**CONTRA COSTA COLLEGE**

**Management Council Agenda**

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

**Time:** 2:00 – 4:00 p.m.

**Location:** Green Room, Knox Center

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| **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?
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| 1. Next Meeting: April 28, 2016
 | Tammeil Gilkerson | Information |