

Management Council

McKinley Williams

Notes

November 30, 2006

Management Council Notes  
Thursday, November 30, 2006  
2:00 p.m., LA-102

Present: Carol Barrick, Linda Cherry, Tim Clow, Nick Dimitri, James Eyestone, Donna Floyd, Frank Hernandez, Viviane LaMothe, Priscilla Leadon, Susan Lee, Carol Maga, Mariles Magalong, Jennifer Ounjian, Darlene Poe, Ellen Smith, John Wade, Janis Walsh, McKinley Williams

Absent: Alex Edwards, Aleks Illich, Marva Lyons, Carlos Murillo, Tom Sharp

Mack opened the meeting by welcoming Viviane LaMothe to the management team.

<b>Item</b>	<b>Outcome</b>
1. Collective Bargaining	Donna announced that the UF settled last night at 5:30 p.m. after 24 meetings throughout the year, approximately four hours each meeting. The tentative agreement included restoration of salary, change in Article 20 and clarification in the benefits article. There is going to be a sub-committee to develop a plan to try to get the faculty salaries within the top three of the top ten colleges in the bay area. Linda reported that the classified ratified their contract and the board ratified it on November 15, 2006; hence, the restoration for classified and management was distributed in this month's paycheck. There is a tentative agreement to open negotiations in February.
2. Reports from DGC, DMC, MSD, College Council	DGC - Jennifer said DGC will meet next week. Nothing new on the agenda. All of the items are from the previous meeting. The Health Services Proposal Committee will be meeting with the Contra Costa County Public Health Department as they were the entity chosen to provide health care to our students on campus. They will be discussing budget and other business details. This program will start next fall. DMC - Linda, Susan, Nick - Linda said the issue of management's role in shared governance is being revisited in the board policy. Susan Lamb is asking managers what their expectations are and what are the potential ramifications if classified are not working during spring break week. The results of the Hay Study are still be held as they are making comparisons to other agencies. Also, the results from the KH study (the study Helen Benjamin initiated for reorganization at the district office) is posted on the district website. Linda reported that there is \$60,000 is staff development monies. MSD - Carol B., Nick, Janis - Carol B. reported there are staff development monies available from the district -- \$1,000 each for managers offered at a first come, first serve basis as long as the money is there. There is not enough for each manager to use \$1,000 in the district. We have typically split the \$25,000 offered as follows: 60% for faculty, 36% for classified and 4% for management. Carol B. suggested we

	<p>could donate our 4% (roughly \$1,000) to classified to give them an even 40% or we could take our 4% and donate it to the college-wide staff development funds. A vote was taken from managers and there was 1 vote to keep the original split; 8 votes to give the 4% to the college-wide staff development funds and 5 votes to give the 4% to the classified staff. Carol Maga said it was agreed that part of the staff development monies from the State (20% of \$127,000) would be used for Janie Franklin's salary. Carol B. continued to report that on January 10th, as part of the flex activities, they will be holding an IBB training giving priority to DVC faculty. There will also be disability training for employees and students at DVC and subsequently at CCC and LMC. Job Links tentative date is June 7th. We are eligible for a rebate from the CCSIG office if we offer health workshops. The managers took a vote on the four possible health workshops and the outcome was as follows: 4 for CPR training, 8 for smoking cessation, 2 for flu shots and everyone for walking. There was some discussion about flex-time and activities. It seems there are no "engaging" activities any more only working and training workshops. Mack said we are working on flex activities in order to make them more interesting. There also will be a district-wide management meeting at SRVC on Monday, December 11th from 1:00 to 3:00 p.m.</p> <p>College Council - Carol B. reported on the last meeting in October. There is \$200,000 in instructional equipment funds. The budget committee is going to make a recommendation of how to allocate those monies. At the next College Council meeting scheduled for December 13th, we will finalize the decisions made by the FFE committee. Mack encouraged everyone to look at the sample furniture in AA-123. At the emergency College Council meeting last meeting, the solar panels were discussed and displayed. Since then, there has since been consensus by each constituency group on the solar panel design.</p>
<p>3. Forum Updates - Student, Community and Staff</p>	<p>Mack distributed and reviewed the recommendations/results from the three forums. These results will be made available to everyone on All College Day.</p>
<p>4. All College Day</p>	<p>We need to develop our strategic initiatives for the next five years (2007-2012) at All College Day. Consultant, Frank Davis, will help us facilitate this part of the agenda. The results from the three forums as well as the environmental scan, the student and staff surveys will be made available on the web for faculty and staff to review before All College Day. On All College Day, we will break out in 8 groups and then reconvene in LA-100 where the 8 leaders will have the opportunity to present their responses. Once the 8 groups reconvene in LA-100, Frank Davis will facilitate the employees to condense the responses so there are no duplicates. As in the community and staff forums, we will use voting by dots to prioritize the most popular areas of focus for the next five years for our strategic initiatives. We will use selected employees to help us "wordsmith" the initiatives, and then bring those initiatives to College Council for final tweaking. Once College Council has tweaked the initiatives, we will send them back out to the college community for final approval.</p>
<p>5. Ralph Black Student Debt Report</p>	<p>Carol M. addressed the council on the Ralph Black report. We have to come up with a solution to minimize our growing student debt. Once</p>

