

To: Management Council From: Denise F. Noldon
Subject: Management Council Notes Date: September 20, 2013

Management Council Notes
Thursday, September 19, 2013
2:00 p.m., LA-112

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

- 1. Construction Update** – Donna said we are still on schedule as of today for the Bookstore portables and Subway. There will be an electrical shut down this weekend that will affect a number of buildings. There will be a fire alarm test tomorrow morning (Friday, 9/20) from 6:00 a.m. to 8:00 a.m. for the football area and gym annex. The phone list has been sent out electronically and managers should distribute it to their staff. October 26th is the projected date for implementation of the new phones. Mayra asked if her phones have been switched to the new location in the AA building. Denise said only full-time employees will receive a new phone number tied to a phone. Other staff will have access to a virtual mailbox for messages and will have access to a phone in assigned offices. Adjunct faculty will receive phones in their offices with virtual voicemails. Aleks asked how long the Fireside room is available. Donna said she has been approving the Fireside Room usage on a case-by-case basis and Denise said the Fireside Room. The Bookstore is supposed to be packed up and moved on October 3rd. Darlene said she has received requests for the Fireside Room through October. Denise said we cannot honor those requests in October.
- 2. Facilities Master Plan Update** – Denise said we have projects we want to go forward with most of these projects are tied into the passage of a new bond.
- 3. Bond Information** – At the governing board meeting last week it was calculated that it will take approximately \$750 million dollars to fund all the projects on the list developed by the colleges and the District. The pollster felt that \$750 million was too much money to ask from the voters of Contra Costa County. With that said, the decision was made to poll the voters of Contra Costa County for a bond between \$450 and \$650 million. If one or the other number is selected, we will have to see what we can remove from our project list as we will not have adequate funds to complete everything on our list. Denise said she will keep everyone informed as information becomes available. Denise said a clear explanation of the Measure A bond funds for the 2002 and 2006 bonds is presented in the Traveling Road Show. Pollsters will call Contra Costa County residents.
- 4. Committee Reports: DGC** – Donna said the next meeting will be held on October 1st. Greg Stoup sent an e-mail to managers regarding the district-wide strategic planning charette session on October 2nd at 1:00 p.m. in the DVC trophy Room. Once the District develops their strategic goals, then the colleges can begin to develop their strategic initiatives.
DMC – Vicki said they haven't met yet.
- 5. Management Mission Statement and Core Values** – Denise said last time the management mission statement and core values were revised was in 2008. We should look at our mission statement from the standpoint of our college and the district mission statements. James said the current statement reads a little rough and needs to be more fluid.

To facilitate high-quality instruction and support services; to create a positive learning environment for CCC students, employees, and community; and to maintain an environment where high standards and ethical behavior are valued and practiced.

Tammeil said the statement does not work well with the core values. Helen said we need an entry statement. Mayra said our statement should include *equity*. Nick said *leadership* is also missing for our statement. We should encourage *participation in college governance* and we should also include *transparency* in the mission statement.

Proposed Revised Management Mission Statements:

The Contra Costa College management team provides leadership in creating a transformational learning environment that ensures equitable opportunities for success.

Or

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

Or

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

We will send these versions out to the managers for votes.

Core Values

Our core values are as follows:

Transparency
Mentorship & professional development
Encouraging participation
Student Success
Curriculum Development
Positive work environment
Honest fiscal management

After further discussion, the managers decided to begin their core values with key words and follow with clarification.

To support this mission, the management team values and supports:

Respect – Understanding and commitment to diversity to create a professional and safe environment.

Integrity – Ethical Behavior, honest, responsible

Transparency – Fair, impartial and informed decision-making.

Communication – Open, candid, constructive and solution oriented. Encourage participation.

Creativity – Innovation and experimentation

Advocacy – Student success

Positive work environment

Professional and safe work environment

6. **Discussion of Articles** – Denise said for future Management Council meetings she wanted to take the *Around the Table* time to discuss an article or topic in small groups and then have the smaller groups report out to the larger management group as a whole. Everyone is welcome to submit items for discussion. We will choose a topic once a month for discussion. Around the Table announcements will be submitted in advance of the Management Council meetings in order that Melody may send them along with the agenda.
7. **Around the Table** – Terence said Richmond is holding their 5th Annual Spirit and Soul Festival and Fundraiser from 1:00 to 5:00 p.m. this Saturday on Macdonald Avenue.

