

Management Council

McKinley Williams

Notes

August 28, 2008

Management Council
Notes
Thursday, August 28, 2008
2:00 p.m.AA-142

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

Mack welcomed Helen Kalkstein to her first management council meeting and Susan and Terence in their "permanent" roles.

Item	Outcome
1. Collective Bargaining	<p>Susan reported the part time faculty may teach at a .67 load as indicated in the Education Code but this item has yet to be negotiated. Our UF contract still allows a .60 load our part-time faculty. There is some miscommunication going around that the education code supersedes our contract but Susan said this is not true. The Education Code ruling does not go into effect until January 2009 and we are not near negotiating this item. If part-time faculty teach beyond a .60, we are required to obtain a variance.</p> <p>Local 1 – Mariles said the team met a couple of times over the summer. The District’s re-opener was the classified evaluation process. Gene Huff and Mike West will form a team to work on a proposal for this re-opener for 2009 instead of trying to redesign the evaluation process.</p> <p>The governing board allowed the district to offer 2% to both unions. UF will put their 2% on the salary schedule for 08-09 hoping we have enough growth to sustain the increase for 09-10; otherwise it will be repealed from the salary schedule. The same 2% is available to Local 1. Details have yet to be worked out for Local 1.</p> <p>Personal necessity leave. Local 1 wants to broaden this leave to others than immediate family to friends. They are also asking to include funeral leave for anybody other than immediate family.</p> <p>Extended sick leave language is currently illegal. We cannot request to have a doctor’s note stating the nature of the illness. We can require a doctor’s note with no specifics of an employee's ailment.</p> <p>The contract language in reference to 70 points says the age of</p>

	<p>eligibility must be 55 and it should be changed to age 50.</p> <p>Board Holidays – this item has yet to be addressed. The formula for salary increase also to be addressed. They will be meeting again on September 17th.</p>
<p>2. Program Review Fall 2008 - managers on validation teams</p>	<p>Program Review – Validation Teams</p> <p>Athletics - Frank Hernandez</p> <p>Automotive – Priscilla Leadon</p> <p>CIS/BOT – Linda Cherry</p> <p>Culinary – Helen Kalkstein</p> <p>Health & Human Services – Jennifer Ounjian</p> <p>Journalism – Janis Walsh</p> <p>Cal Works – Susan Lee</p> <p>DSPS - Viviane LaMothe</p> <p>President’s Office – Vicki Ferguson</p> <p>Vice President’s Office – Marva Lyons</p> <p>Research & Planning – Aleks Ilich</p> <p>Technology – Terence Elliott</p>
<p>4. Reports - DGC, DMC, MSD, College Council</p>	<p>Mini reports – DGC – Linda Cherry reported that part of DGC’s responsibility is to revise policies and as such they have been reviewing The Code of Ethics and Code of Conduct Procedures. These procedures caused a lot of consternation at the last meeting when it was the second time read. There is an instructor from LMC who had grumblings about big brother and the district trying to "sneak through policy". Helen Benjamin assured DGC that we would take as long as we need to as nothing is brought to the governing board without consensus from DGC. Helen assured the faculty that anything addressed at DGC should be brought to each constituency group for feedback before final approval at DGC.</p> <p>DVC’s concern is they are growing and they are being told to cut their schedule which has generated some angst. Kindred agreed as to some inconsistency in the formulas. There will be continued discussions on this issue. DVC had a waiting list of 1,000 students so they called the district to add more sections. The district’s contention is that our FTES needs to cover more than just the instructor’s salary as there is other overhead. Helen sent out an e-mail listing accounting training sessions for faculty and managers are required to attend. Mack said the “Ledbetter bump” brought up the need for more attendance accounting</p>

