

Management Council

McKinley Williams

Notes

September 25, 2008

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Thursday, September 25, 2008
2:00 p.m.AA-135

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

Item	Outcome
1. Collective Bargaining	Mack distributed the Local 1 and United Faculty tentative agreements. There was a 10-minute discussion on the proposals. Mariles reported on the Local 1 agreement and Susan reported on the United Faculty agreement. Mariles said the negotiating team for Local 1 met on September 17 th and came to a tentative agreement which is going to ratification. The only significant change is the 2% increase mimicking the UF agreement. Article 7.42 is being changed so it is consistent with HR procedures. Local 1 has included a death or serious illness <i>of an individual who is not a member of immediately, but is considered to be closely associated to the member and/or his or her family.</i> The UF agreement is going to board in October. Susan Lee announced the acceptance of a 2% increase (based on growth) for UF for the 2008-2009 year but they are not sure yet what the total increase will be due to the outcome of the formula. Our cola is .68. Professional projects and part-time rights were also discussed. Enrichment hour is a new item and is being discuss to generate more FTES. An enrichment hour would have to be approved at the curriculum committee. In anattempt to have more teachers offer Friday classes, AC overload is proposed to faculty if they teach before 9:00 a.m. and also if they teach more than 4 days a week. Part-timers are now able to attend conferences with approval. In January .667% will now be considered a part-time load.
2. Discussion on Efficiency of Employees	Linda refreshed the managers' memory regarding the conversation from the management retreat. There was some concern among some of the classified employees who see other classified not carrying their load and what we should do about it as managers. Mack said if there is a problem employee in any group, the manager should meet with Mariles to develop a process that coincides with the contract and labor laws. Susan said that department chairs need to have a better understanding of what is expected from them with their release time. We need to train employees from the start or retrain them as the case may be. Mack said we can send schedules back to faculty and recommend they set up their schedules so they are teaching on Fridays as the contract allows us to

	<p>deny the schedules. Donna said the four-day schedules play into the block scheduling where classes are offered on MW or TTH. The block scheduling was designed to help with classroom accessibility and also so students could take two or three classes consecutively. Donna will take a look at the upcoming schedule for Spring and specifically look at classes offered on Fridays. Frank asked that this item be continued next month when Jennifer is present to offer her views. Mariles extended an invitation for managers to meet with her if they are having issues with their employees. Mariles said sometimes the meetings could have a positive result.</p>
<p>3. Vote for Management Contract</p>	<p>This item was delayed to the end of the meeting so President Williams would not be present.</p>
<p>4. Mentor Teacher</p>	<p>Managers had a subcommittee with our recommendations but Richard Akers wanted to move quickly so the subcommittee didn't have a chance to announce our selections. Donna said the deans met and nominated three faculty from each division. Mack distributed the list from the Academic Senate Office. Donna said of the ten faculty the managers nominated to be mentors, some were already nominated from the students. All of the nominated mentors willingly agreed to participate when asked the first time. Richard's list includes: Connie Anderson, Debbie Barnes, James Conrad, Ed Cruz, Sandra Everhart, Peter Lock, Joe Ledbetter, Carolyn Hodge, Barbara McClain, Chris Tarp. Frank said student services supports this program but the process is flawed because there is no diversity of faculty on the list. No one is represented from student services. Mack said Richard has a packet prepared to give to the mentors guiding them in this process. The packet includes an assessment for the mentor and mentee and the mentors also have to submit a report in order to receive monetary compensation. There is also an opportunity for the mentee to request their expectations from their mentor. Frank said we need to stay away from the word "evaluation" in this process. Perhaps we could use "program assessment" as the word "evaluation" has come into question with the formal "evaluation" process for non-tenured and tenured employees. Mack asked the managers to attend evaluation training if they have not done so recently as training should be refreshed every three years. One training session is offered each flex period.</p>
<p>5. Report From Committees</p>	<p>DGC- Linda said they discussed what the role of DGC should be in the budgeting process. Kindred will respond to this query. They spent a lot of time on the Code of Ethics and decided on a subcommittee of DGC that will work with the Ethics Committee. DGC is one of several bodies to relay feedback to Chancellor's Cabinet as well as the UF and, Local 1. Chancellor's Cabinet will ultimately submit the final version to the Governing Board. Deborah Blue is initiating discussion about the Strategic Plan and DGC is involved in those discussions. DGC is also helping plan the 60th anniversary celebration. There was some discussion about DGC representatives not having due diligence in reporting information back to their constituency groups.</p> <p>DMC – Frank said the only item discussed was the 2% increase. We will take a vote at the end of the meeting and Mack will step out of the room.</p> <p>Staff Development – Janis is working on Datatel training. There are</p>

