant, range 46 and the position will run through June 30<sup>th</sup>. Teresea thanked everyone for supporting work study students. CalWORKS is on the priority registration for November 25<sup>th</sup>. EOPS, CalWORKS, CARE, Foster Youth, Veterans are all included in priority registration. These students are placed in priority batches on a daily basis.

Mayra said she attended two conferences: USC HSI Conference at UC and HACU (Hispanic Association for College and Universities). Thirty percent of our students are Latino and 30% are African American which qualifies us as a minority serving institution. How do we show our institution is a minority serving institution? Do we have faces placed on the walls showing our minority success? Do we use inviting and welcoming messages for our college?

Mayra continued to report that currently there are 90 Adelante students with approximately 15 homeless students that we know about in this group. We had about four homeless students last semester. Mayra said she sadly witnessed one of her tutors digging out of a trash can late at night on 23<sup>rd</sup> Street in Richmond. Susan asked if there is a connection with her program and the Richmond Bay Area Rescue Mission. Mayra said she has set up support groups. Since many of the students didn't qualify for some of our services, we have set up collaborations with a soup kitchen. Susan said she had a homeless student who she connected with Chef Sharkes and the student ultimately gained access to the Richmond Rescue Mission. Teresea said the students may not qualify for our services but we can offer resources. Many of these students don't self-disclose their circumstances so we don't always know who is in need. Denise said we need to create easy access to our resources. Where would a student know how to access resources? Food closets were made accessible to students in need at Denise's former institution. She thinks we can easily do this. We need to mobilize our resources so they are easily accessed by our students. Denise said once we get into this mode of

helping students so they remain in class, we have to realize this is not an easy feat because there may be a lot of other challenges surrounding these students' circumstances that we cannot easily remedy. Melody will set up a meeting so we can gather and identify our resources. Student Life will mobilize the Richmond Rescue Mission food drive this year. The Richmond Rescue Mission brings food barrels on campus for people to drop off food and they will pick up the barrels in December. Jennifer Dymont is working on creating an emergency fund for students through the CCC Foundation. Donna said DVC has a student emergency account where managers donated the initial pot of money. Students are required to pay back any money withdrawn from this account. Denise said LMC's model was the one we were looking at. Denise said if we can create an ongoing campus giving campaign, then that is one account we can designate funds to. Teresea said she also has a lot of personal hygiene products in her office if managers know of students who could use them.

Darlene said she has community members asking her custodians if they can stay inside a building until the custodian leaves at 2:30 a.m. Helping homeless runs a fine line of helping and be placed in danger. Denise said we need to check into obtaining motel vouchers for our students and surrounding community shelters for the homeless.

Denise said that at a meeting she recently attended, she thought she heard that we are unable to obtain both API and HSI designations for funding. Mayra said no, that is not correct from what she was told at the conference.

Donna said we are making a strong push for the second self-evaluation accreditation draft by December to give to Jason so he can have at least five to six weeks to edit the draft. Donna thanked the chairs of the standards for continuing to work on the standards. Donna thanked Wayne and Melody for putting together the evidence and going through the report for content. We asked for our visit to be schedule during the first week of October 2014. And work continues . . .

Helen reported on the current status of the Drama Department. The show slated for this fall is *Twilight LA*, a play featuring the aftermath of the Rodney King verdict. The director is from ACT. The play will open December 4, 5, and 6<sup>th</sup> and the department is advertising at local high schools. We have an adjunct drama professor from DVC scheduled to teach for the spring schedule. He has experience from both DVC and LMC Drama departments. We are offering a nine week spring production class featuring a modern written show based on *The Scarlett Letter* which will collaborate with the English Department. The other class is a full semester class and will end with a production of a *Midsummer Night's Dream*. Helen encouraged everyone's support in attending the drama productions next semester.

