

Management Council

McKinley Williams

Notes

February 22, 2007

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2:00 p.m., LA-110

Present: Carol Barrick, Ken Blustajn, Linda Cherry, Tim Clow, James Eyestone, Donna Floyd, Frank Hernandez, Aleks Illich, Priscilla Leadon, Susan Lee, Carol Maga, Mariles Magalong, Carlos Murillo, Jennifer Ounjian, Darlene Poe, Ellen Smith, John Wade, Janis Walsh, McKinley Williams

Absent: Nick Dimitri, Alex Edwards, Viviane LaMothe, Marva Lyons

Topic	Outcome
1. Collective Bargaining	No report.
2. Reports from DGC, DMC, MSD, College Council	<p>DGC - Jennifer reported she missed the last meeting but would send out any updates as she receives them.</p> <p>DMC - Linda, Susan, Nick - Linda commended Susan Lamb for her hard work and efforts on reporting the Hay Study results and process. The deadline for appeals has been moved back to March 29th. Individuals appealing the results may elect to have someone from the district management executive board with them when they meet with their supervisor.</p> <p>MSD - Nick, Janis, Tim - Janis reported they are seeking ideas for an activity for this year. The only idea they have come up with thus far is bocci ball in Martinez. They need ideas by the end of the next week. Any suggestions may be sent to Tim as Janis will be out of town next week.</p> <p>College Council - Carlos, Ken, Carol, Mack, Mariles - Carol reported we had an update from the planning architects. The architects are assessing 13 buildings on campus as to seismic retrofit. The architects will be attending the remaining college council meetings for regular updates. College Council voted on timelines for instructional equipment monies as well as budget augmentation (\$3,000 from the Foundation) requests. There was a vote taken on the new furniture guidelines. Carol commended Raja for attending the meeting and representing the students. Raja had to leave her job in order to be at College Council as we did not have any student representation until Raja showed up.</p>
3. Voice Mails and E-Mails	James Eyestone reported there has been a problem with the voicemail system becoming overloaded due to individuals not clearing out their messages. Currently messages are held and automatically deleted after 30 days. James suggested we shorten this time. Tom Schlaich and Nick Dimitri recently went through

	<p>the list and removed those individuals mailboxes that have not received a paycheck in several months. James reminded the managers it is their responsibility to notify his department when employees come and go so his department may add or delete a phone extension and/or voicemail box. After much discussion, it was decided to resolve the overloading of the voice mailbox system with a three-fold solution: 1) send out an initial blanket reminder to everyone to clean up their voice mailboxes, 2) reduce the time to two weeks for keeping messages in a voice mailbox before they are automatically deleted, and 3) send out periodic reminders throughout the year for employees to clear out messages.</p> <p>James continued to report that the e-mail has also been overloaded and the system has been expanded. There is a new account form on the district web page under "technology" that should be initiated by managers for all new employees and should be used when an employee leaves so the tech department may delete the e-mail as well as deny access to Datatel for that employee. Discussion ensued about part-time faculty e-mail accounts. Deans will continue to inform James and his department as part-timers come and go.</p>
<p>4. Compressed Calendar</p>	<p>Donna Floyd gave a report on the compressed calendar. She distributed an executive summary and asked for manager input. We will put this on next month's agenda and hopefully address as many of the eight topics listed in the executive summary as time allows. Donna, Dick Livingston and Susan Lamb have been working on getting feedback on the compressed calendar topics as there are several pros and cons. There will be a constituency vote by May 15th on this issue. Donna said there is a discussion forum on line and she will send out the link to everyone. http://www.4cd.net/db/view_forum.asp?forumid=6. Mojdeh is the chair of the task force for the compressed calendar. Versions of a compressed calendar have been instituted at other community colleges. It has been suggested we look at a 16-week calendar for our district. A 16-week calendar would save the district approximately \$400,000. There was some discussion about how a compressed calendar would affect Datatel and registration issues. The incentive for implementing a compressed calendar is to promote growth. Mack encouraged managers to call a colleague at another community college who have implemented a compressed calendar and ask them their opinion and bring feedback to our next management council meeting.</p>
<p>5. Student Debt and Collection Process</p>	<p>Carol Maga/Frank Hernandez - Carol reported we have the issue of collecting our large student debt we have already incurred over the last few years as well as trying to keep future debt from increasing any further. DVC de-registers their students who are</p>

