

Management Council

McKinley Williams

Agenda

November 20, 2008

**Management Council
Thursday, November 20, 2008
2:30 p.m., AA-135**

Present: Susan Lee, Marva Lyons, Linda Cherry, Tim Clow, Nick Dimitri, Teremce Elliott, James Eyestone, Vicki Ferguson, Donna Floyd, Frank Hernandez, Aleks Ilich, Helen Kalkstein, Bruce King, Viviane LaMothe, Priscilla Leadon, Carol Maga, Mariles Magalong, Jennifer Ounian, Darlene Poe, Janis Walsh, Chad Wehrmeister, McKinley Williams

Absent: Yasuko Abe, John Wade

1. Collective Bargaining – Mariles said rumors are swirling that an increase of 3.57% will be given to all employees; however, there has been no official word. A 2% raise was board approved and a 1.57% increase is what is yielded from the growth formula. Susan will stay on the faculty negotiations and Mariles will be rotated out on Local 1 negotiations.

2. Committee Reports – DGC - Linda said they discussed the strategic planning process. MIG is the newly hired consultant and they will help us with the strategic planning process. Linda said there may be a need for a replacement on DGC since she will be on sabbatical next semester. The next DGC meeting is scheduled for December 2nd and that will be Linda's last meeting. Since no one volunteered as Linda's replacement on this committee, Mack will appoint someone. District Research Council and DGC have now expanded into one committee.

District Management Council – Jennifer said they revised the constitution. Frank said we have been struggling for a number of years on the management involvement in shared governance and role of executive board.

District Staff Development – Janis said she met with Donna and Helen and identified potential seminars and a great administrators' seminar based on the great teachers' seminar. A potential date for a staff development activity is a Friday in March. Mack reminded the Council we wanted to upgrade our skills on Datatel. Janis said because of the divergent needs in Datatel it is rather difficult to pursue training as a whole. Nick would be willing to train individuals with their individual needs. He will be able to take one or two people at a time. Mack asked if the Staff Development Committee could survey the managers to see what the needs are within Datatel and perhaps we could find natural groupings. Linda mentioned that Randy trained some folks on Word 07 to become trainers. James said the people that received the expert training were quite pleased. It is expensive to continually offer this hands-on training. James will resend the list of about 13 people who have been trained on Microsoft 07. The training took place in one of the CTC labs and included the new word vs. old word; new excel vs. old excel; and new outlook vs. old outlook. Mack said if everyone is in agreement perhaps we could hold our next management council in one of the labs. Janis will coordinate with James to hold this training in our January meeting.

Mariles said the district is requiring that we have two managers on the DEEOAC. John cannot continue his participation on this committee. The committee meets once a month as needed. The DEEOAC implements the district's equal opportunity plan. The State does not require the plan to be submitted until 2009-2010. Mack will appoint someone to serve on this committee as a replacement for John since no one volunteered.

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College Council – Carol said we reviewed a change in the policy to rename the buildings. Ray Pyle attended to update everyone the bond construction plans. Carol gave an update on the college facilities. Students decided they were not interested in a college hour at this time. We had a discussion about keys and access to classrooms by part-time faculty. Those items were rerouted to the safety committee and division deans.

Mack announced the next Management Council meeting will be at his home on December 11th. All managers and supervisors are invited with their assistants at 2:00 p.m. A gift exchange was discussed. Mack will send out an invitation via e-mail.

3. State Budget Projections – Mack said the impact of the State's proposed budget will be a 9 or 10 million dollar hit to our district. We are fortunate to have these monies in our reserves. If the dire projections continue into next year, we may be looking at another reduction next year. All of this is dependent upon our enrollments. The State is also proposing increasing our enrollment fees to \$26 in the spring and \$30 in the fall. This has traditionally reduced our enrollments. We are going to have to tighten our belts. The Chancellor is committed to the raise promised in negotiations. Mack said he is still monitoring our vacancies. The district will be coming up with a management formula which may result in some adjustments. The district is also are also looking at our C-contract budget as we have been over spending our C-contract budget for several years. The new proposal will include a productivity measure around 16.5 or, in other words, approximately 32 to 33 students in a classroom. Currently our productivity is around 15.7. This is going to take some enrollment management planning. As long as the State will allow us to borrow FTES and go on stability every other year we will continue this legal practice. However we will have to grow about 1.85% district-wide for three years in order to balance out our budget to avoid borrowing.

