

Management Council

McKinley Williams

Management Council Notes

Thursday, May 21, 2009

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2:00 p.m., AA-133**

Present: McKinley Williams, Janis Walsh, John Wade, Seti Sidharta, Jennifer Ounjian, Mariles Magalong, Carol Maga, Marva Lyons, Susan Lee, Viviane LaMothe, Priscilla Leadon, Helen Kalkstein, Aleks Ilich, Frank Hernandez, Donna Floyd, Vicki Ferguson, James Eyestone, Terence Elliott, Tim Clow, Michael Aldaco, Sue Abe

Absent: Nick Dimitri, Bruce King, Darlene Poe, Jose Oliveria

Mack reminded everyone about the nursing graduation at 5:00 p.m. in Hercules and the San Pablo Chamber Mixer in the Three Seasons at 5:00 p.m. tonight.

1. **Collective Bargaining** – Darlene and Susan are not present so no report.

2. **Committee Reports** – Management Staff Development - Janis said we are done for the year. Mack has the management comments from the Great Managers Seminar and said he will review them at the managers' retreat in August.

DGC – John said there was nothing substantial and we hope to be further along in the Fall.

College Council – Carol reported the Graffiti Policy and Art Donation Policy passed. The Locker Policy is still under discussion as we getting a legal opinion. Food in Classroom Policy was revised and will be moved to meeting in the Fall. Mack said we are sending the Art Donation Policy to the district for a legal rendering. College Council approved expenditures in basic skills and budget augmentation requests. Mack said next year is management's turn to chair the College Council. Since Mack, Carol and Mariles are standing members on College Council we need another management representative. Jennifer said she would be interested. Helen Kalkstein will also remain on College Council for next year in addition to Jennifer.

DMC – Donna said we need new reps and Donna will continue to serve. Mike Todd talked about PERS retirement--specifically a part-time managers collecting service credit. Management Development funds were also discussed. Management will receive \$30,000 next year with \$1,000 per person allocation.

3. **Meetings for Next Year** - Management representatives are as follows:

Distance Education: James Eyestone and Donna Floyd is the chair.

Operations Council: The division dean rotates. James Eyestone, Frank Hernandez, Donna Floyd, Bruce King, Darlene Poe, Jose Oliveria and Carol Maga is the chair. Terence Elliott will continue as division dean.

Sustainability Committee: Darlene Poe, James Eyestone and Bruce King is the chair.

District Management Council: need two more – Donna Floyd, Vicki Ferguson and Viviane LaMothe Michael Aldaco will be an alternate.

Safety Committee: Bruce King, Marva Lyons, Jose Oliveria, Darlene Poe, Ted Terstegge, and Mariles Magalong is the chair.

Budget Committee: Carol Maga and Mariles Magalong is the chair.

Research & Planning: Terence Elliott, Donna Floyd, Jennifer Ounjian and Tim Clow is the chair.

Technology: Tim Clow, Nick Dimitri and James Eyestone is the chair.

Jennifer asked how the Outreach Committee can be an “official” committee on the college roster. Mack said the constituency based group would be approved at College Council. Jennifer will send a proposal through President’s Cabinet.

MCHS Advisory Committee– Michael Aldaco, Terence Elliott, Vicki Ferguson

Management Staff Development –Donna Floyd, Frank Hernandez, Helen Kalkstein & Janis Walsh

PACE Advisory Committee – there hasn’t been a need for this committee so we will remove it from the college roster.

Center for Science Excellence Advisory Committee: Tim Clow and Seti Sidharta is the chair. We will add Terence Elliot and Michael Aldaco will replace Donna Floyd.

EEOAC –Terence Elliott and Mariles Magalong is the chair.

CTE –Terence Elliott and Priscilla Leadon is the chair. We will remove “ad hoc “from Carol Maga’s name as she attends on a regular basis. We will also remove Tim Clow’s name as a regular member and he will attend as needed.

College Foundation: Seti Sidharta, Linda Cherry and John Wade. A vote was taken between Frank and John to be on the foundation meeting. John will remain on the College Foundation Committee.

District Enrollment Management: Viviane LaMothe, Carol Maga and add Jennifer Ounjian.

District Governance Council: Linda Cherry and John Wade

District Technology: James Eyestone

District Research – Tim Clow

District Staff Development: Janis Walsh

4. **Meetings Next Year** – Mack distributed the list of meetings for next year.
5. **Management Retreat** – Mack asked the managers if August 4th would work well for this year’s Management Retreat. There was no opposition to this date.
6. **Classified Employee** – The committee met and the classified employee has been selected. The employee’s name will be announced at the September College Council.
7. **All College Day** – Mack said we would like to have a health theme. We would like to have a representative from Brighter Beginnings, a local health organization, be our guest speaker. Mack would like to have each constituency provide a healthy activity for the academic year. Management will develop a healthy activity. Mack wants our college theme for 2009-2010 to be healthy living.
8. **Ad leaves and Expense Claims** – The new proposed ad leave form was distributed along with a memo from Judy Breza. Mariles said the form is courtesy of Helen Kalkstein and that it now includes information for a faculty substitute. There was discussion about using the form for sick leave and clarification was given that typically the form is used for planned sick leave such as surgery. The form will be duplicated in multiple colored NCR copies. The UF contract does not require faculty to divulge the exact nature of the personnel necessity leave but the Local 1 classified contract has specific reasons that need to be listed on the form. James asked if we could put the form on-line. James will work on putting this form on line for everyone’s use.
9. **Strategic Initiative Update** – Mack said we are working on our update. The district strategic initiatives are going to board this month. Tim said our cycle has been to collect our actions from the stewards of our initiatives. We will have our updates ready for the College Council meeting in September. We will also submit a report to the board on how well we accomplished our action steps on our new strategic initiatives and we will also put our strategic initiatives into a “crosswalk” with the district strategic initiatives. The “crosswalk” shows the link between the college and district. Mack asked if we sent out a deadline to our stewards for the 08-09 initiatives action steps. Tim replied affirmatively

