

**CONTRA COSTA COLLEGE
Management Council Minutes**

Date: Thursday, August 27, 2015
Time: 2:00 – 4:00 p.m.
Location: LA-208

Present: S. Abe, G. Al-Masri, J. Berner, K. Debro, N. Dimitri, J. Eyestone, V. Ferguson, D. Floyd, D. Franco, J. Harmon, S. Lee, M. Magalong, M. Mehdizadeh, G. Mills, M. Padilla, M. Peterson (taking notes), D. Poe, J. Oliveira, M. Rodriguez, K. Schelin, J. Wade

| Item and Timeframe | Discussion | Action Items |
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| 1. College Committee Roster – <i>(Please see attached roster list from 2014-15)</i> | Mngmt Council went through the roster and made many revisions/deletions/additions. | MLP to revise and redistribute. -MLP |
| 2. Retreat Scheduling for Management Council & Agenda Item Determination | Agenda topics suggested included: <ul style="list-style-type: none"> • Reviewing the Strategic Plan • Management Evaluations • Goat setting tied to the Strategic Plan • Innovation • Team-building exercise • Develop a list of common manager expectations Pres M. called for a subcommittee of Drs. Harmon, Debro, and Padilla to plan the retreat in more detail. | <ul style="list-style-type: none"> • MLP to schedule a meeting of the subcommittee. - DONE |
| 3. Barriers to Student Success <i>(please refer to document attached)</i> | Pres M asked to table discussion until the next meeting. | -Managers to review document. - Everyone -Push forward this agenda item for next Management Council, 9/24. - DONE |
| 4. Accreditation Visit Prep | DF discussed Nov. 2-6 ACCJC visit. Reports have been submitted for Sept. Gov. Board review. Spoke of Recommendation #1 and on-going negotiations with UF re: SLO's and ALO's. | DF to continue following the accreditation process and giving updates as needed. |

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| <p>5. Emergency SMS Contact System – ReGroup Warrior)</p> | <ul style="list-style-type: none"> • Pres M discussed the usefulness of the tool and how the phone tree is now obsolete. • Name Badges | <ul style="list-style-type: none"> • Managers to review the ReGroup instructions provided in the calendar invite. – Everyone • Managers to log-into In-Site to update cell numbers in the personal information section. – Everyone • Schedule a time for a ReGroup testing. –Pres M & MLP • MLP to order name badges for those who wish to have them. Managers to send to MLP a request. – MLP & Managers |
| <p>6. Vacation / Leave Master Calendar</p> | <p>Discussion on how vacation / leave is shared for informational purposes.</p> | <p>All Managers asked to use out of office messages with dates off campus listed. – Everyone</p> |
| <p>7. Negotiations Update</p> | <p>M. Magalong shared information about current negotiations for UF and Local 1.</p> | <p>-M. Magalong to continue updates in future meetings.</p> |
| <p>Facilities Update</p> | <p>M. Magalong presented on:</p> <ul style="list-style-type: none"> • Naming of New Buildings and the process that will be presented in College Council on 9/10/15. • The expanded Operations Council as the group to select the furniture vendor for the New College Center. This group will review the mock-ups of 5 vendors on 9/28 in GA-40 from 9:00 – 11:00 a.m. • Measure E public forum on 9/14 at 2:00 p.m. in LA-100. All are encouraged to attend. <ul style="list-style-type: none"> ○ G. Al-Masri, J. Wade, and S. Lee are invited to attend a follow-up meeting at 3:00 in LA-106 as members of the expanded Executive Steering Committee for Measure E. | <p>No action needed.</p> |

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| | <p>Lt. Oliveira noted that the new road built as part of the New College Center has to be named also.</p> <p>J. Eyestone reminded everyone to refer to M. Magalong’s email regarding IT shutdowns and road closures as part of the New College Center work.</p> <p>K. Debro suggested that tours of the buildings might be opened up to the college community to build excitement. Pres. M relayed that this could be part of a Foundation fundraising event.</p> | |
| 8. Attendance at Governing Board Meetings | Pres. M reported how the Chancellor would like every manager to attend at least one Governing Board meeting, once a year. | Pres. M to send out a sign-up sheet for managers. – Pres M |
| 9. Committee Reports: a. District Governance Council | No Info to report. | No action necessary |
| b. District Mngmt. Council | C. Frost discussed the Student Summer Employment policy. | No action necessary |
| c. Student Equity | M. Padilla spoke of the Equity Plan she is working on that has a Nov. 23 deadline. She is developing an outline for Student Success committee for College Council for presentations on 9/10 and on 10/8. | M. Padilla to report back on status. – M. Padilla |
| 10. Additional Information and Upcoming Meetings | <p>Pres. M. relayed info re: an Enrollment Management Tools Training taking place on Friday, Sept. 4 from 1 – 3 pm in the College Skills lab.</p> <p>Future Meeting Dates: Thursday, September 24, 2015 Thursday, October 22, 2015 TBD for Nov. / Dec.</p> | |