**CONTRA COSTA COLLEGE**

**Management Council Agenda**

**Date:** Thursday, March 31, 2016

**Time:** 2:00 – 4:00 p.m.

**Location:** Green Room, Knox Center

|  |  |  |
| --- | --- | --- |
| **Item and Timeframe** | **Person(s) Responsible** | **Potential Outcome** |
| 1. Review of January 28, 2016 Minutes *5 min.* | Tammeil Gilkerson | Follow-up, etc. |
| 1. Admissions and Records Presentation *(20 min. presentation / 10 min. discussion and Q&A)*   *30 min.* | Catherine Frost | Information |
| 1. Access and Asset Control – Update *5 min.* | Mariles Magalong (for Lt. Holt) | Update from last meeting. |
| 1. Staff Appreciation Day *20 min.* | Tammeil Gilkerson | Planning: set date and event process. Create subcommittee. |
| 1. Leave Request Form Discussion *5 min.* | Tammeil Gilkerson | Clarification about when Leave Request forms are needed. |
| 1. Program Review – Manager Assignments for Validation Committees – Spring 2016 *10 min.* | Tammeil Gilkerson | Managers assigned to validation teams. |
| 1. Negotiations Update (standing item) *5 min.* | Tammeil Gilkerson and Mariles Magalong | Information |
| 1. Budget Update (standing item) *5 min.* | Mariles Magalong | Information |
| 1. Other Items? |  |  |
| 1. Next Meeting: April 28, 2016 | Tammeil Gilkerson | Information |