

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

**Date:** Thursday, August 24th

**Time:** 2:00 – 4:00 p.m.

**Location:** Fireside Hall

TOPIC	DISCUSSION	ACTION ITEMS
1. Review of May 25, 2017, minutes	Meeting called to order at 2:02 p.m. Present: Cile Beatty, Lt. Holt, Vicki Ferguson, Dennis Franco, Jason Berner, John Wade, Tish Young, Nick Dimitri, Karl Debro, George Mills, Michael Peterson (taking notes), Kelly Schelin, James Eystone, Brandy Howard, Ghada Al-Masri, Mayra Padilla, Maryam Attai, Darlene Poe, Mariles Magalong, Evan Decker, Catherine Frost, Sue Abe, Ken Sherwood, Mojdeh Mehdizadeh.	
2. Selection of College Council Chair	Jason Berner was selected as Chair of College Council.	
3. Management EEO training	Ken Sherwood announced to managers about the need to undergo EEO training by Laura Schulkind. Dates TBD.	Mojdeh and Michael to confer with District HR to determine dates to possibly coincide with Management Council meetings.
4. Emergency Preparedness Training	Mojdeh reminded managers of the need to complete ICS training and exam. Managers decided for further training as a group.	Michael to follow up with Herb Lester to determine possible dates/times.
5. Evening Sup Training	Dennis Franco spoke to the managers about what he identified to be a lack of training for evening supervision duty for managers.  Several managers spoke about items about which they were unsure regarding evening supervision.	Managers to send Michael a list of questions that he and Mojdeh would examine.  Michael to reach out to Jessica Martin at DVC to obtain their evening supervision manual.
6. Review of Management Representation of College Committees	Managers reviewed the College Committee Roster and reviewed representation on the list. Changes were made to the roster.	Michael to disseminate list to managers for review.
7. 508 Accessibility Compliance – Training Schedule (UPDATE)	Brandy Howard reported that a training date of Friday, December 1, 2017, 8:00 – Noon had been chosen.	Michael to verify with John Wade that this department know this date.  All supervisors to alert their impacted staff of this date.

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8. Committee Chair Training	<p>Karl Debro spoke of work done by a subcommittee (Karl, Kelly, Michael, and George) to create a resource for committee chairs and their responsibilities, especially as they relate to Brown Act committees, including a webpage of resources.</p> <p>Ken Sherwood spoke of his willingness to assist with this committee. He also spoke of holding an in-person training.</p>	<p>Karl to reconvene group and continue with, adding Ken Sherwood to the list of members.</p>
9. Equity Projects Updates (standing)	<p>Mayra reported on the following:</p> <ul style="list-style-type: none"> <li>• Basic Skills Initiative, 3SP, and Equity are to evaluate all goals and combine to a single report that must be reviewed and approved by College Council prior to Board review and approval.</li> </ul>	<p>Interim report to be added to Student Success agenda for its next meeting as a discussion item.</p>
10. Negotiations Updates (standing)	<p>Dennis Franco, Local One: Nothing to report.</p> <p>Ghada Al-Masri, UF: First meeting to be held on Sept. 8.</p>	
11. Facilities Update (standing) <i>5 min.</i>	<p>Mariles report on the following:</p> <ul style="list-style-type: none"> <li>• AA Renovation Project approved by State Department of Architects.</li> <li>• Campus Safety Center work continues, with an August 2018 projected completion date.</li> <li>• PE: Schematic design approved. Work continues.</li> <li>• Science Building: Upon completion of the design phase, the project was estimated at \$18 million over budget. After making modifications to the project, moving other funds, and receiving an additional \$9.8 million from the Districtwide contingency fund, the project is slated to move forward.</li> <li>• Old bookstore to become a modular classroom.</li> <li>• FLOW Program given space on campus at former handball courts in old bookstore modular. Instruction for that program has been reinstated.</li> </ul>	
12. Budget Update (standing) <i>5 min.</i>	<p>2017-18 Budget: Traveling Road Show will deliver more details.</p> <p>2016-17: We overspent our budget. Reserves accessed.</p> <p>\$400K in schedule maintenance dollars that have already been identified for use in 2017-18.</p> <ul style="list-style-type: none"> <li>• GA Boiler, \$100K</li> <li>• Classroom Emergency Response system, \$170K</li> <li>• Operations Council to decide on third project.</li> </ul>	
13. Naming of College Spaces	<p>Mojdeh shared an update from the July Governing Board meeting about the Board's desire to select a space to be named for founding members.</p>	

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14. Next Meeting: September 28, 2017		