

**CONTRA COSTA COLLEGE**  
**Management Council Minutes**

**Date:** Thursday, January 26, 2017

**Time:** 2:00 – 4:00 p.m.

**Location:** Fireside Hall

Topic	Discussion	Action Items
1. Review of December 1, 2016 Minutes	Minutes were approved.	
2. Faculty Concerns a. Response to E-mails b. Changes to procedures/forms	Mojdeh reported on two faculty concerns about manager responsiveness.  Several discussion items were brought forward: - Proper manager onboarding - Manager mentoring by other managers - Developing a new employee checklist of competencies	- Michael/Mojdeh to continue work on Procedure Handbook updates.
3. Financial Aid (20 min. presentation / 10 min. discussion and Q&A)	Monica Rodriguez presented on the Financial Aid department.	
4. Campus Advertising Policy (Please see attachment)	James Eyestone presented on the draft campus advertising policy.  Discussion items included: <ul style="list-style-type: none"> <li>• Okay to post on buildings? <ul style="list-style-type: none"> <li>○ Timeframe for leaving up?</li> <li>○ Safe to hang on building exteriors?</li> </ul> </li> </ul>	Michael to circulate draft advertising policy.
5. Student Discipline Committee (see screen for policy)	Vicki Ferguson presented on the Student Discipline Committee as found in the catalogue on page 16.  Managers named to committee: Catherine Frost (Jason Berner, alternate)	Michael to ask Academic and Student senate to place the naming of a representative on their respective agendas.
6. Equal Employment Opportunity Advisory Committee – Updates	<i>Tabled.</i>	<i>Added to February's meeting.</i>

7. Classified of the Semester	<p>Mayra reported on the progress made for the Classified of the Year. Progress included:</p> <ul style="list-style-type: none"> <li>• Developing a rubric for selection</li> <li>• Public recognition of all those who were nominated</li> <li>• All managers vote</li> </ul>	
8. Equity Projects Updates (standing)	Mayra reported that the equity projects list was being updated and approved by the Student Success Committee.	
9. Negotiations Updates (standing)	<i>Tabled.</i>	
10. Facilities Update (standing)	<i>Tabled.</i>	
11. Budget Update (standing)	<i>Tabled.</i>	
12. Management Meet and Confer Items: MCEB	Catherine Frost informed everyone (after Mojdeh left the room) about the new MOU regarding catastrophic leave, bereavement leave, and post-retirement Medicare benefits. A consent ballot via e-mail has already been sent out to all managers, supervisors, and confidentials.	
13. Other Items?	None.	
14. <b>Next Meeting: February 23, 2017</b>	James Eyestone to present in February.	Michael to add James and other tabled items from today's agenda to the February meeting.