

Management Council

McKinley Williams

Management Council Notes

April 30, 2009

Present: Sue Abe, Michael Aldaco, James Eyestone, Vicki Ferguson, Donna Floyd, Frank Hernandez, Aleks Ilich, Helen Kalkstein, Viviane LaMothe, Priscilla Leadon, Susan Lee, Marva Lyons, Carol Maga, Mariles Magalong, Seti Sidharta, McKinley Williams

Absent: Tim Clow, Nick Dimitri, Terence Elliott, Bruce King, Darlene Poe, John Wade, Janis Walsh, Chad Wehrmeister

1. Collective Bargaining – Susan said meetings will continue through the summer. They are still discussing faculty evaluations and revising the forms. Helen Kalkstein has joined the subcommittee. They are continuing talks on department chair's release time and duties. There will be a mandatory flex activity for department chairs in the Fall.

Local 1 – Mariles spoke on Darlene's behalf. Local 1 has not met yet but she has been contacted as they will be discussing classified evaluations. They have formed a small subcommittee to work on evaluations.

2. Reports – Staff Development – Helen reported they had the Great Managers Seminar. The responses to the questions from facilitators were tallied and sent to all of the managers. Helen distributed evaluations from the seminar for those that did not complete them earlier and requested they be returned to Janie Franklin.

DGC – John was absent and Helen missed the meeting. Mack said he attended the expanded DGC and they are still discussing the strategic initiatives. Tim is at the district today discussing the strategic initiatives.

DMC – Frank reported there is an initiative from LMC to simplify and clarify the management evaluation process. The entire process needs to be looked at as the majority of managers feel it too lengthy. Revamping the management process will occur next year. Currently they are selecting new representatives. Nick, Frank and Donna are the current CCC representatives. Donna said she will continue but Frank would like to be replaced. Mack said we will look at all of the committees for new selections at next month's meeting.

College Council – Carol said we reviewed the building renaming policy so we could move forward to rename the SSC the Martin Padilla Student Services Center. We discussed eating in the classrooms – first read. There were mixed opinions. We discussed the recent wave of graffiti on campus and efforts to try to change the culture where faculty, staff and students take responsibility in reporting graffiti. Jason Berner made a presentation of the basic skills allocations. Michael brought forward a proposed district-wide revision on academic renewal. This allows students to omit bad grades from their total grade point average. College Council also hear budget augmentation proposals presented for first read.

Mack asked Management Council if we should have Sustainability and Safety Committee reports. Mariles said we had agreed to have year-end reports on these committees.

EEOAC – Mariles said they met last week and invited all of the participants from the Museum of Tolerance trip to attend their meeting. There was some discussion about having the EEOAC plan adopted by our governing board before the district committee takes any action. But there were some that felt that

there some items we could act on prior to board approval. It was decided that the EEOAC provide sensitivity and training to recruitment committees but discussion ensued as to whether the training be district-wide or pursued by the individual colleges. DVC has already hired consultants to give this training; however, feedback from the training was not favorable. Mariles said they were given a letter from the State on nominations for the 2009 John W. Rice diversity and equity award. That will be discussed at the next meeting.

3. Master Calendar – Mack said he brought this item to President’s Cabinet and Executive Staff. His vision is to have one college calendar every semester that lists all events for the semester. This calendar would be sent out to the public. He would like our calendar modeled after the calendar that Chabot mails out to its local residents. We have recently hosted a few events on campus that were open to the public and received favorable feedback. Mack asked Management Council if they think it is feasible to have all events listed far enough in advance to be put into a calendar and mailed out to the community prior to each semester. Michael wanted to know why efforts for a master calendar have not worked previously. Mack replied because folks didn’t submit their events in a timely manner. Carol said the events should also be listed on the website. Frank said it is difficult to meet the deadline for a printed document when some activities are planned two months prior to the event. Mack said he would like to see all events open to the public. Frank said it would be difficult to get all of the events submitted in a timely manner but we can certainly try. Further discussion ensued about planning an events calendar. Helen said we need a form so there is consistency in submissions of information i.e. name of event, cost, date, time, venue, etc. There was consensus that we will proceed with this idea. Mack said this is an opportunity to connect with the community and gives us positive public relations with the community. Mack will move forward on this. James said even if this doesn’t make it into a printed document, it is a really good idea to have this become part of our culture. Mack said he would like community to think of us as a cultural site.