	<p>training in the district.</p> <p>Linda said there was some concern about the name of the District Budget Committee as to whether it should be named the District Advisory Budget Committee. Discussions will continue on this issue.</p> <p>DMC – Frank said there was a brief meeting with the Chancellor to seek her ideas of what management’s role is in shared governance. We will continue discussions and try to bring it back to Chancellor’s Cabinet.</p> <p>College Council – Richard Akers will chair. It is faculty’s turn at the helm and we will learn who is the chair at our first meeting on September 10th.</p> <p>MSD – Janis had no report. Mack inquired as to when we will have Datatel trainings. Consensus was to connect the training to management council meetings. Janis will check with Mojdeh. Vicki asked if the training could be hands on training. Mack agreed. James said Datatel is not installed in the computer labs so we may have difficulty in finding a location for everyone to have hands on training.</p> <p>Mack said there are other committees that could report their meetings to Management Council such as Technology, R & P, Operations Council, Enrollment Management. It was suggested reports on other committees would be given only when a topic of concern has arisen but otherwise minutes may be accessed on the outlook committee folders.</p>
3. Reschedule Managers' Retreat - September 12, 2008	The managers retreat has been rescheduled for Friday, September 12, 2008 at 9:00 a.m. in the Fireside Room. Mack will provide lunch.
4. Hay Group Classification Study for Classified	Mack said last night the board commissioned the Hay group to conduct a study like the one they did for the management team. Gene Huff said it took the Hay Group 18 months to complete the management study and they are anticipating a little longer time period for the classified as there are approximately 500 classified employees. The last classified study was in 1984.
5. United Faculty Load Maximum	Referred to in Item #1 - Collective Bargaining.
6. Managers Teaching	Mack said there is a policy that the President must sign off on any manager who is teaching. Mack said he does not have any concerns with managers teaching except if their request is to teach during the day. Teaching during the evenings and on weekends is acceptable with permission from the president. There was some discussion about when we changed our management structure to division deans the initial expectation was that the division deans would teach one class.
7. Workforce Development Board Presentation	Last evening Priscilla gave a presentation at the governing board. Mack explained that since the dissolve of the RTI (Regional Training Institute) some of the governing board members had concerns about what our workforce development is doing on the campuses. Priscilla

	<p>distributed copies of the power point she presented at the meeting last night. Priscilla said this year the Clarus Corporation did a large scan of our service area. Clarus came up with some really good ideas based upon our communities that we serve. Some of their ideas we have already implemented. Priscilla addressed the challenges in our service area. Clarus suggested we offer two-year programs in some of the medical fields we don't currently offer, such as occupational therapy, physical therapy, as well as legal assistance, environmental technology, and a work bootcamp for high school students with a heavy emphasis on soft skills. Clarus thinks we should do more pre-employment screening which we are now doing. We have incorporated an electronic system where are able to post their resumes and applications. There are three new certificate programs our faculty our initiating: jewelry making, massage therapy, coaching assistant. We will be working with the district to evaluate the Clarus report and design a plan to incorporate the majority of their suggestions as well as look at their suggestions that do not necessarily fit into our service area or needs.</p>
<p>8. Management Staff Development</p>	<p>Referred to Item #1 - MSD</p>
<p>9. Board Policy 2055 - Code of Ethics</p>	<p>Mack distributed the Board Policy 2055 - Code of Ethics. The longer version of this document is the one being reviewed by DGC. Mack said Helen wanted to pull together this committee and address this policy. Judy Vroman also suggested that we create a hotline to report unethical behavior within the district.</p>
<p>10. Master Teacher List</p>	<p>Mack said the faculty are calling this program the "mentor teacher" program. Richard asked for our assistance in selecting eight mentor teachers to be connected with the newly hired eight faculty. There is no process as to how to nominate specific faculty. Executive Staff discussed various criteria for these selections. Mack suggested a subcommittee for the selections. Susan is very pleased this program is underway. Mack said this would be an interim step until we find permanent mentor faculty. Susan asked what the faculty mentors will receive for their efforts. Mack said they will receive a \$1,000 stipend and a letter of commendation in their file. Frank said we have to remember there are two new counselors who need a master counselor to be their mentor. There was discussion about using mentor faculty outside of the mentee's department. Richard requested that Mack and Donna serve on the committee for the selection. We need two other managers. It was suggested that one of our criteria could be those faculty who received the Golden Apple Award. Management decided their subcommittee would be comprised of Donna, Frank and the three division deans. Terence said he already has criteria from when they began this process before and he is willing to share it. Mack said we may have to hold a special management council meeting to make our selections. The subcommittee will meet on Sept. 2nd at 10:00 a.m. Frank suggested we extend this process with all constituency groups. Vicki said that ACCA does this. ACCA's process is costly and we should be able to do it on our own. Susan suggested that we need to include the new faculty who were not hired this year but have yet to be tenured.</p>

