

**CONTRA COSTA COLLEGE
Management Council Minutes**

Date: Thursday, October 22, 2015
Time: 2:00 – 4:00 p.m.
Location: LA-208

Present: Sue Abe, Karl Debro, Nick Dimitri, James Eyestone, Vicki Ferguson, Catherine Frost, Jane Harmon, Lt. Tom Holt, Bruce King, Susan Lee, Mariles Magalong, Mojdeh Mehdizadeh, Mayra Padilla, Michael Peterson (taking notes), Officer Thomas (guest), John Wade

ITEM FOR DISCUSSION	DISCUSSION	ACTION ITEMS
1. Review of Sept. 24th Minutes <i>5 min.</i>	Minutes discussed with follow-up to the action items.	No follow-up necessary.
2. Toys for Tots Presentation <i>5 min.</i>	Officer Thomas informed Management Council of the great work that has been done already and the ongoing plans for the toy drive at CCC. Dennis Franco suggested that the media be notified.	Officer Thomas to send informational flyer to the President's Office and the college community. Media outreach to be handled by the President's Office in coordination with Tim Leong at the District.
3. Gateway to College Departmental Training <i>(20 min. presentation / 10 min. discussion and Q&A)</i>	Karl Debro gave an inspiring, informative presentation about the work that GtC is doing, complete with demographics, financials, staff profiles, and future plans.	No follow-up necessary.
4. Timecard Processing – Pilot Automated System: Progress Report <i>10 min</i>	Nick Dimitri gave an update about the efforts/headway that he and Dr. Padilla had made for the new automated timecard process they are piloting. Currently, 5 employee timecards will be processed electronically as a test.	Mayra and Nick to report on outcomes at the next meeting (Dec. 3)
5. Student Services / Admin Services Online Forms – Program Review <i>10 min</i>	New forms are being designed by Robert Burns at DVC to compliment the forms already in use for Instructional departments for Program Review. General consensus will be reached about what types of information will be reportable. In the meantime, Student and Administrative services will continue to use the Word template to complete program review.	No follow-up necessary.

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<p>6. Employee of the Semester <i>20 min</i></p>	<p>A discussion was had regarding the method by which the Employee of the Semester would be chosen.</p> <p>The main questions discussed focused on whether it ought to be one person recognized or an entire department.</p> <p>Concerns were raised about those who are continually nominated but are never selected, and fears that the process is a popularity contest.</p> <p>A subcommittee was formed of John Wade, Jane Harmon, Karl Debro, Mayra Padilla, and Monic Rodriguez as members of the nominating committee.</p> <p>Mayra Padilla sent two forms:</p> <ol style="list-style-type: none"> 1) Classified Employee Nomination form, <i>and</i> 2) Classified Employee of the Semester list <p>The Council voted that the current process would remain in place for now.</p>	<p>Management Council members to submit nominations to Mayra Padilla for Employee of the Semester by Dec. 3, 2015 at Noon.</p>
<p>7. Management Retreat – Updates <i>5 min.</i></p>	<p>The President reported that Dec. 4th is still the date in play, but the location of the retreat may change, perhaps to the Rosie the Riveter/World War II Home Front National Historical Park. More information forthcoming.</p>	<p>No follow-up necessary.</p>
<p>8. Negotiations Update (standing item) <i>5 min.</i></p>	<p>Nick Dimitri reported that the 5% pay increase would be effective for faculty, managers, and classifieds and will be paid out with the October payroll. Hourly employees would experience their raise starting January 2016.</p>	<p>No follow-up necessary.</p>
<p>9. CCC President Search – Screening and Interview Committee Member from</p>	<p>The President recused herself from the room. Catherine Frost led the discussion regarding the selection of representatives from</p>	<p>Names of the representatives to be sent to the District. - DONE</p>

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<p>Management Council <i>10 min</i></p>	<p>Management Council to the Presidential Search Committee.</p> <p>She received the following names: Susan Lee Jason Berner Vicki Ferguson Mayra Padilla John Wade Monica Rodriguez</p> <p>Michael Peterson noted that the first meeting of the Search Committee would be November 2, which then limited the committee possibilities to Vicki Ferguson and Mayra Padilla, who were chosen to represent Management Council., as communicated by Catherine Frost.</p>	
<p>10.Next Meeting: 12/3/15</p>		