

**CONTRA COSTA COLLEGE
Management Council Minutes**

Date: Thursday, February 23, 2017

Time: 2:00 – 4:00 p.m.

Location: Fireside Hall

Present: Ghada Al-Masri, George Mills, Mojdeh Mehdizadeh, Mariles Magalong, Kelly Schelin, Tom Holt, Jason Berner, Nick Dimitri, James Eyestone, Tammeil Gilkerson, Michael Peterson (taking notes), Evan Decker.

TOPIC	DISCUSSION	ACTION ITEMS
1. Review of January 26, 2017 Minutes	The minutes were reviewed.	Managers to review action items.
2. IT Department (20 min. presentation / 10 min. discussion and Q&A)	James Eyestone presented on his department and was commended for providing excellent services to the college.	
3. Equal Employment Opportunity Advisory Committee – Updates	Ghada Al-Masri presented on the EEO Plan and the EEOC. She noted: <ul style="list-style-type: none"> • District data on student and staff demographics • Effectively training for hiring committees • Looking at jobs and the minimum qualifications required to apply 	Managers to send Ghada suggestions for the committee. Ghada to send managers our local CCC data for demographics.
4. Chair Training	Karl Debro suggested that trainings be developed for those serving as college committee chairs. A group volunteered to work on the training: <ul style="list-style-type: none"> • Karl Debro • Evan Decker • Kelly Schelin • George Mills • Michael Peterson 	Added to Professional Development committee agenda Group to meet to determine training objectives.

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<p>5. Student Affairs: Mandatory department level contribution to campus-wide events</p>	<p>Karl Debro presented on the question of contributing funds for campus-wide events to alleviate the strain on the Student Life budget.</p> <p>A subcommittee was formed to work on developing an integrated (i.e. partnering with existing stakeholders) campus events calendar with the following members:</p> <ul style="list-style-type: none"> • Vicki Ferguson • Brandy Howard • Monica Rodriguez • Mayra Padilla • Evan Decker • Joel Nickelson-Shanks 	<p>Management Council to revisit the Fusion Project as discussed in College Council – Tammeil to send details (DONE).</p> <p>Michael to add to College Council agenda in April.</p>
<p>6. Management Support for Wellness Week</p>	<p>Mojdeh indicated that the Counseling department was sponsoring a wellness week and had asked for Management support.</p> <p>There was a discussion on how health science department might be integrated with the wellness event.</p>	<p>Managers to consider donating gift cards for raffles during the week.</p>
<p>7. Record Retention Policy and Clearing of the Archive Room <i>(Please see attached)</i></p>	<p>Mojdeh reviewed the CCCCD records retention policy with the managers and underscored the need for document destruction according to the schedule.</p> <p>She noted that one must follow the policy re: logging which documents are being destroyed with the Business Office to be presented at the Governing Board.</p>	<p>Mariles to identify three dates and allow for sign-ups for managers to tour the archives room to tag items for destruction.</p> <p>Mariles to issue a standard box size and a standard label for the boxes.</p>
<p>8. Representation on Planning Council</p>	<p>Mojdeh discussed the need for experience with 3SP and equity issues to be represented on the Planning Committee to be in line with our Strategic Plan.</p>	

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9. Equity Projects Updates (standing)	SSC voted on and approved a new End of the Year Equity Report template. Due dates for the report were also approved. The state has requested that we use a new integrated planning model that weaves 3SP, BSI, and Equity initiatives into a campus wide implementation plan and budget. Therefore, the SSC will hold off on developing a plan for accessing Equity funds until the campus articulates the integrated planning model.	
10. Negotiations Updates (standing)	<p><u>United Faculty (Tammeil):</u> Negotiations have been settled.</p> <p><u>Local 1 (Mojdeh):</u> The District is in negotiations with Local 1 regarding the compensation piece of the Hays study.</p> <p><u>New Reps for Negotiations:</u></p> <ul style="list-style-type: none"> • Ghada Al-Masri – United Faculty • Dennis Franco – Local 1 	

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11. Facilities Update (standing)	<p>Mariles Magalong reported on the following:</p> <p>AA Renovation:</p> <ul style="list-style-type: none"> • Design Development ongoing, meetings with user groups • A description of the AA space allocation was shared. • Strategy for procurement of FF&E for renovated spaces is to use the standard developed for the New College Center. <p>PE/Kinesiology Complex Renovation:</p> <ul style="list-style-type: none"> • Lionakis (architect) has been meeting with the users, etc. for project programming • Next step: programming document to be presented to college admin for approval <p>New Science Building Project:</p> <ul style="list-style-type: none"> • Architect to be selected soon • Abatement of LA, then demolition, to make way for the new Science building. <p>Campus Safety Center</p> <ul style="list-style-type: none"> • Modular company has been awarded the contract • Options for location will be presented to CCC (both next to the gym) • Options for façade of the building to be presented, with cost as major consideration 	

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12. Budget Update (standing)	<p>Mariles Magalong reported on the following:</p> <ul style="list-style-type: none"> • 1.34% growth funds, District won't budget or earn • 1.48% COLA • Increase in base allocation • STRS increase from 12.58% to 14.43% • PERS increase from 13.88 to 15.8% • Increases in revenues will not be enough to cover increases in costs, specifically pension costs which will continue to escalate through fiscal year 2020-2021. <p>Enrollment:</p> <ul style="list-style-type: none"> • FTES goal for 2016-17: 5,631 • Summer and Fall actual FTES: 2,240 • Latest spring projected FTES: 2,228 • Shortfall: 1,163 before summer (if summer is 445, shortfall is 718) <p>2015-16: borrowed all of summer 2016 (445), and purchased 483 from DVC, LMC to make the FTES goal (of 5,831).</p>	
13. Other Items?	<ul style="list-style-type: none"> • Lt. Tom Holt informed managers of Building Safety Monitor Training. • Mojdeh informed managers that the search for the VP slot would begin after March 8. 	<p>Managers to identify classified staff for training.</p>
14. Next Meeting: March 23, 2017		