	<p>very diverse needs as to the applications in Datatel. Janis will survey our managers to prioritize our Datatel needs. She has talked to appropriate employees at the District as well as Nick and James to begin the training. We will learn the common threads of training to help facilitate effective training.</p> <p>College Council – Mariles reported that the Council discussed the college procedure (C3018) in regards to naming the SSC after Martin Padilla. The procedure has to be revised in order for us to do this in a timely manner. Richard Akers and Lee Brelie will work on revising this procedure and bring it back to the next meeting. Revisiting a College Hour was also discussed. The students wanted a college hour every day of the week but after some discussion, it was decided to try to reinstitute a college hour one day a week. We would try not schedule any courses during that time should we reinstate a college hour. Managers concurred with the students to try to reinstitute a college hour. College Council also listened to a report on facilities. Mack said there was some classified concerns about safety in the SSC building.</p>
<p>6. Management Ethics - Need Policy</p>	<p>Mack said we talked about this in the retreat. The district is working on a policy on ethics for all employees. Mack distributed the governing board ethics policy. CCC Management has a mission and values statement that Jennifer planned to revise to include ethics wording. There was some discussion about the redundancy of too many ethics statements with one for the governing board, one for managers, and one for district employees. There was some discussion about the governing board not having an assessment tool for their ethics statement. It is recommended that the governing board should not base their assessment on their own evaluations as that does not include feedback from their constituencies. We will wait until the next meeting to see Jennifer’s modifications to the CCC management mission and values statement.</p>
<p>7. Emergency Response</p>	<p>Jose said a couple of days ago the A & L Poster shop in San Pablo was robbed by two young men in their teens. The storeowner shot and killed one of the would be robbers. The second robber allegedly fled the scene with a shotgun headed toward the college. Three of our officers stationed themselves on Mission Bell Drive as a human perimeter. The weapon was eventually found in the nearby neighborhood. The GA building was immediately locked down when the incident occurred at 5:00 p.m. We just happened to have three officers on duty at that time. After about 15 minutes, San Pablo PD advised us that the college was not in harm’s way. Mack said it was difficult to notify everyone as it was a time when not everyone was in their office. Susan said they immediately locked down the Library. It was difficult to look at people on the outside and not be able to let them in. Susan questioned the lock down policy of not letting anyone in the building for potential safety. Jose said they are working on obtaining the siren and the ability to broadcast emergency messages across the campus. Our siren system will be tied to the county system so if there is a community problem, the county will be able to activate our siren as well. The safety committee will look at the lock down issue for further clarification and procedure. Jose said the evening times at each college are a bit scarce with safety monitors. Mack said we will bring this issue</p>