4. Graffiti – Mack distributed the proposed graffiti policy from College Council. Mack would like Frank to have some back up if we ever catch the perpetrator of the graffiti on our campus. We want to get the word out to our college community that we will not tolerate graffiti on our campus. This policy will go for second read at College Council at the May 13th meeting.

GRAFFITI POLICY

Reference: President’s Cabinet – April 10, 2009
Adopted by College Council

The staff and faculty at Contra Costa College wish to protect the appearance of the college grounds and facilities. To maintain a pleasing and inviting atmosphere, the college has established a no tolerance policy for graffiti. Anyone caught painting, marking, defacing or placing graffiti in any form on college grounds, furniture, equipment or facilities will be subject to disciplinary action and/or prosecution to the full extent of the law.

Suggested changes from April 10, 2009 President’s Cabinet:

- Change first line to: *Contra Costa College wishes to protect . . .* (remove *The staff and faculty . . .*)
- Change *defacing or vandalizing* in place of *painting, marking, defacing or placing graffiti*.
- List penalty or cite actual law.

5. Eating in the Classroom Policy – Mack distributed the Eating in the Classrooms, Labs, and Theatre policy from College Council. This has been controversial. It was discussed at President’s Cabinet. Richard took it to Academic Senate. Mack said he has been receiving e-mails from faculty and others on campus regarding this proposed policy. Richard has since developed a further revised policy from the one presented at College Council. Mack and Richard are currently trying to reach a consensus

prior to the May 13th College Council meeting. Mack said if we cannot reach consensus in College Council, he will use presidential directive that mandates “no eating in classrooms.” James said no food or drink, including sealed water bottles, are not allowed in the computer labs. Susan said sealed water bottles are allowed in the Library.

Seti said the policy needs to be specific with the location of the CSE: PS-107. PS 109 has a policy that there is no eating but students do sneak in drink and food. The problem is created because the room is open all of the time with no supervision.

EATING IN CLASSROOMS, LABS, THEATRE

Reference: President’s Cabinet – April 10, 2009
Adopted by College Council

The college does **NOT** permit any food or drink, except for capped bottled water only, in any of the classrooms, labs or in the John and Jean Knox Theatre for the Performing Arts.

Food and drink may only be consumed in the cafeteria, Three Seasons Restaurant, Rhodes Gallery and the ASU Recreation Room. Food and drink may also be consumed in the Fireside Room, the Center for Science Excellence, conference rooms, the Early Learning Center, the **foyer only** of the John and Jean Knox Center for the Performing Arts and the Library for special events and the gymnasium during basketball games. However, in these cases, it is still the responsibility of the event sponsor to monitor consumption and to do some initial clean up after the event.

Exceptions to this policy must have prior approval of the College President or his/her designee.

Suggested changes from April 10, 2009 President’s Cabinet:

- Eliminate eating in the gym for basketball games since other events are held in the gym.
- Change title to Food and Drink in the Classrooms.
- Bring clarity to first line and last line of the policy.

Richard’s proposed policy:

1. It is also the responsibility of the instructor to educate students on the integrity of the classroom, and to monitor the classroom to ensure compliance with this policy.
2. Food or drink, outside of a sealable water container, are not allowed in classrooms, except by permission.
3. If the instructor determines the need to have food in the classroom, permission must be granted by the area dean or immediate supervisor. If college funds are to be used, then permission must be granted by the college president pursuant to College Policy C3024.0.
4. If permission is granted, then the instructor must take responsibility for appropriately cleaning the classroom after any such event.
5. To ensure proper disposal of food waste, trash must be placed in disposal containers and transported to the nearest refuse container outside of the classroom building.
6. Abuse of the classroom food and drink policy will result in admonishment and further action, if necessary, as deemed necessary by the area manager.

