

Management Council

McKinley Williams

Notes

May 24, 2007

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2:00 p.m., LA-110

Present: Ken Blustajn, Tim Clow, James Eyestone, Donna Floyd, Frank Hernandez, Aleks Illich, Bruce King, Viviane LaMothe, Priscilla Leadon, Susan Lee, Carol Maga, Carlos Murillo, Jennifer Ounjian, Ellen Smith, John Wade, Janis Walsh, McKinley Williams

Absent: Linda Cherry, Nick Dimitri, Marva Lyons, Mariles Magalong, Darlene Poe

Item	Outcome
1. Collective Bargaining	There was a 10-minute update from Mack on the faculty negotiations.
2. Reports from Committees - DGC, DMC, MSD, College Council	DGC - Jennifer reported they approved the district wide strategic report with some minor changes. They discussed the role of DGC and their role in shared governance in regards to the district-wide evaluation. Students will be chairing the DGC next year. The chair will be the current DVC ASU president. DMC - No report. MSD - Janis will be the CCC manager on the MSD for next year. Priscilla will replace Tim and Ken will replace Nick. Janis will also be the manager rep on the Local Planning Group at CCC. College Council - Carlos reported we had the last College Council meeting this week where the Educational Master Plan was approved with a few revisions. Carlos thanked Melody for her assistance with College Council. Faculty will chair College Council next year. September 12th is the next meeting.
3. Grand Opening for New Library and Learning Resource Center - Manager Fundraising	Janis said the Library has a grant from the Frank and Eva Buck Foundation for \$50,000.00. We will not receive the \$50,000 if we do not match it by the end of two years. We are beginning our second year. Mack suggested managers donate \$2,000 (approx. \$100 a piece) and challenge the faculty and classified to raise money to match this grant. Carlos suggested asking the retirees and alumni. Janis said Linda is already working on that. All checks should be made out to Friends of the Library - New Books Campaign. Managers agreed to Mack's suggestion and will submit their checks to Janis or Mercy by <b>September 1, 2007</b> . Mack reported Executive Staff had talked about the Open House idea in conjunction with the Library opening and decided against this. We need to

	<p>keep the Library opening separate from an Open House and use that event as a fundraiser for the Library and Learning Resources Center. The actual move into the remodeled facility will be in the beginning of August. Janis would like a gala fundraiser event, open to the community, soon after the move is completed. Janis will get back to the managers on plans for this event after meeting with Friends of the Library.</p>
<p>4. Strategic Initiatives - Stewards</p>	<p>Mack distributed the three strategic initiatives approved at the April 27, 2007 College Council meeting. Mack said we would like to the stewards committees to be inclusive of the shared governance structure; in other words, the committees should include faculty, classified, managers and students. Executive staff decided that the following committees or staff would be the stewards for the strategic initiatives:</p> <p>Strategic Initiative No. 1: Improve student learning experiences and successful educational goal completion. Stewards: Frank, Donna, Senior Deans, selected faculty and classified members and student(s)</p> <p>Strategic Initiative No. 2: Develop strategies to increase student enrollment, to improve the college's image, and to create positive public awareness about the college. Stewards: Enrollment Management Committee</p> <p>Strategic Initiative No. 3: Utilize research and data to improve college effectiveness. Stewards: Research and Planning Committee</p> <p>The chief stewards will appoint a co-chair from faculty or classified. The stewards will draft the objectives for each initiative and monitor the progress over five years to ensure we are responding to the objectives. The stewards will ultimately make a report for College Council that will be forwarded to the governing board.</p>
<p>5. All College Day</p>	<p>Mack asked the managers if they have anything they would like discussed at All College Day. We will have submitted our Educational Master Plan and Facilities Plan to the district by then. There will be a presentation by Perkins and Will on the campus facilities plan indicating the removal and replacement of buildings on campus. There will also be a presentation of the accreditation process. Walter Masuda will be working over the summer</p>

