

Management Council Notes
 Thursday, October 26, 2006
 2:00 p.m., LA-102

Present: Linda Cherry, Tim Clow, Nick Dimitri, James Eyestone, Donna Floyd, Frank Hernandez, Aleks Illich, Prisilla Leadon, Susan Lee, Marva Lyons, Carol Maga, Mariles Magalong, Carlos Murillo, Jennifer Ounjian, Darlene Poe, Tom Sharp, Ellen Smith, John Wade, Janis Walsh, McKinley Williams
 Absent: Carol Barrick, Alex Edwards

Item	Outcome
1. Collective Bargaining	<p>Donna reported that tomorrow's meeting is cancelled. The next meeting is scheduled for November 3rd. She distributed the latest joint communication. There are a couple of subcommittees that have been formed. Donna is on the one that is responsible for responding to frequently asked questions regarding the part-time rehire preference rights. The other subcommittee is charged with working on changes to Article 20, salaries. Salaries will be restored to the 2003-04 benchmark and be retroactive to July of this year. Management's salary restoration will be the same as faculty, 5.43%</p> <p>Linda reported the Good Friday has been replaced with Cesar Chavez Day (March 30th) for the 2006-07 academic year. The Good Friday holiday will be replaced with Native American Day beginning the 2007-08 academic year and continuing throughout this negotiated contract. Native American Day is the fourth Friday of September. Classified are asking for two furlough days; January 2nd and the Friday of Spring Break. There was a lot of discussion on the hiring process-- how allocations are accepted and having Local 1 more involved with paper screening. There was discussion on revising the hiring system and going back to the banding system when forwarding candidates from the interview process. There was also discussion on the working out of class situation in regards to increased pay.</p>
2. Reports from DGC, DMC, MSD, College Council	<p>DGC - Jennifer said the Student Services Procedure Change 3002 was discussed. There was discussion about students exceeding unit limits getting approval from the dean.</p> <p>DMC - Linda, Susan, Nick - Linda reported that management group decided to wait until all negotiations were completed before agreeing to the salary restoration. Management is interested in the KH District Consultant report as well as the Mike Hill report. It was decided these reports would be reviewed by management first before going to Chancellor's Cabinet and ultimately the governing board.</p> <p>MSD - Carol B. , Nick, Janis - No report.</p> <p>College Council - Carol B., Mariles - Mariles reported we did not have students at the next meeting so we were unable to vote on the FFE selection. That agenda item will be postponed to the December 13th meeting since the November 8th meeting is planned for the staff forum,</p>

	<p>1:30 to 5:00 p.m. in M-104. Carol Maga had given an update on the facilities.</p> <p>Speaking of facilities, Mack said the West County Times picked up on the ADVOCATE article and ran with it sensationalizing the entire situation. The probability of the college moving is very small. We are currently looking at the costs of retrofitting the 15 buildings that have been targeted as requiring retrofitting. All of this information will be included in our Educational Ten Year Plan. We are also negotiating with the U.S. Army for the Armory building on campus and the City of San Pablo who has recently purchased the El Portal School adjacent to our campus. If it is decided that we need to re-orient the campus, we would then think about using the El Portal School and Armory for our athletic facilities and building on our current athletic fields. It was suggested that Mack write a letter to the ADVOCATE and also the West County Times informing them that we do not have any current or future plans to move the campus. Mack will also put something out via e-mail to quell students' concerns.</p>
<p>3. Manager Needed for Program Review - Fall 2006 - Art</p>	<p>Automotive - Nick CIS/BOT/HPC - Priscilla College Skills Center - John Culinary - Donna Earth Sciences - Alex Health & Human Services - Ellen Journalism- Janis Library - Linda C. PE/Health Ed - Frank Tutoring - Susan L. EOPS/CARE - Carol B Financial Aid - Jennifer Buildings/Grounds - Carlos Economic Development - Aleks Custodial - Tim Student Life - James</p> <p>Tom Sharp volunteered to be on the Art Program Review.</p>
<p>4. District Budget Development Activities 2007-08</p>	<p>Mack distributed the district budget development activities for 2007-08. We are going to try and stay on the timeline. Box 2A positions have been awarded. We received two to replace the two faculty we recently lost -- Manny Gonsalves to disability retirement and David Rosenthal resigned. Our campus budget committee will develop a recommendation for the December 13 College Council meeting in order to incorporate budget with our planning process. We need to make this a reality so we can practice it before the accreditation team comes in Spring 2008.</p>
<p>5. Borrowing FTES for GASB</p>	<p>Mack distributed the plan for borrowing FTES so the district will be able to cover our un-funded liability with medical benefits. We are currently about 220 million dollars short of covering our future unfunded liability retiree health benefits but if we borrow FTES money (stability year) and place it in an irrevocable trust to earn 6% interest and continue to put one million dollars annually from our district budget toward this liability, we will have paid off our liability in 30</p>

