

**CONTRA COSTA COLLEGE
Management Council Minutes**

Date: Thursday, August 25, 2016

Time: 2:00 – 5:00 p.m.

Location: Fireside Hall

Present: Mojdeh Mehdizadeh, Tammeil Gilkerson, Darlene Poe, Karl Debro, Sara Marcellino, Jason Berner, Nick Dimitri, Mariles Magalong, George Mills, Evan Decker, James Eyestone, Lt. Tom Holt, Sue Abe, Dennis Franco, Vicki Ferguson, Donna Floyd, Susan Lee, James Eyestone, Ghada Al-Masri, John Wade, Catherine Frost, Monica Rodriguez, Brandy Howard, Bruce King, Mayra Padilla, Kelly Schelin, John Wade, Michael Peterson (taking notes). Also attending: Chief Ed Carney and Herb Lester.

ITEM AND TIMEFRAME	DISCUSSION	ACTION ITEMS
1. Review and Approve Agenda	No modifications.	No action required.
2. Review and Approve May 26, 2016 Minutes	No modifications.	No action required.
3. Program Review	<p>Mojdeh and Tammeil presented on the new vision for Program Review streamlining, highlighting the following:</p> <ul style="list-style-type: none"> • Retaining a 4-year structure • Planning Committee to have a subcommittee dealing with validation of self-studies and annual reports. <ul style="list-style-type: none"> ○ Composition of committee: 4 managers, 4 faculty, 4 classifieds, and 4 students • Use of WEPR shells for both instructional / non-instructional units. 	<p>Michael to send out message re: Program Review assignments and new four-year schedule.</p>
4. Richmond Promise	<p>Dennis Franco and Tammeil Gilkerson gave an update on Richmond Promise:</p> <ul style="list-style-type: none"> • Disbursements planned for October • Students will be moving as a cohort. • 80 students have chosen Contra Costa College for 2016-17; 40 of those students have completed all documentation. 	

<p>5. Dreamers Conference Update</p>	<p>Dennis Franco gave an update on the upcoming conference:</p> <ul style="list-style-type: none"> • Scheduled for October 27th, and co-sponsored with United Latino Voices (Fireside Hall) • Geared toward those serving AB540 and DREAM Act Students • Legal presentation by One Justice followed by free legal advice • Mayra Padilla is working on a resource guide and a CCC webpage for undocumented students, funded by Equity. 	
<p>6. SparkPoint</p>	<p>Kelly Schelin and Tammeil Gilkerson gave an update on SparkPoint:</p> <ul style="list-style-type: none"> • Bill Bankhead is our new SparkPoint coordinator, entirely funded by SparkPoint. • The CCC office is essentially a satellite office of the Richmond SparkPoint office. • Helps students with financial and legal literacy • Services open to faculty/staff. 	<ul style="list-style-type: none"> • Kelly to coordinate a time for Bill Bankhead to present at Council of Chairs. • Plan messaging to campus re: SparkPoint services - TBD
<p>7. Fitness Options for CCC Employees</p>	<p>Susan Lee informed the group that faculty and staff had approached her about using the fitness center.</p> <p>Mojdeh indicated that permanent employees can be reimbursed for classes. Employees ought to enroll in a fitness class to use the facilities. Facilities should not be used unsupervised afterhours.</p>	
<p>8. Facilities Update (standing item)</p>	<p>Mariles gave an update:</p> <ul style="list-style-type: none"> • 1/3 of signs have yet to be installed. • Bruce / B&G to take down old signage • Landscaping to be done by 9/13 ribbon-cutting. • Mariles is working on punch-list items 	<ul style="list-style-type: none"> • Bruce to coordinate the removal of old signage. • Operations Council to oversee uniformity in additional signage

	<ul style="list-style-type: none"> • Possible building of an arch over the bridge with residual funds • LA building soon to be closed permanently. • Trenching currently being done on site for new campus security building. 	
9. Negotiations Update (standing item)	<p>Mariles (Local 1): Hays study results have been given to all classified re: new classifications (Aug. 19th) but salary information has yet to be discussed.</p> <p>Tammeil (UF): No update.</p>	
10. Budget Update (standing item)	Mariles: To be given out at the Traveling Road Shows.	
11. Other	Mr. Wade informed Management Council of the new women's soccer coach, Ms. Costello, and gave each member of MC women's soccer bracelets.	
12. Emergency Preparedness Tabletop Exercise <i>3:00 – 5:00 p.m.</i>	Herb Lester, District Risk Management Officer, and Chief Ed Carney, co-presented on emergency protocols for managers. Management Council was divided into teams based on areas of expertise and participated in a mock incident exercise.	
13. Next Meeting: Thursday, September 22, 2016		