

Management Council

McKinley Williams

Notes

October 30, 2008

**Management Council  
Thursday, October 30, 2008  
2:00 p.m., AA-135**

Present: Sue Abe, Linda Cherry, Tim Clow, Nick Dimitri, Terence Elliott, James Eyestone, Donna Floyd, Frank Hernandez, Helen Kalkstein, Bruce King, Vivian LaMothe, Susan Lee, Priscilla Leadon, Marva Lyons, Jennifer Oujian, John Wade, Frank Hernandez, Chad Wehrmeister, McKinley Williams

Absent: Vicki Ferguson, Aleks Ilich, Carol Maga, Mariles Magalong, Darlene Poe

**Outcome**

**1. Collective Bargaining** - Everyone - No discussion.

**2. Committee Reports - DGC** - Linda reported on this meeting. Deborah Blue facilitated a process to prepare for DGC's role in the strategic plan. There was a question about the original district strategic plan for 2007-2012. The Board decided not to implement that plan but continue with the plan they have distributed - 2007-2010. There was a question as to why the Board did not want to pursue the former document. The Research Council recommended adopting the 2007-2012 document. Deborah will take the concerns to Chancellor's Cabinet.

**DMC** – Nick said there was nothing new to report. Everything was done through e-mail this month including the vote for the 2% increase. Eighty-four percent voted in favor of the 2%.

**DSD** - District Staff Development – Janis said they haven't met. Mack said there is money available for staff development and strongly encouraged them to meet soon and have a report for the next Management Council.

**College Council** – Mack reported At the last meeting they introduced our employee of the semester – Zolayma Martin. The Council also talked about the procedure for naming the SSC building in memory of Martin Padilla. They will have a second read on the revised policy. They also talked about the projects on the docket. Mack said we are starting planning for the new classroom building. Jennifer, Janice, and Susan should be on that committee. The architects want to do the planning for the SA and the new classroom building simultaneously. They are also discussing starting construction on both of those buildings which means we will need to find a space for culinary and the bookstore in the interim of the construction. There was still some concerns from classified about the security in the SSC building. College Hour was also discussed again. Students would like to have a college hour on Wednesday and they are not in favor of a Friday college hour. Jennifer said Jeanelle took over this discussion and the most recent student meeting, the students vote did not warrant any further interest on college hour.

**3. Managers Ethics Statement** - Jennifer said the subcommittee conferred and will be distributing some edits on the managers ethics statement in an email and we will be prepared to discuss it at next month's meeting.

**4. District Strategic Plan Update** - Mack reported that Deborah Blue will facilitate, with the help of an outside consultant, the district's strategic plan. Part of the query is how does the college strategic plan line up with the district's plan since our plan ends in 2012 and the district's ends in 2010. Helen would like the Board to establish priorities and have the colleges establish their priorities from the Board's priorities. We will continue to work on our strategic initiatives with the development of action steps for our objectives. There was a query as to how much the consultant will cost. Mack did not know.

**5. Clarus Implementation** - Mack said there are differences of opinion as to how the implementation of Clarus recommendations will be communicated back to the Board. Mack said we highlighted what

elements of the Claur's report we were planning on implementing in our Enrollment Management Plan. The Board is interested in getting an update on our implementation on the Clarus findings. The district developed a template for us to use. The implementation of the Clarus recommendations at CCC has been divided among the appropriate areas/departments of the campus. There was some question as to whether we should have a specific manager in charge of the implementation. Mack said we will be asked soon to give an update and we need to make a decision to accept or reject all of the Clarus recommendations. Mack said he will follow up with this in Executive Staff.

Mack said the presidents had some concerns with the volume of reports presented at the governing board meetings. Within the last two months we have given a report to the Board on AARC, Basic Skills and Workforce Development as well as the status of our accomplishments. We only had a month's notice on three of these reports. The presidents asked the chancellor for a schedule of Board reports from the campuses in advance.

**6. Staff Use of Facilities** - Mack said the district had an issue with this subject. Apparently we have staff using campus facilities for personal use. We need to have a policy for this practice. If a staff member wants to use a room they should reserve the room through facilities. The district is worried about liability in case of injury. There has been some question about employees using the physical education facilities. Jennifer said she hasn't had any problems in the SA building as staff has gone through the Business Office if they use any room in the SA Building. There was some question about surrounding neighbors at the college that use the track for exercise. Mack said when the renovation of the track is completed, the PE/Athletic area will develop a class for public use of the track.