	<p>Mack said he would like to but unfortunately we do not have enough funds to share in this endeavor. Mack said he will bring this topic to Chancellor’s Cabinet in hopes there are some funds we could receive from district toward this effort. It was decided we want to pursue management mentoring. The executive staff will discuss a committee for management mentoring.</p>
<p>11. Around the Table</p>	<p>Around the Table –Mack distributed a flier on behalf of Sue Abe regarding the wheelchair basketball game with the Contra Costa College team vs. the Bay Area Outreach Recreation Program team on September 18, 2008 at 7:00 p.m. in the gym. This is a free event and open to the public. Mack, Frank, James, Terence, John Wade and, Jon Celesia will play for the CCC team. Frank asked if there will be an opportunity to practice.</p> <p>Linda reported about the community fitness center using our fitness center. We qualified for some funding about training fitness trainers. I received a list of their most recent awardees. One of their awardees was a group for nonviolence and peace. They look at violence as a community health issue and what could we do with health and human services. We do have the capacity to participate in something that promotes peace and nonviolence in across the board of classes. Terence, April, Aminta, Sharon Fuller (MA’AT former director) and Intisar have been discussing the notion of offering nonviolence peace training across our curriculum. Salinas received \$100,000.</p> <p>Terence wanted to give a "shout out" of appreciation to Bruce King for immediately helping alleviate the heat problems in the Physical Science and Biology buildings. Terence really appreciates all of Bruce’s immediate assistance.</p> <p>Aleks says the international student numbers are up--146. ESL classes are impacted and we are adding to their enrollments. Our ESL instructors have been very helpful letting in our late adds into their classes. We have a lot of Vietnamese and Mongolians coming here to the States. Aleks said there is some real estate in San Pablo and San Pablo is willing to target some of it for housing international students, although we need a developer. We are still looking at building international student housing at the Armory in the future should we obtain that property. Mack said he hasn’t heard any updates on the Armory acquisition but knows it is still a viable plan.</p> <p>Mack said he also had a discussion with the Vice Mayor, Joe Eddy McDonald, of Hercules. Joe Eddy will become the mayor next year of Hercules. Mack mentioned to him that CCC would like an outreach center in Hercules. Joe Eddy wants to helps us in this desire and suggested some land out by the new development. He suggested that perhaps the City of Hercules could build a center and lease it back to us. Mack will meet with their City Manager, Mayor and Vice Mayor soon on this option. That center would become our Contra Costa College North Center. We would then be able to offer classes there so those students who live in the Hercules/Pinole area would not go over the hill</p>

	<p>to DVC. Mack said we need concentrated marketing at John Swett and in Hercules. We are currently building up marketing at El Cerrito. Mack said we need to be in the community on a consistent basis.</p> <p>Susan said the fitness received a lot of new equipment this summer. She encouraged everyone to use the center. We are really excited about culinary Arts. All of the money from the food and wine event last spring is going to be used to send culinary students to Florence Italy to leave on October 24 for 14 days, all expenses paid. Four students will be taking this trip. Selections were made based on second semester students, hours they have put in the program, work done in the field, and a specific GPA. The students had to submit three letters of recommendation, paper screening and sit through a personal interview. Selections will take place September 7th and 11th. Frank suggested that we connect this story with the West County Times so we get receive positive marketing in the local paper. This is an extraordinary opportunity for our students. This Experience far exceeds what high priced culinary schools offer. Mack said we need to continue to praise Chef Nader. Mack said we are working on a project now where we may offer our culinary program in Pittsburg.</p> <p>Jennifer said the students have club rush coming up and they are posting the events on their calendar. Jeanelle chose the theme this year of “Bridging the Gap.” They will be bringing in speakers. We have hired a part-time counselor to focus on basic skills and ESL students through the First Year Experience Program. We are working hard to support our outreach. Mack encouraged the managers to participate in the student events.</p>
12. Other	

Meeting adjourned at 3:55 p.m.

Respectfully submitted,

Melody Hanson