

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

**Date:** Thursday, January 25, 2018

**Time:** 2:00 – 4:30 p.m.

**Location:** Fireside Hall

**Present:** Mojdeh Mehdizadeh, James Eyestone, Ken Sherwood, Monica Rodriguez, Ghada Al-Masri, Karl Debro, Mayra Padilla, Darlene Poe, Kelly Schelin, Evan Decker, Cile Beatty, Sara Marcellino, Brandy Howard, John Wade, Maryam Attai, Sue Abe, Nick Dimitri, Mariles Magalong

Topic	Discussion	Action Items
1. Review of October 26, 2017 Minutes	The minutes were reviewed.	None
2. Web Time Entry	<p>Mariles Magalong provided the following web time entry updates:</p> <ul style="list-style-type: none"> <li>• students and hourly employees will be using web time entry</li> <li>• the current web time entry users are the HSI/STEM and tutoring departments</li> <li>• there are couple of bugs to work out in the approval web time entry process</li> </ul>	None
3. College Committee Structure	<ul style="list-style-type: none"> <li>• Enrollment Management Committee – the committee not do any work related to enrollment, therefore it will be renamed as Marketing and Recruitment Committee. The committee will be a strategic body, focused on outreach, increasing enrollment and increasing retention. Enrollment Management will work on the new committee charge</li> <li>• Scheduling Committee – the committee is composed of various faculty, Senior Dean of Instruction and Vice President. The purpose of the committee is to provide a place for faculty to make scheduling recommendations to the Office of Instruction.</li> <li>• CAR &amp; Student Success Committees – there are a few suggestions President’s Cabinet has made to restructure CAR &amp; Student Success. The committee charges will be reviewed and there will an ongoing conversation of perhaps having a subcommittee structure or merging the committees.</li> </ul>	College committee structure updates will be presented at the next Management Council meeting
4. Guided Pathways	The state chancellor’s office working the technology piece to help support guided pathways. To assist with the work, they created Student Journey Maps to help visualize the experiences for students. The map displays seven types of students. To build guided pathways at CCC, there must be holistic view that includes instruction and student services.	None
5. Equity Project	Mayra Padilla provide the equity project updates:	None

<p>Updates (standing)</p>	<ul style="list-style-type: none"> <li>• Trauma, Justice and Healing: Understanding and supporting students and each other workshop. The workshop is scheduled on March 17, 2018 in Fireside Hall</li> <li>• Exploring ideas to create an equity council to promote equity based professional development for all constituencies</li> </ul>	
<p>6. Negotiations Update (standing)</p>	<p>No report at this time. Ken Sherwood will be on the negotiation team next semester.</p>	<p>None</p>
<p>7. Facilities Update (standing)</p>	<p>Mariles Magalong shared the following facility updates:</p> <ul style="list-style-type: none"> <li>• old bookstore portable was changed into a classroom called AA-Annex. It is being used as a classroom and will become a swing space during construction</li> <li>• former dental lab (AA-212) has been renovated into a classroom. Currently, the tech equipment is on a cart containing a laptop and projector</li> <li>• room AA-137 will be split into two classrooms</li> <li>• men’s restroom on the first floor will be renovated</li> <li>• AA building renovation will be completed at end of summer 2018</li> </ul>	<p>Mariles Magalong will look into posting “pardon our dust” signs while the</p>
<p>8. Budget Update (standing)</p>	<p>No report at this time.</p> <p>Reminder: District Budget Forum scheduled to be presented at CCC on April 11, 2018.</p>	<p>None</p>
<p>9. Other Items to Share?</p>	<ul style="list-style-type: none"> <li>• PRT (Peer Review Team) group will visiting on February 22, 2018 to meet with several groups (deans group, planning committee, scheduling committee, etc.) and provide recommendations on enrollment management and guided pathways. On the second visit PRT will provide a menu of options to choose from. The third visit/step CCC will receive \$200,000 to assist developing institutional implementation to assist with guided pathways and enrollment management.</li> <li>• on February 3, 2018 Congressmen Mark DeSaulnier and Congresswoman Barbara Lee will host a conversation on race at the Knox Center</li> </ul>	<p>None</p>
<p>10. Next Meeting: March 22, 2018</p>		