

**CONTRA COSTA COLLEGE
Management Council Minutes**

Date: Thursday, September 24, 2015
Time: 2:00 – 4:00 p.m.
Location: LA-208

Present: Karl Debro, Bruce King, Lt. Tom Holt, George Mills, Susan Lee, Vicki Ferguson, Mariles Magalong, Nick Dimitri, Ghada Al-Masri, James Eyestone, Darlene Poe, Catherine Frost, Mayra Padilla, Kelly Schelin, Mojdeh Mehdizadeh, Jane Harmon, Sue Abe, John Wade

ITEM / TOPIC	DISCUSSION	ACTION ITEMS
1. Barriers to Student Success <i>(please refer to document attached)</i> <i>30 min.</i>	<p>The list of twenty-one items were discussed and evaluated for completion/accomplishment or to determine if each item was still in-process.</p> <p>Discussion turned to the creation of a new standing agenda item re: college area training to familiarize managers with what is happening in other departments.</p>	<p>-Add SparkPoint discussed to the Oct. 22nd Management Council Agenda. (NEXT AGENDA)</p> <p>-Add EOPS training to Oct. 22nd Management Council Agenda for 20 minutes (George Mills to present). (NEXT AGENDA)</p> <p>-M. Mehdizadeh and M. Peterson to update barriers list.</p>
2. Negotiations Update (standing item) <i>5 min.</i>	<p>M. Magalong outline recent communication re: proposed sick-leave accrual and a likely 5% raise for District employees.</p>	<p>No follow-up required.</p>
3. Timecard Processing <i>5 min.</i>	<p>N. Dimitri reported on college-wide problem with timecards and a pilot automated system to help remedy it.</p>	<p>N. Dimitri and M. Padilla to work together in her department. Both will prepare a progress report for the next meeting in Oct (NEXT AGENDA)</p>
4. Classified Staff Appreciation Award <i>10 min.</i>	<p>M. Padilla indicated present process and possible improvements for identifying the classified staff appreciation award.</p> <p>Some members of the council voiced concerned that the mode of identification might be too narrow and suggested a staff appreciation day.</p>	<p>M. Padilla to forward the selection criteria to fellow members of the Management Council.</p>
5. Management Retreat Update <i>5 min.</i>	<p>President Mehdizadeh reported on updates re: Mngmt Council retreat planning:</p> <ol style="list-style-type: none"> 1) A subcommittee met to formulate retreat discussion 	<p>Management Council will be notified of confirmed date and other logistical pieces as they are firmed up.</p>

	<p>topics, including but not limited to trust and relationship building.</p> <ol style="list-style-type: none"> 2) The subcommittee agreed to bring on a facilitator. 3) Proposed date is Dec. 4, possibly at the MM's home 	
<p>6. Management Communication Protocols <i>5 min.</i></p>	<p>President Mehdizadeh stressed</p> <ol style="list-style-type: none"> 1) The importance of this group being a safe place to identify issues, deal with issues, and resolve issues. 2) Increasing collegiality amongst members. 	<p>No follow-up required.</p>
<p>7. Website Update <i>5 min.</i></p>	<p>J. Harmon reported on a meeting with a website developer/designer to overhaul the CCC website that she had with the President.</p> <p>President Mehdizadeh discussed the quote and the cost, which she estimated to be very affordable. She stressed the importance of content arising from each department for any website to be successful.</p> <p>The President requested categorical money from departments with discretionary funds who would be willing to help defray the cost of the website overhaul (student access and CTE funds).</p>	<p>-President to send links to Mngmt Council of the developer's work.</p> <p>-Managers w/categorical funds asked to consider donating towards website revamp</p> <p>-Task Force to be created involving students, TBD</p>
<p>8. Flagpole Idea Presentation <i>10 min. (approx. 3:50 p.m.)</i></p>	<p>Mr. Gardner presented an idea of the addition of another flagpole to be placed in the free-speech area in the plaza in the new construction area and solicited Management Council's help.</p>	<p>(NEXT AGENDA)</p>

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