**7. Spring Classified Employee of the Semester** - Mack asked if the sub-committee could convene and begin the process of selecting the Spring 2009 classified member so we can make the announcement at the beginning of the semester.

**8. Board Meeting at CCC on November 19th** - Mack announced the Governing Board Meeting will be held at CCC on November 19<sup>th</sup> in HS-101 at 4:00 p.m. A reception for the CCC Foundation is at 6:00 p.m. in the Fireside Room.

**9. Around the Table** - Linda thanked the student services department for allowing the Foundation to hold a reception for the Estate Planning Advisors. There was a small crowd but they were impressed with Culinary and the new SSC Building. The Fifth Hall of Fame is scheduled for November 14<sup>th</sup> with a Jazz Theme this year. This is the last one we host for a while. Linda continued to report that she received a phone call from the City of Richmond from the Office of Neighborhood Safety for a Young Parents Demonstration Grant, that targets parents aged 18 to 24 years. They would like to have some targeted recruitment for this grant. Department of Labor would traditionally fall into Priscilla's realm but they are thinking of students at large. Jennifer asked how is this grant different from CalWorks. Priscilla said it sounds as though this would come under Early Childhood Education, specifically under parenting classes. Susan said we would want to connect these young parents to our lab school. Linda said the proposal is due in two weeks. Linda will give him Susan's name so Susan may attend the first meeting and report back to the college.

Bruce said this weekend is the end of Daylight Savings Time; therefore, the campus walkabout will need to be done once again. Bruce brought in memos for all of the managers with designated areas of the campus. Jennifer suggested the Safety Committee follow up on this task. Mack said managers should continue to do this task especially with the absence of Martin Padilla and also since we have developed a good list of campus improvements in the past. Mack said it is also a time for managers to bond. Bruce distributed the lists for the walk about scheduled for November 12<sup>th</sup> at 5:00 p.m. The reports should be given back to Bruce soon after the 12<sup>th</sup>. Bruce will follow-up.

Chad announced that the campus road behind the AA building is one-way. Campus Police will be taking a two-prong approach --first informing the campus community about the dangers of going the wrong way down the road via *The Advocate* and getting the word out at various committees; and, second

they will then start enforcing the law. The dangers of the yellow buses used for picking up and dropping off DSPS students was discussed. It was agreed that the bus drivers need to abide by the traffic laws by not blocking the roadway outside of the AA or R Buildings.

Jennifer announced that on Tuesday, November 4<sup>th</sup> Student Services will have live election coverage in the ASU Recreation Room.

Susan said the culinary arts students are in Italy. They call Nader every morning.

James said will start deploying Microsoft 2007 during the week of November 24<sup>th</sup>. Offices will be done one at a time, building by building, during work time.

Janis said that Edgar Rocha came in and charged a several textbooks. Linda took the invoice for payment.

John said he needs a Title VI committee. He is looking for volunteers. Title VI keeps us in compliance with women's sports. Mack said we traditionally form committees through constituency leaders. Mack asked how many people he needs. John will get let Mack know.

Susan asked Chad about the non-smoking policy on campus. How is it enforced? From the police perspective we do not enforce the smoking policy other than verbally ask students not to smoke on campus. It is not a policy we can enforce legally. It is a code of conduct issue. The officers will say something to students but have encouraged our aides not to say anything because it creates a confrontational issue. Donna brought up a circumstance of where a student became confrontational. The culinary students are not obeying the policy and we need to figure out how to take disciplinary action. Mack said if a staff member violates college policy, we have the right to write them up. There was some discussion about enforcing our non-smoking policy. Mack said the responsibility for enforcing this policy will fall squarely on managers, and he questioned our ability to follow through on it. Susan said we should ask faculty to help us to inform students that we have a non-smoking policy. Mack said we cannot ask faculty to enforce our smoking policy. However, we could ask them to make announcements in their classes as a way to reinforce compliance. It falls solely on managers to enforce this policy. Mack said we can talk to Nader's class. It was concluded that this would be an overwhelming task to enforce.

Meeting adjourned at 3:10 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President