

**CONTRA COSTA COLLEGE  
Management Council Minutes**

**Date:** Thursday, May 25, 2017

**Time:** 2:00 – 4:00 p.m.

**Location:** Fireside Hall

**Present:** Sue Abe, Ghada Al-Masri, Jason Berner, Chief Ed Carney, Karl Debro, Evan Decker, Nick Dimitri, James Eyestone, Vicki Ferguson, Dennis Franco, Lt. Tom Holt, Daniela Kantorova, Bruce King, Sara Marcellino, Susan Lee, Mojdeh Mehdizadeh, George Mills, Mayra Padilla, Michael Peterson (taking notes), Monica Rodriguez, John Wade

TOPIC/TIMEFRAME	DISCUSSION	ACTION ITEMS
1. Review of March 23, 2017 Minutes	The minutes were reviewed. No discussion.	None.
2. The Wright Institute on Trauma	<p>Dr. Karl Debro and Dr. Daniela Kantorova gave an excellent presentation on trauma and its effects on students. In particular, how it negatively impacts student success.</p> <p>Ghada Al-Masri suggested that faculty be taught the content.</p> <p>Mojdeh suggested that the topic be incorporated into the All College Day schedule for the fall.</p>	<p>Karl to work with Mojdeh on developing this as a presentation at All College Day, (August 10<sup>th</sup>).</p> <p>Michael to add to list of items for Fall ACD.</p>
3. Process Improvement Survey Results	<p>Mojdeh reported that the survey did not readily identify useful information.</p> <p>As a result, President’s Cabinet agreed to focus on a review of all college procedures.</p> <p>She did indicate that the Procedures</p>	<p>Mojdeh and Michael to work on next steps for the handbook.</p>
4. 508 Accessibility Compliance	<p>Mojdeh reported that all documents that we post online must be 508 Accessibility compliant. This includes all forms, schedules, charts, etc.</p> <p>The compliance ensures that those who have sight or other accessibility challenges are able to navigate the site.</p>	<p>Training to be scheduled by Brandy Howard.</p>

5. Committee Chair Training	Karl reported on the work done to assist those chairing college committees. He indicated that a written guide would be produced over the course of the summer.	Karl and his committee to continue work on the document.
6. Equity Projects Updates (standing)	<p>Mayra Padilla reported on Equity projects. She indicated that reports for first year funding were due May 26.</p> <p><u>Karl Debro reported on Student Success:</u></p> <ul style="list-style-type: none"> <li>-Applications for additional funding are due May 26<sup>th</sup>.</li> <li>-Decisions would be made the week of May 29<sup>th</sup>.</li> </ul> <p>Mayra also reported that Marilyn Sargent would be coming to campus once a week for the coming year to assist with assessments.</p>	
7. Negotiations Updates (standing)	<p><u>UF (Ghada):</u></p> <ul style="list-style-type: none"> <li>-Ghada reported on intellectual property issues.</li> <li>-Department Chair responsibilities</li> <li>-Benefits</li> </ul> <p><u>Local 1 (Dennis):</u></p> <ul style="list-style-type: none"> <li>-Nothing to report.</li> </ul>	

8. Facilities Update (standing) <i>5 min.</i>	James Eyestone reported on behalf of Mariles: <ul style="list-style-type: none"> <li>• Security cameras are being installed in Culinary Arts due to excessive theft.</li> <li>• Blinds in GE windows are being installed in specific rooms.</li> <li>• PE Renovation: User groups continue to meet for their areas.</li> <li>• Science Building: User groups (biology, chemistry) have met</li> <li>• Campus Safety building: Planning work continues – Chief to have an office in the new CCC building.</li> <li>• PAC repairs are nearing completion.</li> </ul>	
9. Budget Update (standing)	No update.	None.

<p>10. Other Items?</p>	<p><u>Jason Berner:</u></p> <ul style="list-style-type: none"> <li>• Compressed calendar may not be instituted until Fall 2019.</li> </ul> <p><u>John Wade:</u></p> <ul style="list-style-type: none"> <li>• “Celebrating Success” event for students of African descent was well attended.</li> <li>• Summer Swim program starts next week, along with sports camps.</li> <li>• Adult Education baseball class in prospect.</li> </ul> <p><u>Mojdeh Mehdizadeh:</u></p> <ul style="list-style-type: none"> <li>• Gloria Pharn to be honored at Fall ACD as “Classified Staff of the Year”. Rubric to continue to be developed during the year ahead to determine next year’s selection.</li> </ul> <p><u>Vicki Ferguson:</u> Committee work:</p> <ul style="list-style-type: none"> <li>• Jason Berner to replace Susan Lee on Operations</li> <li>• Catherine Frost to continue on DGC.</li> <li>• Evan Decker to sit on MCEB.</li> </ul> <p><u>Monica Rodriguez:</u></p> <ul style="list-style-type: none"> <li>• Planning Committee to hold annual retreat during Flex week.</li> </ul>	<p>Liz Vega to continue developing a 16 week academic calendar in preparation.</p>
<p>11. Next Meeting: June 22, 2017</p>		