

**To:** Management Council

**From:** Helen Carr

**Subject:** Agenda

**Date:** January 30, 2004

Management Council  
Thursday, January 29, 2004  
2:00 p.m. to 5:00 p.m., LA-102

Present: Linda Ames, Philip Andreini, Carol Barrick, Iris Bradford, Helen Carr, Linda Cherry, Tim Clow, Nick Dimitri, James Eyestone, Donna Floyd, Gloria Gideon, Frank Hernandez, Susan Lamb, Lynda Lawrence, Priscilla Leadon, Paul Lee, Mariles Magalong, Mickey Mathews, Jeanette Moore, Carlos Murillo, Jennifer Ounjian-Auque, Tina Pitt, Darlene Poe, Jim Taylor, John Wade, Janis Walsh, McKinley Williams

Absent: Randy Watkins

Guest: Dan Lawrence, Interim Police Chief

Dan Lawrence introduced himself.

| <b>Topic</b>                   | <b>Discussion</b>                     | <b>Conclusion</b>   | <b>Recommendation/<br/>Action</b>   | <b>Follow-Up</b> |
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| 1. Collective Bargaining       | Everyone                              | There were no collective bargaining issues discussed.   | Frank replaced Jeanette on the collective bargaining team at the district. Lynda volunteered to replace Jeanette on district management council. Mariles said she will be volunteer to be on the district negotiating team as the rotating business director.   |                  |
| 2. Strategic Initiative Update | Stewards (Carried Over from 12/11/03) | Tim reported all of the first year reports were completed and everyone is working on the second year objectives. Helen commended Tim for the excellent College Strategic Initiative Report that will be presented by the R& P Committee at the February 25, 2004 Governing Board Report. The Chancellor said it was the best report he has received. The R & P Committee is comprised of Tim Clow, Nick Dimitri, Donna Floyd, Saul Jones, Walter Masuda, Dolores Mendicino, Barb Ross. Helen informed everyone that the College's | Linda Cherry addressed strategic initiative number 3) Increase public awareness and understanding of the opportunities and benefits of Contra Costa College. She said they will be taking a new procedures to President's Cabinet that will eventually go to College Council for everyone using campus-marketing efforts. The new procedures will help prioritize how marketing resources are used on campus. |                  |

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|  |  | <p>mission statement was approved at last evening's board meeting.</p> <p>Lynda addressed strategic initiative number 1) Improve Student Success. They are linking courses with the speech department. Frank reported that his group has quickly caught up on Strategic 1 and are now working on year two. They had some problems tracking transfer students. They focused on on-line registration and Frank thanked Jennifer's leadership with the students with this endeavor. Tim commended Strategic Initiative One for having their statistics accurate and right up front.</p> <p>Mack addressed strategic initiative number 2) Expand and strengthen learning and instructional opportunities for students in various venues in the community. Mack said they are a little ahead of schedule. Outreach courses are on target.</p> <p>Linda Cherry also addressed strategic initiative number 4) Increase total revenues and contributions for college operations. We are maximizing resources. We are using scholarships to encourage students to take more units. Clearer emphasis on more units, declared major and education plan in order to claim a scholarship. Working on a "Hall of Fame" for fundraiser project. This would include alumni who have gained notoriety or former employees (retired for at least five years) who have gone "above and beyond" the call of duty. They are hoping to tap a different list of prospects other than golf tournament benefactors. The proceeds from the "Hall of Fame" will be shared with the Athletics Department. Frank reported they have a new cabinet in the hallway of the Humanities Building in order to display the names of students who make the dean's list and the most</p> |  |  |
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|                  |         | <p>recent graduate and distinguished alumni honored at the graduation ceremony.</p> <p>Mariles addressed strategic initiative number 5) Provide a safe, clean secure, attractive, and ecologically sound learning environment. The safety committee is working very hard and a lot of the issues they are addressing are tied into bond projects.</p> <p>Tim addressed strategic initiative number 6) Enhance measurement of institutional effectiveness. Saul has sent out the student learning outcome model to faculty. The program review process is going well. Helen said the president's cabinet has labored through reading all of the program review reports. They have recently met with the Biology, MedCom and Auto departments on their program review reports. John Diestler's department will be given \$10,000 (monies set aside from the Foundation for the president's discretionary use) in order to purchase flat screen, up-to-date computers that will ensure secure enrollments in the program. The biology enrollments are good but biotechnology is struggling a bit. Kate Levine is working on the biotechnology program and we should see an improvement in enrollments very soon. All of these meetings are part of the institutional effectiveness. Mack said the academic senate is going to merge the program review process with the student learning outcomes so there will not be two processes and deadlines. Tim announced that he would be giving to Cognos training to those managers that requested it.</p> |  |  |
| 3. Budget Update | Mariles | <p>Helen distributed a copy of the State budget. She attended an AACCA meeting and Athletic League meeting where the State budget was discussed in depth. Helen encouraged the managers to attend any meetings that address</p>  |  |  |

