

**CONTRA COSTA COLLEGE
Management Council Minutes**

Date: Thursday, December 3, 2015

Time: 2:00 – 4:00 p.m.

Location: HS 101

Present: Sue Abe, Ghada Al-Masri, Jason Berner, Nick Dimitri, James Eyestone, Vicki Ferguson, Donna Floyd, Jane Harmon, Tom Holt, Bruce King, Susan Lee, Mariles Magalong, Mojdeh Mehdizadeh, George Mills, Mayra Padilla, Michael Peterson (taking notes), Darlene Poe, Monica Rodriguez, Kelly Schelin, Ellen Seidler guest)

ITEM AND TIMEFRAME	DISCUSSION	ACTION ITEMS
1. Review of Oct. 22 nd Minutes	Minutes were reviewed and approved.	None.
2. Classified Employee of the Semester	M. Padilla indicated that she had received four nominations. Subcommittee on E of the S. will meet to determine the finalist.	M. Padilla to schedule subcommittee meeting.
3. Enrollment Management Plan	<p>The President reported on the Noel Levitz report findings and about an enrollment management document template under review in Chancellor’s Cabinet.</p> <p>-Each college to articulate actions for Enrollment Management: What are our goals? What progress have we made? What are the outcomes?</p> <p>-Once the document is reviewed, will be approved through the Enrollment Management committee, then forwarded on to the Governing Board for final approval.</p>	No action necessary.
4. EOPS Departmental Training	George Mills presented to Management Council on EOPS, CalWorks, and the CARE programs.	Michael to add George to presenters in the Traveling Road Show for Fall 2016.
5. Timecard Processing –Pilot Automated System: <i>Progress Report</i>	<p>Nick Dimitri reported that the first run is currently in process for the timecards, with a test run of 5 hourlies from the HSI STEM office.</p> <p>Additional details are being ironed out in the mechanism: the system is setup so that only managers can approve the entry but we are trying to develop a process where others who have more direct line-of-site supervision of the employees can initially approve the entered time while still having the manager be the final approver.</p>	No action necessary.

<p>6. Department Website Content Ownership</p>	<p>The President reported on the continuing progress with the CCC website and the news of the approval of the contract for a new website consultant. Additionally, the President recognized the good work of Ellen Seidler, who has done significant work to this point.</p> <p>The President indicated how the Enrollment Management meeting on January 27th, would be the kick-off with the new consultant to work with the community, as the focus on the website's revisions will be informally dedicated for the purpose of increasing enrollment.</p> <p>Ellen Seidler spoke to management council on developing a process by which to update content, and presented on updates/changes that were in store for the website (please see http://wordpressdev.contracosta.edu)</p>	<p>Michael to ensure that the January 27th meeting details are squared away with Mr. Tascoe and the President's calendar.</p>
<p>7. SparkPoint</p>	<p>Kelly Schelin reported on meetings which have occurred between CCC leadership, the Richmond Community Foundation, and the United Way.</p> <p>The plan is for the new SparkPoint center to be housed in one of our new buildings, alongside with career and transfer services.</p> <p>The various services that Sparkpoint offers include: -Tax Prep services -Food bank -Employment procurement and development</p> <p>K. Schelin also reported on:</p> <ol style="list-style-type: none"> 1) The new classified position which will be hired in her office that will set up career workshops and interface with SparkPoint staff. 2) The new career pathways position to work with high schools and adult ed programs to create pathways for students. <p>Monica Rodriguez also added that each college is to develop financial literacy plans for helping students as part of statewide initiative out of the CCCCCO. She and Dean Franco are working on building momentum to get the project back up and rolling to be in compliance.</p>	<p>No action necessary.</p>
<p>8. Management Council Retreat – Update</p>	<p>The President went over the basic agenda for the retreat and gave logistical details.</p>	<p>No action necessary.</p>
<p>9. Negotiations Update (standing item)</p>	<p>Mariles Magalong reported that she has met with Local 1 two times, and the issues were as follows:</p>	<p>Managers to review the Local 1 contract and send Mariles any issues</p>

	<ol style="list-style-type: none"> 1) Longevity for classifieds 2) Catastrophic leave 3) The cleaning up of language and grammatical consistency in the contract. 4) The possibility of creating permanent “temporary” positions. <p>The was discussion about how managers should procedurally handle temporary employees who are approaching 165 days or the maximum amount of hours worked per annum.</p> <p><u>UF Negotiations: Issues:</u></p> <ol style="list-style-type: none"> 1) Compressed Calendar: need to have agreement by March 2016 2) Load: specifically Science load 3) Counselor/Librarian Load 	<p>they want discussed at the district-wide committee.</p> <p>Mariles to send to CCC Managers the max # of hours a person can work in a fiscal year as a temporary employee.</p>
<p>10. Next Meeting: Jan. 28, 2016</p>		<p>No action necessary.</p>