**CONTRA COSTA COLLEGE**

**Management Council Meeting**

**Notes**

**Date:** Friday, March 26, 2015

**Time:** 2 pm to 4 pm

**Location:** LISC, Library

**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**

* **Darlene Poe:** Willing to help all students, including carrying books and helping with events. Please inform Darlene if there are areas that need to be cleaned.
* **Teresea Archaga:** CALWORKS notifies students who haven’t completed a portion of 3SP to ensure they can get priority registration.
* **Jason Berner:** Collegeshould do more non-credit. The patio area by LA hosted the wellness fair successfully but space is not currently designed as a gathering space. It would be nice to make it a better designed gathering space. Check with Heather Roth regarding suggestions.
* **Jose Oliveira:** Providestudent police aids with training similar to our student embassadors so they too can assist our students.
* **Monica Rodriguez:** Motivate the Financial Aid employees to be empowered to come up with ideas. Open lines of communication. Collaborate with Financial Aid and Counseling. Provide Financial Aid segment of Counseling-108. Financial Aid requests to have the ability to update the website more quickly. Recommendation is to develop a test website so departments can update their own documents, then have approval process by administrator to post.
* **Catherine Frost:** Automate concurrent enrollment process.
* **Mayra Padilla:** HSI STEM connection is discontinued but still getting calls from the community. The College can offer some of the courses in the summer schedule and cancel if there is not enough interest. Determine if Operations Council can look at enrollment questions in order to learn from them and streamline the processes.
* **Susan Lee:** Identify opportunities to improve accessibility throughout the campus, both online and in-person. Promote technologies that improve access and success for not only disabled students, but all students.
* **Nick Dimitri:** Suggested we have central messaging using electronic message boards.
* **Tammeil Gilkerson:** The process for posting on campus should be reviewed and reinstituted.

**Facilities and Grounds All**

* **Mariles Magalong**: Updated the team regarding the status of the signage projects. The areas for new signage and updates to signage has been designated. The District will purchase the signs and the college will install them. Sue asked that we pay attention to the contrasts on signage for low vision students. Mariles also reported on campus beautification efforts. Considerable work has been done to the grounds. Mariles asks for managers to provide feedback on areas they see that require further beautification. A tree services company will be in after bird nesting season to cut and remove dead trees. A new CCC college sign will be installed outside of parking lot 10. Green mesh has been put up around the construction fence
* **Tammeil Gilkerson**: Reported that we have received the response from the OCR visit. We have some facilities related findings that will need to be addressed within a year. All college publications require a non-discrimination statement. Tammeil will send the statement to our managers.
* **Darlene Poe**: Asks that managers be aware of what employees are asking to place in storage. Mariles to follow upon what needs to occur to clear out storage areas.
* **Donna Floyd**: Provided an update from DGC. No report from District Management Council.

**Student Equity Mayra**

* Reported that Wayne Organ attended the last meeting and solicited feedback for the College Strategic Plan.

**Interim President’s Report Mojdeh Mehdizadeh**

* Reported that Noel Levitz will be on campus April 8th and April 9th to assess our enrollment management practices and provide a report outlining possible enrollment management strategies. Managers are asked to keep their calendar open during this two day time-frame as their input will be requested.

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