

**CONTRA COSTA COLLEGE
Management Council Minutes**

Date: Thursday, April 28, 2016

Time: 2:00 – 4:00 p.m.

Location: Knox Center Green Room

Present: Donna Floyd, Dennis Franco, James Eyestone, Ghada Al-Masri, John Wade, Kelly Schelin, Mayra Padilla, Mariles Magalong, Nick Dimitri, Sara Marcellino, Monica Rodriguez, Tammeil Gilkerson, Michael Peterson (taking notes). Jason Berner, Bruce King, Lt. Tom Holt, Vicki Ferguson, George Mills.

TOPIC	DISCUSSION	ACTION ITEMS
1. Review of March 31, 2016, minutes	<p>There were no corrections to the minutes.</p> <p>An aside conversation regarding the Leave Request form ensued. Nick Dimitri added that the Leave Request form was not technically necessary for expense claims.</p> <p>All agreed that the criteria set forth in the minutes for Leave Requests was correct.</p>	Operations Council to continue dialogue about the Leave Request form in its subsequent meeting.
2. Safety Training for Administrators Video	<p>MC viewed video from CCCSIG regarding safety with these themes:</p> <ul style="list-style-type: none"> • Workers Compensation Claims • Employee Health and Safety • Injury Prevention • Incident Reporting and Investigation (Call a Nurse, etc.) • Return to Work Program: 	Michael to send out link to the video for those who wish to review.
3. Enrollment Management Presentation <i>(20 min. presentation / 10 min. discussion and Q&A)</i>	<p>Dennis Franco gave a presentation on Enrollment Management, noting specifically the areas impacted:</p> <ul style="list-style-type: none"> • Outreach • Welcome Center • Admissions and Records <ul style="list-style-type: none"> ○ International and Veterans ○ Students • Financial Aid • Assessment 	None.
4. Safety and Security Protocols	<p>Lt. Holt gave a great presentation, informing managers of their co-role as building monitors and the need to be properly trained.</p> <p>He discussed proper procedures for different emergency situations.</p>	<p>Lt. Holt to schedule trainings:</p> <ol style="list-style-type: none"> 1. Building monitor training 2. AED training

		<p>Michael to request that managers send him an inventory of their emergency tools (helmet, vest, etc.)</p> <p>Safety Committee to review the emergency map in consultation with Lt. Holt, in light of new buildings, etc.</p>
5. Key Process Update	<p>Lt. Holt reported on recent meetings with Satish Warriar at the District Office regarding a key access and control document he had been working on with Officer Michael Sandholm. The document needs to have more nuanced descriptions of door locations. They are working on this currently.</p>	
6. Timeline and Process for Move to New College Center	<p>Mariles Magalong reported on the impending move to the New College Center.</p> <p>She gave the following schedule for the move:</p> <p>AA: July 7 Bookstore: July 11-15 ASU: July 15/16 Culinary: July 15-21 LA: July 28-30</p> <p>Faculty move: First week of August.</p>	<p>Managers to ready their departments for the move and ensure that their departments are prepared to meet the timeline.</p>
7. Staff Appreciation Planning Update	<p>Date set for June 1st, 2:30 – 5:00 p.m.</p>	<p>Evite to be sent on Friday, April 29.</p> <p>Subcommittee to meet additionally to flesh out more details and determine suggested financial contribution from the managers.</p>
8. Negotiations Update (standing item)	<p>Mariles Magalong for Local 1: Issues:</p> <ul style="list-style-type: none"> • Longevity pay • Compressed calendar 	

	<ul style="list-style-type: none"> • 3 May meetings scheduled: May 5, 12, and 26 <p>VP Gilkerson for UF: Issues:</p> <ul style="list-style-type: none"> • Compressed calendar – no resolution yet, implementation • Safety article – discussion on classroom safety / training • Load task force: continued discussions about lab load. 	
9. Hay Study Update	<p>Mariles Magalong reported on Hay Study and gave an update:</p> <ul style="list-style-type: none"> • Currently in the appeals process. Classified have until Monday, May 2 to submit appeals. • Managers had the guideline of assessing their classified staff to see if the new descriptions they were given match 80% of what the staff member actually performs. • July 1 is the scheduled implementation date, but there was doubt about whether it would actually happen. 	
10. Budget Update (standing item)	<p>Mariles Magalong:</p> <ul style="list-style-type: none"> • CCC is operating under a tentative budget deficit. • More than 20 applications have been approved for budget augmentation requests. 	
11. Other Items?	<p>Manger Schedules: Calendar Invite</p>	<p>Managers to send Michael their anticipated summer vacation schedules and make calendar invites to management council of their times away.</p>
12. Next Meeting: May 26, 2016		