and added we are working on the benchmarks. We have accomplishments but we are working on benchmarks. Mack said we may want to talk about our progress in Executive Staff. It may be difficult to create a benchmark if the benchmarks were not established from the beginning. We will need the updates ready by the end of June for the governing board.

10. Clarus Recommendations – Donna has submitted her responses to the Clarus recommendations. Mack said we have a board member that wants a report on the colleges' status but Mack continued we have other things to worry about right now. Our enrollment is at cap so we are unable to recruit any more students which nullifies some of the tasks listed in the Clarus report at this point. Priscilla said the workforce development deans were asked to do some work on the district recommendations for Clarus. Helen said the report says we have the Spanish greeting to the College functioning. She called the College and the translation is literal but doesn't forward the Spanish caller to a Spanish-speaking person on campus for further assistance. Helen said our greeting used to have all Spanish callers transferred to Yolanda Mendoza but that is not the case anymore. Mack said we will give this back to the Enrollment Management Committee.

11. District Reorganization – KH Consulting has been hired to look at the district's current organization. Mack had a meeting with a representative from KH. KH is looking into reorganizing the D.O. and, as such, they are looking at the colleges' relationships with the district as well as overlapping functions. They are looking at functions performed at the campus level that is similar to those functions performed at the district, specifically they are looking closely at human resources and building and grounds. They might want to centralize some of the duties or decentralize some of the areas. Recently, Buildings and Grounds was decentralized which has worked favorably for us.

12. Other - Mack said everyone should have read Helen's email sent yesterday and Scott Lay's email from the Community College League on the State's budget crisis. Times are really bad. We are going into a period with significant reductions including categorical funds. Even before the budget crisis came about, the district was looking at a new formula and we were going to receive a cut from the new formula which was about \$400,000 to \$900,000. Now with the current budget crisis, we are looking at freezing positions and most likely eliminating positions and figuring out ways to reduce our budget. We will have to cut back on expenditures significantly. We need to look at bringing in monies from grants or other ways.

We are talking about tough times for the next two years or possibly longer. Mack said it is serious and it will be difficult to sustain our student enrollments while making deep cuts in the budget. We won't be able to afford everything we are currently doing. Helen Benjamin is reviewing all requests for new positions. Mack continued to state this is Prop 13 all over again. Mack said we are going to have to be strategic as possible with cuts. Mack said the district didn't want to affect people but 88% of our budget is salaries so it becomes inevitable. Any cuts have to be done in accordance with the education code. Faculty have the opportunity to move into a secondary FSA if they have one. Classified who has been in other positions have bump rights into former positions. Frank asked if there is any discussion about golden handshakes. Mack said it may be on the table for discussion but when you fill behind the golden handshake, it doesn't save any money. Aleks asked about the status of PE classes being offered as non-credit as we will lose a significant amount of money if this plan comes to fruition. Susan asked if we fill PE classes to maximum class size if that would help offset the potential proposal of offering PE classes as non-credit. Mack replied affirmatively but nothing has been decided yet at the State level. Michael asked if we could grow our maximums for summer and fall. Mack said faculty need to negotiate this item so we couldn't implement it immediately. Viviane asked about furloughs. Mack said all options will be considered. Jennifer asked when we will know more solid information. Mack said nothing has been decided at this time. However, we do know we will need to be prudent about our expenditures. If layoffs occur, certificated managers have to receive a March 15th letter. Classified managers can be notified

within 45 days prior to dismissal. James asked how this is impacting the Classified Hays Study. Mack said he didn't know. Mack said Executive Staff will have to meet over the summer to have some plans in place. Carol said enrollment fees will also be raised. Last time we had a great campaign when fees were raised. Carol said we need to save our monies. Don't spend money. Vicki said one of her colleagues proposed not to have a summer program. Vicki said our students are in constant need and the EOPS staff will meet next week.

13. **Around the Table** – Tim announced that enrollment is up and summer is looking really healthy. Carol said we had a wonderful Latina graduation last night. Michael said in 2007 we had 163 graduates, in 2008 we had 192 graduates and this year we have 214 graduates. Jennifer said we voted on five new senators last week which is the most we voted in the last five years. Susan reminded everyone the Nurses pinning ceremony is tonight at Valley Bible Church in Hercules at 5:00 p.m. Priscilla said 26 low unit certificate programs were all approved.

14. **Meeting adjourned** at 3:27 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President