

**CONTRA COSTA COLLEGE
Management Council Agenda**

Date: Thursday, January 28, 2016

Time: 2:00 – 4:00 p.m.

Location: Knox Center – Green Room

Present:

ITEM	DISCUSSION	ACTION ITEMS
1. Review of December 3, 2015 Minutes <i>5 min.</i>	No changes.	Minutes approved.
2. Enrollment Management Plan <i>5 min.</i>	Mojdeh reported a report is due to the Board about each college's enrollment management efforts focusing on: 1) Recruitment 2) Retention 3) Completion	-Mojdeh to post document / content to the Portal. Deans and certain managers to review and input data in the template provided by February 2nd. Mojdeh will then compile the data– Deans and Mojdeh
3. NSAS Division Presentation <i>(20 min. presentation / 10 min. discussion and Q&A)</i> <i>30 min.</i>	Dean Ghada Al-Masri presented on her division. The conversation that ensued afterwards focused on challenges all managers face, and further strategizing addressing student success and equity. Tammeil offered that the divisions should think about ways to engage one another to bring about greater effectiveness.	-George Mills to work with deans to do workshops in the divisions. -George Mills and Deans
4. Manager Goals vis-à-vis the Strategic Plan <i>(See attached document)</i> <i>15 min.</i>	Mojdeh shared the manager goals template. Managers to complete their goals for an 18-month period and return the document to their manager. Mojdeh asked all managers to include commitments they made to one another at the Management Retreat as well as a college-wide goal on improving the image of the college.	Managers to complete their matrices by the first week in March. -All Managers -Mariles to send link to Managers with info on management evaluations. - Mariles

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5. HayGroup Study <i>10 min</i>	Mojdeh and Mariles presented on the study of classified job descriptions that are in the process of being reclassified.	Mojdeh and Mariles to take the concern to Chancellor's Cabinet and the Business Services Directors meeting, respectively. - Mojdeh and Mariles
6. Access and Asset Control <i>5 min</i>	Mojdeh informed the council of the policy regarding an inventory of cards/keys. Lt. Holt reported the progress of collecting the keys and information. His department continues to make progress.	Mojdeh to send out access policy to MC to review. - Mojdeh -Michael to add this discussion item to the February MC meeting. – Michael
7. Department Website Content Ownership <i>10 min.</i>	Mojdeh updated MC on progress made on the website, reporting on recent meetings with the web developer and at the enrollment management committee. -Ownership is necessary for the content updates and for accuracy. -Mojdeh asked each manager to determine the person in their departments who will be the liaison to the webmaster for content updates.	Managers to determine who in their departments would be their data stewards. - Managers
8. Classified Recognitions – New Criteria / Process <i>10 min.</i>	Karl and Mayra suggested that edits be made to the nomination forms for the award. Discussion then focused on aligning CCC's form to the State-level award form	- Mayra to send updated form to Management Council (MC) for review. - Mayra to send State qualifications of State Classified of the Year.
9. FRISK Training, April 27 th <i>5 min.</i>	Set for April 27 th , 9 am to Noon, at DVC, exact location TBD	-Managers to place on their calendars.
10. Negotiations Update (standing item) <i>5 min.</i>	Tammeil reported on ongoing negotiations with United Faculty. Mariles reported on ongoing negotiations with Local 1.	None.

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11. Budget Update <i>5 min.</i>	Mariles reminded everyone of the deadline for submitting applications for budget augmentation, which is Feb. 22, 2016 at noon.	Managers to submit applications for budget augmentation by Feb. 22.
12. Other Items?	Form 700 and District CoI forms.	Managers to complete forms and send to Michael.
13. Next Meeting: February 28, 2016		