	<p>back to the Safety Committee. Donna said that safety equipment on campus also needs to be looked at. The Library does not have a radio (walkie talkie). Mariles has a list of emergency equipment on campus and a list of the building monitors. She needs to revise the list somewhat as most of the Humanities Building has been vacated with the exception of the Math Department. Mariles said the district does not have a budget for emergency equipment. Ted Terstegge has a budget for emergency preparedness that includes a safety manual and training. He is working on standardizing a supply list for all three campuses. Safety monitors from other campuses should be able to help out on another campus if needed bringing standardized safety equipment with them. We will prioritize our needs. Mack suggested the managers come up with the funds from their budgets to replenish the basic supplies that are needed in each building. Frank said we need to get another cabinet in the new SSC building. Helen said she was at the CERT training and she received a backpack and hard hat and a list of things to purchase for her automobile and workplace. Mack said we need to replenish the basics such as first aid kits, flashlights, radios, bullhorns, first aid kits, etc. for every building and we will figure out how to pay for it. Mariles asked the managers for names of employees who are here at night so we could train them as building monitors. It was suggested to have the training at three different times so all building monitors could attend.</p>
<p>8. Datatel Portal Project</p>	<p>Mack distributed the Implementation Team from the District Office. The Chancellor's Cabinet had a presentation on the Datatel Portal Project which was quite impressive. Tim said it is an Intranet only system and will be a beta site for Datatel. The committee will be separated into various elements. The Portal Project is an entryway to the online tools that we already have. This is a web version to Datatel-- a plug in for college e-mail and students e-mail as well. It is basically a one-stop college tool that will encompass all of these tools. It has built in announcements tools and enables shared work flow areas online as well as podcasting capabilities. It is also capable of posting generic content about courses. It is a central place for a work team to go online and work on a document such as the schedule or catalog. Financial and enrollment management are also accessible. Study teams can be linked on the portals. James said it is also very modular and the back end is a Microsoft product. It communicates to Datatel Colleague. If we are going to work on an ethics statement we could have it on one space and any manager could make changes which would be recorded as to who changed what on the document. There is a calendar that will work with your Outlook calendar but also work as a team calendar. Students will see their schedule of courses in their calendar. It is being used at the UC's, CSU's and in the workforce. James said it will become clearer when we actually have hands-on capability. Administration and Student Services are encouraged to attend a training on October 2nd.</p>
<p>9. Classified Employee for Fall 2008</p>	<p>Mack said we agreed to select a classified employee each semester. Vicki said she will send out a nomination form. Mack said we need to begin our selection process earlier in the academic year. Mack would like to make the presentation at the October 15th College Council meeting. Nominations will be sent to Vicki via e-mail.</p>

10. Around the Table	<p>John announced this Friday at 4:00 p.m. there is a men's soccer game. Saturday we are playing at Hercules at 1:00 p.m. The EEODAC at the district encouraged employees to attend a conference at the Zero Tolerance Museum in Los Angeles. The expensive costs are \$7,000 for a one-day workshop or \$8,000 for the two-day workshop and that does not include travel or room and board. Gene Huff said there are district funds for these costs. There was some discussion about the district providing funds for this costly workshop but not having enough funds to supply emergency cabinets on campus. Mack suggested we take this concern back to the district office.</p> <p>Linda said they launched the Dreamkeepers last week. Jennifer said she has spent 40% of her time working on this grant. Vicki and Linda have spent a lot of time as well necessitating the need for reimbursed administrative costs. We have had a dozen recipients or so for about a total of \$3,500. Jennifer has done an excellent job in screening students. Vicki said only a few students have been denied but most students have legitimate needs with documentation. Frank said he thinks we are now over the \$4,000 mark in this endeavor.</p> <p>Donna said they had their last management district-wide meeting at LMC. They are looking to have another meeting. Donna needs to know what is the best time during the academic year to have a management district-wide meeting. Frank suggested sometime at the beginning of the Spring semester in early January. Everyone concurred. Sue said it is Disability Month next month. We will be hosting a movie series. She encourages managers' participation.</p> <p>John said the basketball wheelchair organization is proposing a tournament at CCC. We hope to have it in March and have some television stations here for positive public relations. There was discussion about the game last week and how much fun it was.</p>

Meeting adjourned at 4:15 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President