4. Classified Holiday Luncheon – Mack said the Classified Holiday Luncheon is on December 19th. We want to encourage our classified staff to attend. The spa day is scheduled for the last Friday, April 24, 2009.

5. Management Ethics Statement – Jennifer said the sub-committee met. In their discussion, they felt managers need to take action on the core values. There was no statement about being leaders or managers' leadership. Jennifer distributed the proposed changes. After reading the revisions, it was unanimously agreed the changes will be incorporated.

Mack thanked Jennifer, Vicki and Donna for their work on the revisions.

6. District Strategic Plan Update – Tim said the MIG contract was approved at last night's board. We will be meeting with MIG to develop a timeline for DGC and District Research Council to work with. The outside consultants will try to resolve who should develop their plan first, the district or the colleges? Standardization between campuses will also be discussed. Tim encouraged managers to be a part of DGC. Tim will report back.

7. One Time Scheduled Maintenance Money – Mack said there is \$274,000 one time monies and \$331,000 for instructional equipment monies. Mariles said out of the \$661,000 for one-time monies, the district divided it as follows: our share is a little less than \$200,000, LMC is less than \$200,000 and DVC's share is \$217,000. Mariles said the Chancellor's Cabinet has not yet decided on the one time \$252,683 monies to go to scheduled maintenance or instructional equipment. If they decide to distribute the monies for instructional equipment, our share will be about \$40,000. Mack said we are receiving fewer and fewer dollars.

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8. Website Development – Carol distributed the Website Revision Plan that includes a timeline and funding needed to accomplish this task. We are trying to have the website so it is designed for a student audience. Carol will have a small group of people to organize the content and take it back to their management team to review the content. We have been using the Enrollment Management team for feedback. We will also take it back to College Council for final feedback. Managers will be responsible for their own content. The website will be interfaced with the new Portal system. We have photos of our CTE programs for the website. Carol said we will need people on the committee who are text savvy as well as web design knowledgeable.

9. Spring Classified Employee of the Semester – Vicki said we do have a new committee member – Marva Lyons. The forms for recommendations are due December 1st. the sub-committee will meet that week and we will make an announcement December 8th.

10. Around the Table – Jennifer said last night they had their reentry connection. Students that applied and did not register were invited to do an assessment and meet with a counselor. Tonight we have a family night and 80 people have signed up. December 4th is the student holiday event that Jeanelle is putting together. It will be an evening event in the recreation room. December 11th is the finals cram job where a hypnotist will come and help students with pretest jitters. Mack commended Jennifer and the students for eventful student activities this semester. Jennifer said they have a really good group of students this semester.

Chad reported of a felony arrest yesterday. A juvenile female student was pinned against her will. The suspect is being held in juvenile detention – not a student –and it looks as though the district attorney will prosecute.

Mariles reminded everyone when they hire anyone to make sure the paperwork has been completed before they start working.

Carol said she is still not able to walk across campus yet so she is feeling badly about not being to get to the SSC or Library. Frank and Chad said they have transportation for Carol if needed.

Vicki said Monday and Tuesday is priority registration for EOPS/CARE. Students receive special accommodations. There are workshops available. Vicki encouraged managers to please help get the word out. Students who register on Monday and Tuesday will receive a \$25.00 gift card.

Jennifer said to please remind anyone who refers students to Dreamkeepers that the paperwork must be completed and the student's request has to be an **unexpected** expense. Linda said applications will be closed December 5th and will be reopened in February. Frank said it has become a time-consuming toll on employees for this Dreamkeepers activity. Jennifer said it is overwhelming and time consuming. Each request is unique. All of the \$50,000 will be awarded. We will be tracking these students to see if they return to campus.

Mack announced tonight is speech and drama night at 7:00 p.m. in the Knox Center.

Meeting adjourned at 3:35 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President