Mack said he received feedback from faculty that the policy was impeding academic freedom but Mack continued to say that when the food and drink messes begin damaging college property, it goes beyond academic freedom. Mack said if we don’t respect our home, then no one will respect it. Mack said the new carpet in LA-100 is already stained. Susan said it is faculty’s responsibility, both full-time and part-time. We have to talk to everyone about the policy. Mack said we have to orient part-time faculty upfront and inform them upon hire that there is no eating in the classrooms. Mack said he is moving forward with this policy. Mack said the MCHS will also have to abide by our policy. Susan said we need the help of the MCHS faculty to help enforce it. The distribution of their lunches is done either in a classroom or office. We will need to find another location for the distribution such as the cafeteria.

Frank said he had some concerns about the varying penalties attached to the smoking on campus, eating in the classrooms and graffiti. The enforcement of these policies is critical to changing the culture on campus. Viviane said that some students become confrontational and some of the no smoking signs are not printed large enough to read at a reasonable distance. Mariles said that Bruce told her he sees mostly staff smoking. Carol said that is actionable since the employees are violating college policy. Helen suggested that we change the cover of the student handbook placing these policies upfront on the cover. James said we could also place this information in the white spaces in the schedule. Mack said we need to have these policies in all of our printed documents.

6. FTES Goals for 2009-2010 – Mack said our goal is going to be 6,200 next year; initially we planned to be at 6,100. Planning any lower than 6,200 would not be in our best interest. Our projections for this year are 6,264. Our district is planning an allocation formula that is not going to bode well for CCC based on our FTES. With the new formula we would have lost 1.3 million this year. The new formula uses guidelines on how the State pays the district. If we apply the formula to all three colleges, we lose quite a bit. Mack has been discussing the formula with the district. He is in discussions with Kindred, Roy and Helen. The new allocation from the district gives us money for everything including salaries, utilities, etc. We will be responsible for reimbursing the district for district services. Since 85% of our budget is in salaries, the only way to cut back is to decrease positions. In order not to decrease positions, we have to grossly increase our enrollments. Frank said there should be a mechanism we can use when we do not receive satisfactory services from the district. Mariles asked if the district based their budget on prior year's spending. Mack asked if the district is in need of reduction. Mack said the allocation method had figures for 07-08 and 08-09 which showed increased expenditures. Mack said all of the parking fees are supposed to be used for maintenance of the parking lots; however, it was discovered that some of the police salaries were coming from those fees. This increase in cost almost doubled the district's costs.

Carol gave her enrollment management power point presentation.

Enrollment Modes

Growth – financial incentives to increase enrollment

Decline – financial losses when enrollment decreases

Restoration - working to get back to prior enrollment and funding level

Stability - transition to help colleges handle decline – one year of maintenance funding

At Cap

Enrollment Cap (Base) is a State determined limit on funding to CCCCD based on FTES

At Cap, the State starts restricting FTES growth it will fund

At Cap, the maximum FTES \$ is being earned by CCCCD

Under Cap

A district generates less FTES than could be funded and has less revenue—there may be enrollment decline.

Districts under cap are trying to grow and are in Restoration mode-working for more FTS to reach their cap.

There is a three year limit before the enrollment cap is permanently revised downward.

Over Cap

A district generates more FTES than can be funded and no more revenue.

A district could still be in growth mode.

A district is not receiving adequate funding per FTES.

A district tries to balance serving student demand and funding limits.

Our Historical Modes 1990-99

CCCCD was at or over cap in the early 1990's.

CCCCD had an enrollment decline in the mid 1990's due to increased enrollment fees.

CCCCD restored enrollment and grew enrollment until early 2000's.

With another fee increase and economic robustness, the district enrollment declined.

Our Historical Modes – 2000-09

CCCCD has been under cap since 2002-03.

Started with an enrollment decline due to concurrent enrollment limits and other factors.

Followed by restoration (called enrollment growth efforts)
Interspersed with years of stability.
CCC has been focused on enrollment growth since 2002.
As evidenced by our strategic initiative.

Current Mode

CCC planned 2009-10 to continue to restore enrollment
However, CCCCDC will be reaching its enrollment cap in 2009-10;
CCCCDC is the midst of adjusting to this new information.
This is a wave of enrollment change.
We need to adjust our efforts to manage this new wave.

Future Over Cap Mode

Our growth potential will be limited by the state annual growth incentive.
It is usually 1 to 3% enrollment growth per year for the state.
But for each district it is mitigated by local factors.
CCCCDC will be about 0.6% growth when State sets aside growth funds of 2% statewide.
Calculated district budget + 2% in proportion to district take of state budget.

