

Management Council

McKinley Williams

Notes

January 25, 2007

Management Council Notes
Thursday, January 25, 2007
2:00 p.m., LA-110

Present: Ken Blustajn, Tim Clow, Nick Dimitri, James Eyestone, Donna Floyd, Frank Hernandez, Susan Lee, Marva Lyons, Carol Maga, Mariles Magalong, Carlos Murillo, Viviane Richardson, Ellen Smith, Janis Walsh, McKinley Williams

Absent: Alex Edwards, Aleks Illich, Priscilla Leadon, Jennifer, Ounjian, Darlene Poe, John Wade, Janis Walsh

Mack welcomed Ken Blustajn to his first management council and everyone introduced themselves.

The meeting convened at 2:05 p.m.

Item	Person(s) Responsible
1. Collective Bargaining	Mack said it was suggested that three more managers be added to the bargaining units for United Faculty in order to train the three current managers on the bargaining teams. Since it was decided these meetings are too time consuming and not optimal to have that many managers working on bargaining simultaneously, the final decision was made to rotate one of the three manager representatives on both United Faculty and Local 1. Linda Cherry said she would like to continue on the Local bargaining team and Donna Floyd said she would be willing to step down if necessary.
2. Reports from DGC, DMC, MSD, College Council	DGC - Jennifer is absent. No report. DMC - Linda C, Susan L, & Nick; Linda said there was discussion about who is who on the District Management Council and District Executive Board. This discussion was precipitated with the writing of the accreditation self-study. As it turns out, the District Executive Board is the negotiating part of the management team--the meet and confer managers. The District Executive Board has requested to see the Hay Study report before they proceed with negotiations. It was decided that the Hay Study report results would be revealed to those managers, supervisors and confidentials who are affected first and then released to the DMC. MSD - Nick & Janis; Nick said there is no report. College Council - Mariles reported for this month in Carol Barrick's absence. Now that College Council has been

	<p>determined as a Brown Act meeting, all agendas are posted accordingly. At the December meeting, the Council decided on the guidelines for allocating budget resources. Mariles will distribute this information but was waiting for our strategic initiatives. Since our strategic initiatives deadline is a little later this year, Mack suggested that Mariles use the current initiatives so we don't delay the budget allocation process. Mariles will include the district's new initiatives also. Ellen Smith inquired about the instructional equipment on-going list (the one used for the last several years). Mariles responded that the Council decided to discontinue with the list. She will address those issues in her e-mail when she sends out the forms, deadlines, and the process.</p>
<p>3. Program Review for Spring 2007 - Managers on Validation Teams</p>	<p>Managers signed up for the following program review validation teams: Administration of Justice - Ellen Smith Chemistry - Viviane LaMothe Computer and Communications Technology - Carol Maga Library - Linda Cherry Music - Donna Floyd Nursing - Frank Hernandez Social Sciences - Susan Lee Police Services - Carlos Murillo It was decided to postpone Admissions and Records program review to the Fall 2007 so Ken will have an opportunity to become adjusted with the college and his office before writing a self-study.</p>
<p>4. Carol Barrick</p>	<p>Mack announced that Carol has taken a director's position with the Peace Corps. and will be stationed in Nicaragua. She will return to CCC the week of February 20th and we will plan a party for her. This is the last year for Title III but we were planning a year's extension. We will need to replace Carol on the Management Staff Development committee as well as Title III Director. Tim, Nick and Janis will meet and determine who will be the chair from CCC. Ken Blustajn volunteered to replace Carol on College Council and Carlos will now become the chair on College Council for the remainder of this academic year.</p>
<p>5. Title V Grant</p>	<p>Mack and Linda reported on the possibility of applying for a Title V grant which is similar to Title III except it is geared for the Latino population. The criteria is that 25% of our student population is Latino. This is an institutional focused grant -- in other words, what does the institution need to better itself. Conversations have focused on first-year college experience. Ellen had some concerns about</p>

	<p>the manpower to bring the grant to fruition. Mack assured her that we have the appropriate people on campus to write the grant. Linda, Frank, Carol and Donna will be meeting to determine who will take the lead in obtaining this grant.</p>
<p>6. 10% District Reserves</p>	<p>Mack reported that the District now has 14.2 million dollar surplus and it will be recommended at the January Governing Board to have this money placed in our reserves. Our district and Peralta are the only two districts in the Bay - 10 that do not have double-digit reserves. Since we are on stability this year and will have to have growth next year. If the 2007-2008 FTES goal is not achieved, then the reserve would help to balance the budget. The Board believes this will be a wise decision because we may be in the position to lose thousands of dollars if we don't meet our FTES goal at the end of the 2007-08 academic year. Mack said we should market the tuition reduction this year in order to help meet our FTES goal. Our FTES goal will probably remain the same as this year for 2007-08. Mariles had some concerns with marketing the tuition reduction with the possible addition of a health fee for all students (\$15.00 per student, per semester). Mack said the health center progression has slowed because CCC and LMC still do not have designated locations on our campuses. DVC is the only campus that knows where their Health Center will be placed. We were contemplating placing the student health center in the SA building, but this may not be prudent if the SA Building has to be removed due to seismic issues. We have looked into renting portables as well. Linda Cherry mentioned the county health services have mobile units and perhaps they could have a mobile unit on our campus. Contra Costa County Health Services will be the organization to provide our students with health care on campus. Viviane inquired about financial aid students and fee waivers for the \$15.00 student health fee. Unfortunately, the waivers only apply to concurrent enrollment students, non-credit students, contract ed students, and students enrolled in less an one unit.</p>
<p>7. Emergency Checks and Expense Claims</p>	<p>Mariles said the auditors were not happy with the amount of our emergency checks issued on a monthly basis. Turning timecards in late does not constitute an "emergency." There has to be mitigating circumstances to constitute an "emergency" and not just because timecards were turned in late. There is discussion about issuing emergency check every two weeks instead of every week.</p>

	<p>Business procedures 9.21 and 9.22 are being revamped for expense claims and travel reimbursements. We are already abiding by the new regulations of submitting the conference agendas with expense claims so the regulations will not be new to us. There will now be ceilings to gratuities and meals with no receipts will be looked at carefully. Mariles will send out the new regulations once they are revised. Ellen suggested that faculty could be trained through the staff development and perhaps Jason could be involved. Linda reminded everyone that Foundation monies are spent using district guidelines. Mariles said that all monies, including grant monies must abide by the district guidelines.</p>
8. District/Campus Climate Survey	<p>Tim distributed the results from the 2006 district survey. He said that 13 out of the 19 questions were positive responses so this indicates the district is moving in a more positive direction. Mack said CCC had favorable results. There were a few employees who felt the managers were not collaborative when working with them and did not value their input.</p>
9. Announcements	<p>Mack announced that Priscilla's mother passed away unexpectedly yesterday. Tim announced that Mack became a grandfather for the second time, his son had a son, Redeem.</p>
10. Other	<p>Mack mentioned the Hay Study has been completed and on February 6th there will be a meeting at the District where Ron Kemich will explain the process of the study and grievance process for those managers, supervisors and confidentials affected by the study.</p> <p>Mack said Helen is trying to restore salaries as our district is in the bottom three of the Bay -10. There is talk about distributing the COLA. However, in order to do this, there are also conversations about reducing district wide salaries by two million dollars. This would be done with the consolidation or elimination of open positions. Carol will be meeting with the departments who now have open positions.</p>

Meeting adjourned at 3:22 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President