

CONTRA COSTA COLLEGE
Management Council Minutes

Date: Thursday, May 26, 2016

Time: 2:00 – 4:00 p.m.

Location: Green Room, Knox Center

Present: Mojdeh Mehdizadeh, Darlene Poe, Karl Debro, Sara Marcellino, Jason Berner, Nick Dimitri, Mariles Magalong, Evan Decker, James Eyestone, Lt. Tom Holt, Sue Abe, Dennis Franco, Vicki Ferguson, Donna Floyd, James Eyestone, Ghada AL-Masri, John Wade, Catherine Frost, Monica Rodriguez, Brandy Howard, Bruce King, Mayra Padilla, John Wade, Theresa Mitchell (taking notes)

TOPIC	DISCUSSION	ACTION ITEMS
1. Review and Approve Agenda		Approved
2. Review and Approve April 28, 2016 Minutes		Approved
3. Focus on Safety	<p>Chief Carney introduced himself and expounded on his prior professional law enforcement experience. He presented a workplace violence slideshow and followed-up with safety and active shooter tips as well as Incident Command System (ICS) training.</p> <p>Mariles inquired about a policy/procedure relating to minors on campus in regard to the two high schools located on the Contra Costa College Campus. Mojdeh indicated that we currently have mandated reporting, but no formal policy has been established. Chief Carney indicated that Simplicity software is currently utilized at DVC to track minors and will be expanded districtwide.</p>	<p>Chief Carney and Lt. Holt to work with managers to implement training. Chief Carney will work with Darlene to provide additional safety training for her direct reports that work late shifts. He will also instruct our Public Information Officers on how to deal with the media. ISC training for all Cabinet members will occur June 21, 2016. All campus training to follow.</p> <p>Chief Carney recommended creation of a formal policy/procedure to address minors on campus.</p> <p>Chief Carney will work with all campuses to ensure Simplicity software training is offered. Vicki offered to assist for the CCC campus.</p> <p>Chief Carney recommended the book entitled “Gift of Fear” by Gavin Debecker regarding workplace violence.</p>
4. June 1 Staff Appreciation Update	Mojdeh and Tammeil previously forwarded the event sign-up sheet and recommended that all managers participate in the event to show appreciation for staff. Volunteers were asked to come forward. Event	<p>Ghada volunteered to work the grill.</p> <p>Lt Holt and Sue Abe volunteered to work the late shift, 3:00pm – 4:30pm.</p>

	RSVP was also recommended to obtain firm head-count for catering.	All managers to participate in event clean-up. Dennis will pick-up remainder of raffle prizes.
5. Update on College Center Move	<p>Mariles indicated that the move schedule, boxes, and labels have all been distributed. She indicated that no additional furniture request changes can be made at this time. All additional requests will be arranged once the move has occurred. Faculty is currently packing and will be relocated to the new building during the first week of June.</p> <p>Bruce indicated that all keys will be ready by the time the move-in occurs. Everyone will receive two keys: One access card and one “hard” key. Faculty will also have access to their labs.</p> <p>James stated that all phones will be relocated and computers will be set-up prior to move-in. He reminded the group to leave their current computers on their old desk. All electronic files will be moved from existing computers to new computers.</p>	<p>Mariles will revise and forward the campus building map to all CCC employees.</p> <p>Bruce king will forward finalized master key list to Mike Sandholm in June.</p> <p>James to distribute computer set-up “cheat sheet” to all employees prior to move.</p>
6. Enrollment Update	Mojdeh reported that the recent enrollment report is inaccurate due to an incorrect start date as well as the addition of “hours by arrangement” listing. A discussion ensued regarding providing corrected numbers with a focus on daily and weekly census.	Mojdeh indicated our focus will be on improved enrollment management moving forward.
7. Negotiations Update (standing item)	<p>Mariles indicated that Catastrophic Leave is being negotiated. The Catastrophic Leave bank will replace sick leave donations when individuals opt-in to the plan. She also indicated that the Hayes Study includes over 150 districtwide appeals. A final timeline is uncertain at this time.</p> <p>Mojdeh noted fall 2018 as the earliest implementation date of the Compressed Calendar.</p>	District Human Resources is currently reviewing all appeals. All appeals that include managerial approval will be reviewed by the local college and returned to college leadership. These appeals will be forwarded to Hay Group. Hay will assign the salaries to classifications which will be submitted to District for follow-up discussion with Local 1.

<p>8. Update on Items of Relevance from Chancellor’s Cabinet</p>	<p>Mojdeh indicated “Collective Bargaining Agreements: What Managers Should Know” training will occur June 13, 2016, from 3:00pm – 4:00pm in AA143.</p> <p>College accreditation to remain with ACCJC.</p> <p>Morale survey results presented to the Board four months ago. Our consultant, Price Waterhouse-Cooper, indicated that the survey should be considered as a baseline only.</p> <p>Classroom emergency speakers were discussed. Cabinet recommended emergency speakers rather than a phone in each classroom. Our Regroup software will work with the speaker system.</p>	<p>A reassessment of the morale survey will occur in one to two years. A morale committee will be created to assist which will consist of a districtwide committee and designated college committees. Mojdeh recommended that College Council review the moral survey at CCC rather than creation of a new committee. This was approved by group. Work to begin in August or September.</p>
<p>9. Selection of Volunteer to Provide Next Department/Unit Overview</p>	<p>John Wade, Athletics Department, volunteered</p>	<p>No June meeting. Discussion will begin in July.</p>
<p>10. Other Items?</p>	<p>Donna distributed Student Services Procedure (SSP) 3003-<u>Smoking on College Premises</u>. This policy will return to the Governing Board for review/approval.</p>	<p>Forward feedback to Catherine Frost</p>
<p>11. Discussion and Consensus of Upcoming Meeting Schedule</p>		