

**CONTRA COSTA COLLEGE  
Management Council Agenda**

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

**Time:** 2:00 – 4:00 p.m.

**Location:** Green Room, Knox Center

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