Bruce said Sunday we turn our clocks back from Daylight Savings Time and Bruce will be scheduling managers to walk around the campus in the evening next week. Denise said they met with the new District Energy Manager and as a result of Proposition of 39 we will receive some funding. It appears our campus has a lot more energy conservation projects than the other two colleges. Our savings will help our budget. The Campus Center Project is meeting LEED standards but we not applying for certification. James said we use energy surge protectors for our monitors. Denise said there are all kinds of things we can do to save energy. Butte College is the community college leading the way in energy conservation.

Denise also mentioned safety on campus after the recent *Advocate* article. If we are storing rations with expired dates, then we have some work to do to update our procedures and rations.

Denise announced the upcoming Walk-A-Thon this Saturday that is sponsored for us by the El Sobrante and San Pablo Rotary Clubs. Community members also want to help us establish a Veteran's Center on campus. Next Friday, November 8<sup>th</sup> is a Veteran's reception at 2:00 p.m. in the Three Seasons to honor our veteran students and community members. We have to find a location on campus for our Veteran's Center in the

interim until we get our new facility built. Denise said she met with some community members who want to start a VetCorps program. She explained our shortage of space to them but if we have community support, we will try to engage in this grant funded program.

7. **Discussion of Articles – What’s the Value of an Associate’s Degree? The Return on Investment for Graduates and Taxpayers.** Denise said the perception some about the public sector is that we have cushy jobs and huge pensions. Some think we spend more on ourselves than our students. She believes we know that isn’t the case but how do we convince the public that we are not really doing that? Mayra said she looked at the numbers given in the article and it looks as though we are pretty solid compared to other institutions.

Donna said the cost of living, the economy, and the pay scale of jobs are determining factors in whether students are receiving a good investment for their education. The importance of certificates in the workforce was also discussed. Donna said she has been submitting substantive change documentation of new certificates to the accreditation commission. It may take a student two semesters and at the end of the year they are ready for employment. This is a good investment for a student; however, 15 units required for the certificates are not fundable. California offers low tuition in fees so students are not paying the full cost of a class. Are we producing students to enter the economic work force? If the State will fund our programs fully, then we have to produce students who are ready to enter the job market in the discipline they studied. *Soft skills* is no longer the terminology to use; *Essential skills* is the new terminology. Denise said we are currently having enrollment challenges. Why aren’t people in our community enrolling in courses to meet the demands our work force? Mayra said about 20 to 30 years ago we offered chemistry technician tracks. A lot of certificate programs depend on constantly changing technology and can we keep up? Our engineering pathway is not marketed to tell students they will be ready for the job market. Our marketing efforts need to be marketed from a student’s point of view. With only one full-time faculty each in the business and engineering departments, are we able to meet our work force needs? The market is only going to wait so long for us to meet their needs. The private sector is encroaching on our services because we are not able to fulfill all of the market place needs. Denise said these are the kind of issues we have to look at to see where we are we going and to give the best return on our investment.

Mayra said we have to ask our students what they want to achieve. Nursing students are STEM students. African Americans and Latino students are underrepresented in Nursing. We need to put an emphasis on a career education piece for our students along with an educational plan.

Teresea said the San Pablo One Stop sends students to us but we have limited course offerings to fulfill their requirements.

Vicki said Terry O’Banion at the recent Student Success conference talked about creating pathways for undecided students. It is recommended for undecided students to be placed in a Career Class so we can create a pathway to help students decide on an educational path. Denise said we have students who are the first in their family to attend a college and we need to give them opportunities to explore all areas of interest. Denise said Terence is attending a STEM conference to garner more good ideas, return to develop new curriculum and ultimately discover ways we can gain the best return on our investment. We have to be really smart using the money we are receiving.

Helen said she received an e-mail from Mary Law, an adjunct ceramics professor, and she participated on a panel at UC Berkeley for STEAM (Science, Technology Engineering, Arts and Math). Mayra said she has collaborated science with music and brought Wayne Organ in to talk to her students about music. Manu Ampim has also addressed her students about social sciences in the STEM programs.

We need to spread the message to taxpayers that CCC is a community college worth the investment.

Meeting adjourned at 4:00 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President