	<p>years. The Board will approve this solution at tonight's governing board meeting. This solution will also free up about 10% of the district's general fund.</p>
6. Community Forum - November 3rd	<p>Mack reminded everyone our community forum is scheduled for November 3rd at 12:00 noon to 5:00 p.m. We will commence with lunch in the Three Seasons and reconvene in LA-100, using breakout rooms for smaller feedback sessions. Linda Laskowski is our outside facilitator and she has requested two facilitators from the college. Mack asked for four managers. Linda Cherry, Tim Clow, Susan Lee and John Wade all volunteered. The facilitator training will be held October 30th at 1:00 p.m. in AA-205.</p>
7. Staff Forum Update	<p>Mack reminded everyone of the Staff Forum on November 8th at 1:30 to 5:00 p.m. in M-104. This forum will be facilitated by Frank Davis, who facilitated our forum five years ago.</p> <p>Mack said we are not retaining our African American male student population and we need to address this issue.</p> <p>Frank has conducted three student forums thus far with another one scheduled for this evening. We are beginning to receive some responses from Rick Ramos' on-line class.</p> <p>Mack said all of the information obtained from the student, community and staff forums will be presented at All College Day on January 12, 2007. At All College Day we will decided what our initiatives are going to be for the next five years.</p>
8. Emergency Preparedness Proposal	<p>Mack/Mariles - Mack distributed the Emergency Preparedness Proposal developed by Officer Ted Terstegge who is stationed at LMC. He is the district Emergency Services Coordinator. Mariles reviewed parts of the proposal and said Ted will become the Emergency Coordinator for the district. He will be putting together an extensive 20-hour training session for the all of the building monitors for each campus starting at LMC and working his way west. Ted attends our campus Safety Committee and Mariles will encourage him to continue his participation on our campus. Lt. Sharp reported that our district has made more strides than most districts in training of its police department and civilians. There will be a mobile command and dispatch center as well as mobile equipment vehicle to be dispatched at the campus in need. All of the training should be completed by the summer. Lt. Sharp also gave a brief overview of the situation at DVC this week. There was a credible bomb threat and a couple of bomb dogs targeted the same areas on the campus. As it turned out, a bomb was not discovered. There is a \$5,000 reward for any leads to the caller. Lt. Sharp said everything went smoothly because of their training.</p>
9. Classified Winter Retreat	<p>Mack encouraged all of the managers to allow their classified employees to partake in the Classified Winter Retreat on Friday, December 1, 2007, 2:00 p.m. to 5:00 p.m.</p>
10. Management Council - Dec. 14, 2006	<p>Mack announced he would be holding December Management Council meeting at his home (holiday party). All managers/supervisors are encouraged to bring their secretaries/assistants to this event.</p>
11. Planning Update	<p>Lourdes Sampayo has been hired to draft our Educational Ten Year Plan. She is working with the program review binders in Tim's office and will list our staff and facility needs.</p>

12. Campus Architect	Mack said the district is hiring a master architect to help each one of the campuses. Carlos Murillo, Ken Reynolds, and Nader Sharkes with Teresa Greenwell were on the architect interview committee. The interview committee narrowed the list down to three. We have chosen Perkins and Will because they have seismic experience at community colleges. Perkins and Will will be invited to a President's Cabinet and Executive Staff meeting. Susan reminded everyone that she has worked with three different architects, all from the same company, on the Library project.
13. Two Managers for District Statement on Management Involvement in Governance Committee	Mack asked for volunteers to serve on the sub-committee of DGC. Darlene and Carlos volunteered. Management's involvement in policy is not stipulated in Board Policy 1009 and management now has an opportunity rectify that situation. Two managers from campus will be selected to work on the management's involvement in the governance structure.
14. Announcements	<p>Jennifer announced two groups have been selected as the possible health service agency for student health service plan: Contra Costa County Health Services and Contra Costa Crisis Intervention Center (Mental Health Issues only).</p> <p>Priscilla reminded everyone there is VATEA monies waiting to be used. Please remind all vocational faculty and anyone else associated with vocational programs that there is money to be spent on travel to related conferences, workshops, etc.</p> <p>Aleks finally has an assistant, Harue Carbough, a CCC graduate. Aleks said we have a program with the sister city in Japan, Shimoneski, to Pittsburg. We have been asked to expand the program from two students to four students. We will be sending one CCC student to Japan, tuition paid. The students have to have a semester or two of Japanese in order to qualify for this program. We will have two Japanese students here in Fall 2007.</p> <p>Frank distributed an A & R Newflash listing all of the important A & R Dates forthcoming. This has been distributed campus-wide and was Shondra's idea.</p> <p>Ellen announced the interactive theatre production (haunted house) in the Knox Center for this weekend. Entrance fee of \$5.00. She also announced the December drama production, "In the Midst of Them", written by a former CCC student, Terrence Ivory. This play is based on the playwright's grandmother's life. The opening night, December 1, will feature dinner beforehand in Three Seasons and the limited amount of tickets for the dinner and play will be \$25.00.</p> <p>Carlos announced the comet viewing as well as Mercury's hemispheric transition party this evening beginning at 6:30 p.m. Carlos continued to announce on November 13th they will be meeting with all of the high school principals. He encouraged everyone to e-mail any concerns and he will pass them on. The CTC is ready for punch listing (a final check list walk through of the building). November 13th is schedule for the movers to begin bringing in the furniture. Equipment will be moved final exams week. The building will have all flat panel screen computers. Mack said we need to have a ribbon cutting ceremony for this building. It was announced at a meeting that 51% of CCC's computers are three years or older so getting new computers in the CTC</p>

	<p>will decrease our numbers of older computers.</p> <p>Linda reminded everyone about the Hall of Fame tomorrow night at the Mira Vista County Club. This year attendance is down. Mack said that is probably due to the conflict of the Coronado Club's dinner and the Puente Program on the same evening. The Foundation Board will be looking closely at this event as it was originally intended as a fundraiser with little success in that area. It has become more of a positive community forum for the college.</p> <p>Janis announced the Friends of the Library was just awarded a grant for new books in the new remodeled Library. On November 10th, the Barnes and Nobles in El Cerrito and Richmond will give a percentage to the college for every purchase by each patron who announces they are associated with the college.</p>
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Meeting adjourned at 3:35 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President