	classes start, we are not able to drop a student due to a debt, we are only able to drop them before classes start.
6. Enrollment FTES Reporting	Carol M. announced that Helen Benjamin has assigned Judy Vroman the task of monitoring accuracy of rosters that include census and positive attendance rosters and calculating hours.
7. Guidelines for Student Election Trustees	Carol M. reported the district reviewed our current process for student trustee elections and there is now a legal counsel recommendation so we are in compliance with the law. The recommendation says we may still rotate campuses for the student board trustee; however, the candidate must be elected by the students from all campuses. Optimally, when it is our turn for a student trustee on the governing board, we will hopefully have more than one candidate so they may campaign throughout the district.
8. Evening Management Walk on Campus	Mack suggested that all of the managers walk around the campus at 5:30 p.m. on Monday evening recording all dark and "unsafe" areas so we can address those issues and make our campus safer for our evening students. Typically, we have noted areas that may be accident prone, foliage that needs trimming, etc. After some discussion, it was decided that the managers could walk the campus all week (December 4th) and report their findings by Friday. Mack assigned Mariles and Darlene to break up the campus into zones and assign managers to the various zones. Frank commended Martin Padilla for a commendable job in getting some of the lights on there were previously dark such as the lights behind the Humanities and Liberal Arts Building. Mariles suggested that we invite some of the students and staff from the other constituencies to join the evening walk through. It was decided she will invite the academic and classified senate leadership to partake in this endeavor.
9. Purchasing Brochure from D.O.	Mack distributed a copy of the new district purchasing brochure. These brochures should be distributed to potential vendors.
10. Brown Act Training - Dec. 6th 1:00 to 2:00 p.m., D.O.	Mack announced that Todd Goluba will be conducting a Brown Act Training on December 6th at the District from 1:00 to 2:00 p.m. Everyone is welcome to attend.
11. Procurement Cards	Mack said the Chancellor's Cabinet recently had a training session on the use of procurement cards. We are instructed to be more diligent in the proper use of the cards. Mariles distributed an excerpt from the procurement card booklet highlighting some of the abused rules. There was some discussion about purchases on the web. Purchases with special circumstances need prior approval from Judy Vroman.
12. Announcements	Mack said there are two district management changes - effective July 1, 2007, our bookstore manager will report to our Senior Dean of Student Services; and effective January 2007, our buildings and grounds manager will report to our business director. Both of these former district managers will now become campus managers. Jennifer reminded everyone of the World Aids Day tomorrow, December 1st at 9:00 a.m. to 10:00 a.m. in LA-100. December 7th is Spa Day where there will be yoga training, relaxation, aroma therapy, self affirmation training, etc. Reservations are at capacity for this event. Janis reminded everyone of the Bookstore annual holiday party on Thursday, December 7th at 3:30 to 5:00 p.m. Everything, except books, is 30% off.

	<p>James reminded everyone not to have employees bring in their home electronic devices and hook them up to the Lan system. This has occurred previously and he discovered someone had done it today. This has the potential for destroying our system and also could create security breaches with college information.</p> <p>Priscilla said this will be the first year in a long time we have had to cancel our technology conference traditionally scheduled in January where we bring 300 high school students on to campus. There is no tech prep assistant for the high volume of work involved in setting up this event as well as space constraints on campus.</p> <p>Linda will be inviting the reporter who covers our area, from the West County Times, to our campus. Mack suggested we invite that person to College Council. Linda continued her announcements informing everyone we have a new web page and are still working on it. There will be a group of staff and students convening on December 6th at 2:00 p.m. in AA-145 to work with the new web page and report on ideas to make it better. Carol Maga suggested everyone look at their department's information for accuracy.</p> <p>Carol B. announced on December 7th at 6:30 p.m., AGS will be holding their potluck and inviting the ICC Clubs.</p> <p>Mack reminded everyone of the dinner and play this week.</p> <p>John announced the basketball tournament at our campus through Saturday. Teams include DVC, LMC, Chabot, College of the Siskiyous.</p> <p>Frank mentioned the recent enrollment problems with web advisor once again. Mack announced that Mojdeh will be attending the Council of Chairs meeting next week to discuss the problems. Apparently the system was not designed to hand our volume.</p>
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Meeting adjourned at 3:40 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President