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|  | <p>the State budget. If the bond measure passes, community colleges will receive growth monies for non-credit FTES. We will also receive a COLA increase of 1.84% next year. Helen said we need to try to continue to grow, as that is what is going to keep CCC in the budgetary loop. Helen distributed and reviewed the Advocacy Priorities from the Community College League. There was a brief discussion on the bond measures on the ballot. The League is promoting the Governor's bond measures. Helen announced that our district will receive a portion of the equalization monies distributed to community colleges should the bond measures pass on March 2<sup>nd</sup>. Jennifer said the students are geared up and ready to attend the March 15<sup>th</sup> rally at the Capitol. They are collaborating with students from DVC and LMC. Helen continued to report that regardless of what happens with the bond measures on March 2<sup>nd</sup>, our district must cut our total budget by 7 million dollars. Helen then distributed the district's 2004-05 Budget Recap as of January 28, 2004. It lists the worst and best-case scenarios for anticipated budget levels. Since the governing board was adamant last evening about bringing the district's reserves back up to 5%, our worse case scenario will bring us to a 9 million dollar deficit. The district is still crunching numbers on the golden handshake offers for faculty and classified. Helen continued to report that the new lingo for concurrent enrollment is now "educational enrichment courses." Students turned away from CSU and UC will be directed to community colleges and have their fees waived. Helen then distributed the CCLC Legislative Conference information on Student Financial Aid Issues. Mickey said currently they are trying to tie the Pell Grants to the cost</p> |  |  |
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|   |   | of education. Since our costs are low, our Pell Grants are low. Helen said the new administration is indirectly telling us whom we are going to serve. Jeanette said the new procedures are lowering the fees for non-residents while raising the tuition fees for everyone else.   |  |  |
| 4. Spring Enrollment Update                 | Jeanette  | Jeanette reported the spring enrollment is up. As of the 6 <sup>th</sup> day of late registration we had 7,365 students taking 52,744 units. We are up 9% in student count and 6% in unit count from last spring. We are 42% up from last spring with students registering on line and by phone. Helen said Frank is working on a job announcement that will replace Jeanette and Linda since Linda is retiring soon after Jeanette. We will hire only one manager to replace a manager and a supervisor. Carlos mentioned the concern about high school students registering at CCC before the CSU and UC students.  | Mack said we will work with the high school principals and counselors to work out a program where serious high school students may be assessed and register for CCC in early spring at their campuses. |  |
| 5. Reports – DGC, DMC, MSD, College Council | DGC – Floyd, Murillo, Taylor<br>DMC – Ames, Andreini, Moore<br>MSD – Barick, Pitt, Wade<br>College Council - Williams | DGC – Donna reported they discussed the Student Code of Conduct and the budget.<br>DMC – Philip reported the entire meeting was discussing the manager and supervisors’ evaluation process. Helen reminded everyone that the new evaluation procedure was approved at last evening’s governing board.<br>MSD – Carol reported there will be training at 1:00 p.m., directly before the next management council meeting on facilitating meetings. They are also still planning a retreat. Carol asked that all managers/supervisor complete the staff development survey that was put out by Ellen Geringer if they have not done so already.<br>College Council – Jennifer reported that the Student Code of Conduct is on the agenda for discussion. | DMC – District HR would like to come to a management council meeting to discuss the new evaluation procedure.  | Melody will contact D.O. human resources and to schedule the manager/supervisor evaluation training for the March 25, 2004 management council meeting. |
| 6. Other                                    |   | Helen thanked everyone for submitting their Around the Table News. She specifically   | Helen will work on procedures for organized fundraising and bring ideas to the next  |  |

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|  |  | <p>thanked Jennifer for getting the Dallas Black dance Theatre to Contra Costa College on February 4<sup>th</sup>.</p> <p>John Wade said we need to have <b>organized</b> fundraising on campus. There needs to be a centralized place that addresses all fundraising ideas. Helen emphasized that we cannot have employees spending their work time conducting fundraising unless it is sanctioned by their supervisor.</p> <p>Helen announced Feb. 17<sup>th</sup> – Dr. Dorothy Height at 11:00 a.m. in the Knox Center.</p> <p>Feb. 7<sup>th</sup> – A Little Night Music – 8:00 p.m. in the Knox Center.</p> | <p>management council meeting.</p> |  |
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The meeting was adjourned at 4:10 p.m.