

Management Council

McKinley Williams

Notes

February 26, 2009

**Management Council
Thursday, February 26, 2009
2:00 p.m., LISC Lab**

Present: Sue Abe, MichaelAldaco, Tim Clow, Terence Elliott, James Eystone, Vicki Ferguson, Donna Floyd, Frank Hernandez, Helen Kalkstein, Bruce King, Viviane LaMothe, Priscilla Leadon, Susan Lee, Carol Maga, Mariles Magalong, Jose Oliveira, Darlene Poe, Seti Sidharta, John Wade, McKinley Williams,

Absent: Nick Dimitri, Aleks Ilich, Marva Lyons, Jennifer Ounjian, Janis Walsh

1. Collective Bargaining – There was a 10 minute discussion on this item. Mack said there was meeting of the UF and Chancellor’s Cabinet for about two hours on Tuesday. The amiable discussion centered on productivity. UF realizes that lack of growth will affect long-term salaries. Definitions of productivity were also discussed. The State pays us based on 17.5 FTES/FTE and that equals 35 students in a class. There was also discussion about the productivity ratio for classified and managers although the only way we generate FTES is with faculty and students in the classroom.
Darlene said Local 1 Darlene hasn’t met yet. Mack said evaluations for classified staff are basically non-existent once classified pass probation. The district recommendation from the recent accreditation visit is asking for the district to have a standardized evaluation process for classified, much like we do for faculty and managers. They also want to see SLOs integrated into our evaluation process for faculty.
2. Staff Development – No report. DGC – John reported on the discussions about our Music building and the Armory building being appraised. Mack said the appraisal of the Armory is for the government land exchange and was approved at last night’s governing board. John continued to report DGC is trying to become knowledgeable on the district budget. Kindred gave a budget presentation. DMC - Donna said they didn’t meet. College Council – We had first read on the renaming on the SSC to the Martin Padilla Student Services Center. We talked about the annual unit plans and those asking for augmentation have a deadline at the end of March and those who are not asking for augmentation have a deadline at the end of April. Mack said College Council also discussed the accreditation recommendation suggesting we review our governance process on a periodic basis. We are going to develop a method to periodically review our governance process. DEEOAC (District Equal Employment Opportunity Advisory Committee) – Terence reported they had a meeting today. They discussed the Museum of Tolerance event in March. The district is chartering a bus and thus far 14 people have signed up. The trip to the Museum of Tolerance will occur regardless of how many employees attend. This trip’s projected costs are: \$9,000 for registration, approximately \$3,000 for travel and \$3,000 for lodging. DVC Interim Vice President, John Baker, talked about bias training for those participating in our hiring processes. Workshop costs for bias training are about \$5,000.00 and Terence said we will participating in the training at our campus. Terence strongly supports these kinds of workshops. John Baker said the State requires hiring committees to have equal opportunity training. The DEEOAC plan will be presented to DGC and the draft DEEOAC plan is on the District intranet listed under DGC. Terence said our student equity plan for our college also needs to updated.

3. Radios for managers on Evening Duty – Carol said we have a new set of radios. The radios are now in the Evening Supervision Office located in the SSC. Carol said she has received mixed messages from some of the managers scheduled for evening supervision –some want the radio and some don't use them. Sue Abe said the radios are a convenience for her. Carol said there are three new radios: one for the evening monitor, one for the manager scheduled on evening supervision and one for the evening monitor's assistant. Priscilla said when she is performing evening supervision, she calls Kenny's extension and informs him she is on duty and also gives him her cell phone number. Carol said it is important for all managers scheduled for evening supervision to contact Kenny Purizaga when they are on duty. Jose reminded everyone that Channel 2 is the emergency channel that should be used if there is an incident on campus. Mariles brought radios so Bruce could train everyone how to use them. Carol said that every building on campus will eventually have a radio on campus as new radios will be assigned to building monitors. Mack has a radio in his office. Susan Lee said there was some concern about some of the older radios that don't work depending on your location on campus. Carol said the new radios receive a signal no matter your location on campus. The radios are \$200.00 each. Darlene says she has 10 radios in her area for her custodians and is willing to share when they are not in use by staff.
4. Enrollment Update – Mack distributed the enrollment report for Spring 2009. The numbers are erroneous. We have an increase of 40% with positive attendance. Tim said we are not up 16.8% as the report indicates but we are most likely up 8% and that is a conservative estimate. Tim said he has steadily seen the headcount rising. The report may be overstated by 250 FTES. Tim said we will still be over the FTES goal we set but we just don't know how much.
5. ARCC Data – Mack said this is an annual report. We are placed and compared to a peer group. The ARCC report reflects we are generally doing well. Tim said he has posted this information on the R & P webpage. We submitted our narrative of 500 words or less that is attached to the report. The report reflects a 10% increase in persistence. Mack said this increase was due to the increase of probationary students in financial aid and EOPS. ESL and Basic Skills are the only areas where we experienced a decrease. Mack said we are spending a lot of money in these areas (Basic Skills and ESL). We need to develop plans to ensure we show some progress. Mack addressed the last page of the report where it shows the college peer grouping. CCC is at average or above average for most of the categories. Mack said he has to make a report to the governing board and needs to report to the board what steps we are taking to improve our numbers.
6. Service Unit Outcome Measures. – Mack said the accreditation team gave us a recommendation to complete our SLOs in all our student services (they lumped other departments into student services that we do not typically consider student services). They also recommended that, if appropriate, all managerial departments need to have SLOs. Mack said the moniker of SLO does not apply to managerial departments so we have been calling it *service unit outcomes*. We need to discuss an appropriate name. Carol said we need to send the accreditation commission a letter in October showing our timeline for SLO completion. We are in the process of updating our program review process to include SLOs, and how we assess them. Wendy Williams is working with the instructional component units that need to have their SLOs and assessments submitted this term. We are also working on the Library SLOs. We have to provide the evidence of our assessments. Carol said we will be fully compliant by 2012 – every department will have completed program review, SLOs, and assessment of the SLOs. We are reorganizing program review to include all departments such as Puente. They want to see a SLO for CSE. That was previously submitted under Chemistry. Frank said there is no consensus on what we mean by *service learning outcomes*. Examples are need to clarify this issue. Carol said we will work on

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that. Mack said we will schedule a meeting and bring samples and an assessments process for managers.

7. Program Review – Spring 2009 – Frank volunteered to be the manager on the Computer & Communication Technology validation team. The other programs to be validated Spring 2009 have the following managers assigned to them:
Administration of Justice – Marva Lyons
African American Studies – Susan Lee
Computer & Communication Technology – Frank Hernandez
Instruction Office – Helen Kalkstein
Vice President’s Office – Bruce King
8. Around the Table – Mack said Priscilla had a very successful event in the Fireside Room last evening -- Careers at Chevron night where they had about 130 people in attendance. Priscilla said they had to turn away about 150 people and because of that, we will host another event in about 3 or 4 weeks. There were several other businesses in attendance such as PGE and EBMUD that want us to do the same kind of event for their company. Mack thanked Priscilla for all of her work on this project. This is a very positive event for the college and should help with improve our image.

Donna said the two proposed certificates for this program were presented at CIC and only one of the certificates was approved. Priscilla said they will revamp the entire certificate and she will attend the next CIC meeting.

Helen announced the Raisin in the Sun event. The opening night is Wednesday March 3rd. The dinner is on Thursday, March 4th. The West County Times will run a corrected article in Sunday’s paper. Mack encouraged all of the managers to support this event. We are receiving a lot of positive press.

The last part of Management Council was devoted to Datatel Training.
Meeting adjourned at 3:15 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President