	<p>on a draft which will then be disseminated back to the departments and committees for review. Mack said we will probably have a separate "traveling road show" for the accreditation report in order to ensure that all employees are aware of the contents of the report. Mack would like to focus on retention of students this year and asked the managers how can we present this idea at All College Day. There were several ideas discussed from managers on how to focus on retention.</p> <ol style="list-style-type: none"> <li>1. We need to reinforce why we are here. Student success is our success.</li> <li>2. Bring students to All College Day to give personal testimonials on how they were helped at CCC and why they stayed.</li> <li>3. Put ourselves in the place of students.</li> <li>4. Encourage staff to "adopt" students and establish a personal relationship/mentorship.</li> <li>5. Students decide in the first 30 minutes on campus whether they want to attend here or not. Our staff and faculty are culturally sensitive and we exude a friendly spirit. Award employees with a spirit award for those that make an exceptional impression on a student.</li> <li>6. Make retention a mantra of the college as well as a goal and give in-service training to employees.</li> <li>7. Remind employees of excellent customer service and remember what it is like to be a student on "the other side of the counter."</li> <li>8. Everyone say "hello" to students everyday.</li> </ol> <p>Mack informed the managers that the Academic Senate had requested time for faculty to meet on All College Day to discuss academic and professional issues. President's Cabinet had initially declined this request but somehow the Academic Senate understood they would have some time for themselves at All College Day and have publicized this to the faculty. Mack has decided to allow the faculty a few moments on All College Day to convene to discuss their issues. This will not become a regular part of All College Day. Mack said they also had a request for an encore performance for the All Star Blues and Review. They are still trying to work this out to see if they can get together for rehearsal before August 15th.</p>
6. Meeting for next year 2007-08	The list of dates for next year's meetings was distributed.
7. Action Plans	Mack distributed a list from Mariles on the action plans received thus far and a list of those units/departments still needing to be submitted to the business office. There were a few duplication errors on the lists and some

	<p>programs that were not on the submitted list that managers said were submitted. Mack asked if the managers could follow up and remind their departments/areas to complete the annual plans and submit them to the business office.</p>
<p>8. Health Center Implications</p>	<p>Mack said the Health Center is now entirely up to our campus if we want to include one on our campus. The district is no longer insisting that all three campuses have a Health Center. If we decide to have one, it would have to be included in the plans for the new Student Activities Building where the Bookstore would be expanded, the cafeteria would be housed, Culinary Arts would move into the new SA Building, a large conference room would be included and then any room remaining would be devoted to a new Health Center. DVC has the space for their Health Center and they have decided to proceed with one. LMC has declined to proceed with their Health Center as they have a health facility close to campus. There was some discussion as to what kinds of service our students would receive, complete physical care or just acute care. We also have to consider the impact of the \$15.00 additional charge to each one of our students should we decided to move forth with this Center. Mack feels we need to survey our students again to see if this is what they truly want. The Health Center would have to pay for itself from the \$15.00 per student per semester charge. Mack will schedule a meeting with Jennifer, Frank Carol, Donna and Mariles to determine how to proceed.</p>
<p>9. Other</p>	<p>Ken announced that we will be accepting late telephone and on-line registrations for summer school students. John asked about accepting money from San Pablo Casino so they can advertise on our campus. After some discussion, the managers overwhelmingly voted to accept the money for advertising as they felt it would be hypocritical on our part not to since we train their security guards and are trying to start up a couple of program with them: electronic gaming repair and casino dealer classes. Aleks will be receiving their first Japanese exchange student this Fall.</p> <p>Frank announced we have hired Yasuko "Sue" Abe as our DSPS manager. She will begin July 1, 2007.</p> <p>Bruce announced Lot 9 will be closed as of June 4th.</p> <p>Carol said the Lot may be closed during the beginning of the Fall semester. This may be problematic. We will have police aides and the like directing students where to park the first week of summer school.</p> <p>Mack announced we will have to dig one last trench by</p>

	<p>the library. Hopefully this will be done before the summer intersession begins.</p> <p>Mack reminded the managers to turn in their vacation schedules to Melody. Mack also reminded all of the managers that graduation is tomorrow evening and all managers are encouraged to attend the ceremony.</p>
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Meeting adjourned at 3:46 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President