

**CONTRA COSTA COLLEGE
Management Council Minutes**

Date: Thursday, March 31, 2016

Time: 2:00 – 4:00 p.m.

Location: Green Room, Knox Center

Present: Donna Floyd, Susan Lee, Bruce King, James Eystone, Catherine Frost, Monica Rodriguez, Dennis Franco, Vicki Ferguson, Darlene Poe, Tammie Gilkerson, Brandy Howard, Jason Berner, Mariles Magalong, Michael Peterson (taking notes)

Topic	Discussion	Action Items
1. Review of January 28, 2016 Minutes	Minutes were reviewed.	No action necessary.
2. Admissions and Records Presentation <i>(20 min. presentation / 10 min. discussion and Q&A)</i>	<p>Catherine Frost present on the Admissions and Records department. Highlights included a slide on cohort management (EOPS, Athletics, and Puente).</p> <p>A staff chart with duties by position was passed out to illustrate staffing in the department <i>(please see attachment)</i></p> <p>There was a discussion about the consistently low numbers of students who utilize priority registration.</p> <p>T. Gilkerson asked how we can communicate with students better about the tools that are available to them to make registration easier, perhaps by hosting an event to encourage utilizing Priority Registration status.</p> <p>D. Franco asked how we might better engage faculty to help better communicate about registration.</p>	
3. Access and Asset Control – Update	<p>Mariles Magalong read the following report from Lt. Holt, who was unable to be present:</p> <p><i>“Police Services for Contra Costa College has submitted their portion of the asset control project to Satish at District Office. He has not asked for anymore corrections, as of today. DVC Parking Officer Vidal Garcia is working on DVC’s portion of this project, he should be done soon. I do not have a date from him. LMC’s portion is being handled by buildings and grounds at LMC. “</i></p>	

<p>4. Staff Appreciation Day</p>	<p>Management Council came to a consensus on a date: Thursday, May 19.</p> <p>A subcommittee was formed:</p> <ul style="list-style-type: none"> • Tammeil Gilkerson • Darlene Poe • Donna Floyd • Monica Rodriguez • Brandy Howard • Dennis Franco • Jason Berner. <p>Regarding budget, it was suggested that each manager donate \$100 toward the event.</p>	
<p>5. Leave Request Form Discussion</p>	<p>The Leave Request form was discussed, with the following criteria decided upon.</p> <p>A leave request form is necessary if:</p> <ol style="list-style-type: none"> 1) A conference or meeting outside of the county will keep a person off campus all day 2) Vacation 3) Sick leave 4) Mileage reimbursement <p>Meetings at the District Office or at another college in the District only require a copy of one's calendar, an agenda for a meeting, or any other related information proving that a meeting was held</p>	<p>Mariles to check with District Office to confirm that this criteria meets guidelines.</p>
<p>6. Program Review – Manager Assignments for Validation Committees – Spring 2016</p>	<p>Managers were determined for the validation committees for the self-studies being written Spring 2016:</p> <p>Biotechnology: Dennis Franco</p> <p>Business/Real Estate: Kelly Schelin</p> <p>English: Brandy Howard</p> <p>ESL: Donna Floyd</p> <p>International Ed: Susan Lee</p> <p>Transfer Center: Monica Rodriguez</p> <p>Student Services: George Mills</p>	<p>Michael to add to President's Cabinet an agenda item regarding the scheduling of the Validation Team meetings on All College Day.</p>

	<p>Managers discussed the concerns with not scheduling validations team meetings on All College Day:</p> <ol style="list-style-type: none"> 1) Difficult to get meetings coordinated after the start of the term. 2) Issues with committee members reading self-studies before scheduled meetings. 3) Needs to be better training on the role of validation teams. 	
<p>7. Negotiations Updates (standing item) <i>5 min.</i></p>	<p>Mariles gave an update on Local 1:</p> <p>Issues:</p> <ol style="list-style-type: none"> 1) Catastrophic Leave 2) Longevity Pay – increments / intervals 3) Percentage increases 4) Benefits / wellness programs to defray District costs <p>Tammeil gave an update on UF:</p> <p>Issues:</p> <ol style="list-style-type: none"> 1) Compressed calendar – remaining issues to be determined , including Counselors / non-instructional faculty 2) Benefits 3) Safety; Security Cameras 	No actions
<p>8. Budget Update (standing item) <i>5 min.</i></p>	<p>Tentative Budget:</p> <ol style="list-style-type: none"> 1) COLA adjustment, lower than half a percent. 2) 7-8% Increase in Health plan premiums 3) STRS will increase from 10.73 to 12.58% 4) PERS will increase from 11.8 to 13.05% <p>The Budget Committee met to review resource allocation for 2016-17. The Planning Committee will also be meeting in April to review, followed by a joint meeting of both committee, who will make recommendations to College Council.</p>	No action.
9. Other Items?		
10. Next Meeting: April 28, 2016		