Jennifer said students may still apply for FASFA and there are still hours available in the Student Center. We are looking into developing a monthly Financial Aid newsletter. They are also looking at using Constant Contact. Denise asked Jennifer to distribute the Financial Aid hours to the college so that everyone may advise students to seek financial aid assistance if applicable.

John said he and Denise will attend the Bay Valley Conference meeting tomorrow at LMC. There are 11 colleges in the league. Saturday we have soccer, volleyball and football games. Men play soccer at 11:00 and 2:00 p.m. tomorrow. Football is on Saturday at 3:00 p.m.

Vicki announced Transfer Day on October 8th. Every Tuesday everyone should don their alum paraphernalia. Vicki distributed Transfer Day posters.

Mariles said she will be posting in the Budget Committee portal the new form and rubric to include the faculty and classified position requests with a deadline of December 15 and the budget augmentation deadline will be February 5. We are waiting for a college wide tutoring plan to determine its funding.

James said Satish sent out an email yesterday outlining the next six weeks to complete our infrastructure project which includes several power outages throughout the campus. New wireless will be in place once the project is completed and new phones will be in place by October 26th. James will update the college website directory. Helen asked what occurs when someone calls the college from outside with the new phone system. Denise said the college will retain the 235-7800 as the college's number. There will be a voicemail phone tree for callers to reach a specific department on campus. Some departments will have a phone tree such as A & R and Financial Aid. If a caller wants directions, they can select that option and also have the option of returning to the original phone tree. There is a separate extension for those of us in the system rather than the same suffix of our new numbers. There will be workshops on how to use the new phones. Satish can attend our next Management Council meeting.

Susan announced October 19th from noon to 3:00 is the Chocolate and Champagne culinary fundraiser event for the culinary students' study abroad trip. October 9th from 6:00 to 7:30 p.m. in the Library there will be a poetry reading from Rafaella Del Bourgo, one of our long-time adjunct faculty.

Sue said October is Disability Awareness month. Sue would like to bring back the wheelchair basketball game as an event for next month. DSPS will have film series to showcase various film series.

Aleks announced our adjunct Chinese faculty member is developing a trip to China for a three unit Mandarin Course next summer with a cost of \$3,000 per person to include airfare, meals and excursions.

Tammeil said she met with a woman from Richmond LEAP and was inspired with the work she is doing with students to help them complete their GED. Tammeil will talk to other managers to connect CCC to this program. Tammeil will lead one of the films presented in the Library on Tourette syndrome. Tammeil is also working with managers and faculty on developing creative ideas to attract more students in the spring.

Helen announced that Drama is being revived with a part-time Drama professor from DVC and CCC adjunct faculty. Wayne Organ, Jeffrey Michaels and Helen have been trying to help with the Drama department in the absence of a full-time faculty member. *Twilight* will be the fall show presented in the first week of December. Tyrone Davis is the director for this show as he is employed at ACT. Linda Jackson-Whitmore, who is a retired WCCUSD drama faculty member and also worked at Ohlone College, has also been working with our Drama Department. A lot of Drama courses need to be revised. We have a large MCHS contingent in the Drama Department and we need to work on getting more college students back into this department.

Mayra invited everyone to the Metas meeting this Saturday in the cafeteria. We had over 300 students apply to Metas with over 50 parents attending the last meeting. We are preparing for our college conference on September 28th in the Knox Center where we will float workshops onto the college campus. The *Adelante* program is collaborating with the *STEM* program and they are off to a good start. They will be sending some students to conference at Davis. In attempting to get students excited about the sciences, Mayra said she is collaborating with Music Department. They have NASA employees coming to talk about careers. All workshops are all open to staff and students.

Denise said there has been some discussion around management support for classified attendance at governance meetings. Some staff have indicated that some management is generally not supportive of classified attending governance meetings. The contract said we may back fill classified or pay classified overtime in order to have their work completed. Susan asked how would a manager know if someone in their area is complaining because, if so she would like to talk to them personally. Denise said this may not be possible to know because some classified employees may feel intimidated to speak out in fear of reprisal.

Denise said she forwarded an e-mail to the College from the Foundation due to a fundraising effort hosted by the Richmond Community Fund. This effort was a collaboration with nonprofits in West County as a fundraising effort.

Denise continued to report we lost Sheila Grilli, our governing board president, and the board is now in the process of filling her seat. There is a public announcement about the availability of her seat as there is a provisional appointment slated for the October 9th governing board meeting. That appointment will run through December 2014 when her seat is officially expires.

Meeting adjourned at 3:40 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President