**CONTRA COSTA COLLEGE**

**Management Council Meeting**

**Notes**

**Date:** Friday, February 27, 2015

**Time:** 2 pm to 4 pm

**Location:** LISC, Library

**Budget Training Workshop Jonah Nicholas & Arzu Smith**

* Jonah Nicholas & Arzu Smith provided an overview of the Community College budgeting process from the state-level down
* Jonah will provide electronic copies of presentation via an online link
* Budget reports can now be ran from WebAdvisor here: [Budget Report Selection](https://insite.4cd.edu/staff/Pages/WebAdvisor.aspx?title=Budget+Selection&pid=CF-WBCFI02D)
* Budgets are encompassed in these 4CD Business Procedures: BP 18.06, 17.01, 17.04 and 17.05

**Enrollment Management All**

Prepare to answer the following questions:

* *What one thing will you commit to doing personally to improve enrollment/retention/success?*
* *What one idea do you have for another unit to improve enrollment/retention/success?*
* **Responses**
* **John Wade**: Athletics Staff and faculty does recruiting. They would like to get visual aids, printed materials, and other support for when Athletics staff and faculty engages in recruiting.
* **Vicki Ferguson**: All managers are asked to let Student Services (Donna De Russo) know about recruiting efforts so that the efforts can be documented and coordinated.
* **Donna Floyd**: Recommendation to continue to offer transfer level classes that meet A-G requirements in the HS in coordination with El Cerrito HS.
* **Susan Lee**: CCC should make enrollment and retention easier; we need understand and document different processes for different populations that have varying needs, for example, ESL, DSPS and working students. Enrollment of cohorts in CTE programs is a challenge (AUSER example).
* **Jason Berner**: Stated that enrollment is too complicate. Jason suggests sending email to faculty asking about students in their class that are waivering and challenge them to find ways to retain students. Faculty are brainstorming about ways to save the student. “What could you personally do to help retain one student that is wavering on dropping?”
* **Mayra Padilla**: Mayra attends West Contra Costa HS Network and provides information about CCC admissions/enrollments processes on a monthly basis. Opportunity – Dual enrollment program for HS Math Basic Algebra. This would introduce students to CCC, as well as prepare them for college in general.
* **Kelley Schelin**: Kelly is also focused on dual enrollment for CTE. First focus can be ADJUS with Kennedy HS. Persistence of HS students’ needs to be addressed.
* **Mariles Magalong**: Recommendation to Increase consciousness of staff in units on student access/success. Make CCC a college of choice based on grounds. Wear “ask me” pins all the time, not just at the beginning of the term. Also, Police services can help with the homeless population who make the campus their home by brainstorming ways to get that under control.
* **Vicki Ferguson**: Developing info sessions & campus tours.

**Various Reports Various**

* Tabled

**Tutoring & Teaching Cafe Mayra Padilla**

* Teaching Café Month in April: The Professional Development Committee is hosting “Teaching Café” themed activities in April. Mayra Padilla asked Division Deans if the divisions would be able to give up their division meetings for all the divisions to meet and have

**Interim President’s Report Mojdeh Mehdizadeh**

* No report due to time limitations

**Upcoming Meetings:** Thu, Mar 26, 2015, LISC, Library  
Thu, Apr 30, 2015, LISC, Library  
Fri, May 15, 2015, LISC, Library