	<p>not able to pay and LMC has very little student debt since they require students to pay in full before classes begin or be dropped. It was suggested at the district to allow students to enroll who have incurred a \$250.00 debt and bill them once during the semester. If the debt is not paid by the end of the semester, the district would then turn the debt over to the State Franchise Tax Co Top Program who would then garner the wages from that student when they become employed. Mack reported that since this issue was turned over to Ralph Black and his response is for us "to make a reasonable effort to collect fees", we are anxious to get this issue resolved. Helen would like the resolve to be the same for all three campuses. There was some discussion about international students' debt. Since their fees are larger, their debt is larger. Right now CCC's international students are carrying a \$30,000 debt. Mack said we need to pursue payment from these students now. The issue will be discussed in Chancellor's cabinet on Tuesday, February 27, 2007.</p>
6. Summer Schedule	<p>Donna Floyd said this year we are implementing block scheduling for our summer schedule. We did have significant assistance from the deans who worked with their departments in order to make this come to fruition. Because of block scheduling, summer students will now be able to take more than one general education course. The departments are working on the second draft and we hope to have it published by early March.</p>
7. Management Governance Statement	<p>McKinley Williams distributed a proposed statement for management's role in participatory governance (Board Policy 1009). The current Board Policy 1009 only lists statements from faculty, classified and students and nothing about management. Mack asked for a sub-committee for us to come up with a statement for Contra Costa College's handbook. Linda, Carol and Jennifer agreed to work on a statement and bring a draft to next month's meeting.</p>
8. Announcements	<p>There is a basketball game with Lady Comets tomorrow night at 7:00 p.m. at CCC. We play Santa Rosa.</p> <p>Linda said they have finally scheduled the Star party for March 23rd at 6:30 p.m.. Jon Celesia will show the new telescope.</p> <p>Priscilla announced she just sent out the VATEA proposals and encouraged deans to alert their vocational faculty to apply for vocational funds.</p> <p>Frank announced that Mack has been named "Man of the Year" by the San Pablo Chamber of Commerce. There will be a dinner this Saturday evening in his honor.</p> <p>Mack encouraged everyone to read their e-mail from Sandi McCray about students and religious holidays. Instructors have to accommodate students' requests for time off for religious holidays but the requests should be made well enough in advance.</p>

	<p>Mack suggested that Council of Chairs discuss this issue. Susan announced on the 15th they had a visit from the Valley Foundation to offer a matching grant of \$50,000 for new books in the Library. We will be notified in March if we get the matching funds. Mack thanked the Friends of the Library and Janis' leadership for their support in obtaining new books for our new Library.</p> <p>Ellen announced the Drama Department is once again showing their play, "Motherland" on March 1, 2 & 3rd. The play has been reworked since last year's performance yet still focuses on immigrant women' stories. On Friday, March 2nd, Culinary is offering a dinner with the play. Reservations should be made by next Tuesday. Tickets for the dinner and play are \$25.00.</p>
<p>9. Adjourn at 5:00 p.m. to Chevy's at Hilltop for "Good-Bye" to Carol Barrick</p>	<p>Mack announced this is the last management council meeting with Carol Barrick. We will reconvene at 5:00 p.m. at Chevy's for a nice send-off to Carol. Carol has been a great asset to the college in the short time she has been with us and will be difficult to replace. She made great strides with our AGS club increasing the amount of students to 97 this year. Carol addressed the Council by saying CCC has "heart" and she will miss her CCC family.</p>

The meeting adjourned at 3:55 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President