CCC Scenario

2009-10 approximately 197 FTES before CCCCDC is an enrollment cap.
CCC;s 20% of 197 FTES is 39 FTES - One 3 unit class generates 3 FTES.
CCC is funded to increase by 13 classes.
2010-11 approximately 0.6 FTES growth funded or 186 for the district or about 12 classes at CCC. This excludes grant funded classes.

College Implications

Howe do we manage enrollment at Cap? Dilemmas for example
Meeting student needs with restricted ability to generate resources.
Lack of money for schedule growth, new classes and programs.
Having more students who want to enroll than we have classes, and students have difficulty being timely in completing their goals.
Being sure to have some enrollment growth to capture potential state growth funds.

College Strategies

Become more efficient – spend less money to educate more students be productive.
Ensure student intake process is transparent priority registration wait lists first come first served becomes important.
Change marketing strategies do not stop them.
Balance needs to expand strong programs with reduction of weaker programs costly vs. inexpensive.
Use grant funding to underpin programs courses.
Other

Carol said we will have to change our marketing efforts if we are over cap. A tuition hike is being discussed at \$26.00 a unit. Mack said that international students don't count in this formula as international students have to pay full price. So we can increase our enrollment of international students without worrying about the cap.

7. District investigations – Mack said faculty are concerned about district investigations. District previously have not informed us in advance before they begin their investigations so the United Faculty has a lot of concerns on the process. Sentiments among faculty are that the district is not being transparent.

8. Classified Employee of the Fall 2009 – Vicki said she sent out the reminder memo to all managers and the deadline is May 4th. She has already received three applications.

9. Management summer vacations. Mack asked if managers could submit their summer vacation schedule to his office and we will send out everyone's schedule by the end of the semester. Frank reminded everyone to complete an ad leave form for submission to their appropriate manager as well as submitting their vacation schedules to the President's Office.

10. Emergency Warning System – Mack said district police has unrolled an emergency campaign with the surrounding neighborhood. There was an impromptu test last week and our system test did not work. James said the vendor called when he was on vacation but the technology is now up and running for the first test of the siren on May 6th at 11:00 a.m. in conjunction with the county. The chancellor will send a memo to everyone within the district explaining the siren campaign. We have an alert siren on campus. Mariles said the posters will be placed around the campus with instructions for shelter in place when the siren sounds other than the first Wednesday of the month at 11:00 a.m. for 30 seconds. The posters were designed after the county's posters. Susan said last Friday when she attended a negotiations meeting at DVC and the alarm went off for quite some time. Frank said our siren is located on the SSC building and we don't know what the volume is going to be. Mack said it is supposed to be loud enough to hear at the PAC. Frank reminded everyone that this is a test of the siren on May 6th not the shelter-in-place process. Mack said there is not an all clear alarm at this point.

11. Around the Table – Viviane announced the Financial Aid events next week and encouraged everyone to show their support. The Veteran's Education Fair will be held on May 6 at 12:00 p.m. to 2:00 p.m. in the Fireside Room. Fliers have been distributed have been distributed have been distributed. Another event Financial Aid is hosting is for foster youth on campus on May 8th at 12:00 to 2:00 p.m. in the Fireside Room. Kelly Ramos is the lead person working with a team of employees to ensure the events success.

Susan said the Dance Jam is scheduled for May 8th.

Vicki announced the EOPS/CARE reception is scheduled for May 13th. The AASA graduation is scheduled for May 16th.

Helen announced the music concert on May 15th.

Frank announced the Puente graduation is scheduled on May 15th

Metas graduation is May 29th. – Frank

Staff Appreciation Day is tomorrow 12:00 to 1:30 pm. in the cafeteria if it is raining.

Transfer Center recognition is scheduled on May 7th.

Viviane asked about the 4th of July holiday. Mariles said it will be handled the same in prior years. If the holiday lands on a Friday or Sunday, employees may opt to take another day off (preferably the day before or day after the holiday) but the other day would have to be within the month of July.

Meeting adjourned at 4:02

Respectfully submitted,

Melody Hanson

Senior Executive Assistant to the President