

Management Council

McKinley Williams

Notes

April 2, 2007

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March 29, 2007

2:00 p.m., LA-110

Present: Ken Blustajn, Linda Cherry, Tim Clow, Nick Dimitri, James Eyestone, Donna Floyd, Bruce King, Aleks Illich, Viviane LaMothe, Marva Lyons, Carol Maga, Mariles Magalong, Ellen Smith, Janis Walsh, McKinley Williams

Absent: Frank Hernandez, Priscilla Leadon, Susan Lee, Carlos Murillo, Jennifer Oujian, Darlene Poe, John Wade

Topic	Person(s) Responsible
1. Collective Bargaining	There was a brief discussion for 5 minutes on where we are with negotiations.
2. Reports from DGC, DMC, MSD, College Council	DGC - No report. DMC - Nick reported there will be a meeting on April 10th to discuss the Hay Study. June there will be an election of new members for District Management Council Executive Board. MSD - Janis reported she is working with Laurie and Jason on the staff appreciation day. They are also still planning an event for managers. College Council - Mariles reported on the extended deadline for instructional equipment monies. The divisions have completed their applications. There was a discussion on the first read of the Mission Statement and Strategic Initiatives that has led to further discussions on e-mail. There was a presentation by Perkins and Will. They are scheduled to complete the facilities report by the end of the academic year (May). There will be trenching occurring over spring break by the SA and GA buildings. Mack said they met today to review options on the status of some of the buildings on campus. They will meet again on April 9th. They are working on gathering costs for retrofitting some of the buildings on campus. Accessibility is also an issue on our campus. Linda asked if we could have some of these discussions in a public forum so students are aware of our planning process, as we have received complaints from students about our lack of services on campus during our transition. James Eyestone suggested we could have a phone extension

	dedicated to explaining the construction work occurring on campus with projected completion dates. Management thought this was a good idea and asked James to follow up on it. Tim mentioned the CTC building survey was extremely favorable. No complaints.
3. Compressed Calendar - Discussion/Feedback on Executive Summary	Donna distributed the newly delivered schedules to everyone. They are now on campus. The newsletter with the course listing will be mailed out to everyone in our service area on April 2nd. Donna said the compressed calendar will be looked at in early April. Donna said the main complaint from other campuses that use a compressed calendar is finding it difficult to obtain grades from instructors in a timely manner. There are concerns about turn around time for paperwork in Admissions and Financial Aid and other areas on campus. The Library and Police Services would need to increase their staff. The 16 week semesters would allow us to offer 2 six week summer sessions and a brief winter intersession. Donna asked any feedback on these issues be sent to her and she will pass them along. The deans will be voting on this issue. Sandra Everhart sent out an e-mail about meeting next week.
4. Student Debt and Collection Process - Follow up	Mack said we will implement our policy in Spring 2008. Ken said he met with the MCHS principal, Hattie Smith, about the \$1.00 fee for MCHS students that has yet to be paid. Letters went out on March 28th. We are still working on a payment plan. Ken proposes students reimburse the college in two installments during the Spring 08 semester. Ken said Admissions and Records will begin a public campaign alerting students about paying back their student debt. Viviane said they will also begin a campaign the second week in April. Viviane said there are approximately 3,000 financial aid applications where potential students have said they were interested in Contra Costa College but did not register. They will be following up on these potential students. Viviane said Jennifer has taken over the Cash for College workshops and there was one on campus last month.
5. Management Governance Statement - Draft Proposal for CCC	Mack distributed the draft statement proposed by Linda and Jennifer. This statement will be taken to College Council.
6. Spring Break Schedule - Classified/Managers	Mack distributed spring break schedule. Any edits need to be sent to Melody.
7. Proposed Allocation Model	Mack distributed the proposed allocation model from Doug Roberts. By having the district give the colleges their monies for the their positions, it allows the colleges

	<p>more control over their budgets. This will also eliminate the special funds distributed to the colleges by the district office. The institutions that have unfilled positions will benefit the most. The plan is to try this option for two years and see how it works. Mack is going to make a case for CCC using the urban factor. The need for basic skills courses and tutoring costs us more to operate our college. There was some discussion about how we code our basic skills courses as opposed to how LMC codes their courses. We have to carefully review our coding process. The reason for this proposal is in response to the Mike Hill report from last year.</p>
8. College FTES Goal for 2007-08	<p>Mack announced we kept the same FTES from last year of 6,041. We are hoping the new development of the summer schedule will help us make our goal.</p>
9. Staff Appreciation Day	<p>Mack reminded everyone that the Staff Appreciate Day has been moved to Friday, May 4th so student government is able to participate.</p>
10. Student Health Fee	<p>Mack announced the student health fee has been delayed until Spring 2008. Since we didn't know where to put the health center, we are grateful for the delay in order to do some more planning. Donna said she received a call from Ted Weiden to find out if we placed a statement in our catalog about the student health fee. Apparently DVC has put a statement in their catalog. Ted is checking with the lawyers to see the ramifications of DVC already placing notice in their catalog.</p>
11. Equal Employment Opportunity and Diversity Advisory Committee	<p>Mack said this committee is recommended by the State Chancellor's Office. Mariles, Chau Tran (classified from Financial Aid), John Wade , Vern Cromartie, Fritz Pointer and Bernadette Green are all serving on the district committee as CCC representatives. Mack said since there is a district committee, we may not need a campus committee.</p>
12. Announcements	<p>Everyone welcomed Bruce King to his first management council meeting. Donna asked about a retirement banquet this year. Mack said we will not have one, the first time in a very long time in the college's history because all of the retirees: Mike LeFebvre, Gayle Rodriguez and Manny Gonsalves said they would not be able to attend.</p> <p>Ken announced they are hoping to eliminate some of the back up registration in the A & R Office by having student test scores inputted in Datatel prior to registration. There was some discussion about having our testing occur at the high schools with our outreach efforts in order to have the scores inputted into the computer and, therefore, facilitate</p>

	<p>a smoother registration process for new students. Ken said Jimmy Cox did a superb job at Richmond High School. All of the students in the room completed an application.</p> <p>Carol Maga announced they had a CASHEE kick off for the grant. Ellen Smith said they had 60 students who will take the CASHEE classes here at CCC. Mack said Bruce Harter and the WCCUSD board support their district awarding certificate of completions for their students who do not pass the CASHEE exam.</p> <p>Carol Maga announced the Principal's Breakfast on April 26th. Bruce Harter and Wendell Greer from WCCUSD will be in attendance. Jimmy Cox and Mercy Pono are on the program. Tim is working on performance data so we are able to give that information to them the day of the breakfast. Carol encouraged managers to mingle with the principals and counselors in attendance. Bruce Harter will be attending the CalPass meeting at DVC with Tim.</p>
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The meeting adjourned at 3:50 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President