

Management Council

McKinley Williams

Notes

August 29, 2006

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Notes
Thursday, August 31, 2006
2:00 p.m., LA-102

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

Item	Action
1. Collective Bargaining	<p>Donna said procedures were developed for part-time preferential rehires. This means part-time faculty who have taught for seven semesters and meet specific evaluation criteria will have preferential rehire rights. Mariles will send the particulars on the part-time preferential rehire rights to all of the managers via e-mail. Salary compensation and benefits are items now being negotiated. The Board has approved restitution of our salaries from 2004-2005 but the contracts have yet to be signed. There is another negotiations meeting on Tuesday. The faculty are interested in receiving some of the 5.3 million dollars district one-time funds. This is risky since this year we are on stability and it appears as though we will be down in FTES district-wide; thus, Chancellor's Cabinet would like to hold this money until we know what our budget uncertainties will be next year. It looks as though Alameda, Berkeley City and Merritt are all up in their enrollments. Laney is down for the first time in a long time. There was some discussion about our untapped populations such as ESL students and students from Hercules, Pinole and Rodeo.</p> <p>Linda reported on the classified negotiations. They are asking to receive spring break off annually and for sabbatical leaves.</p> <p>Mack said we will have keep monitoring our productivity if we continue on a downward spiral district-wide.</p>
2. Reports - DGC, DMC, MSD, College Council	<p>DGC - Jennifer said they discussed the evaluation of shared governance. The DGC serves as the part of the district planning group. They are also looking to meeting via teleconferencing.</p> <p>DMC - Frank said we need to select three new management representatives. Linda Cherry, Susan Lee and Nick Dimitri were all sent forward to be are new representatives on DMC. They talked about the Hays report ensuring our district was using comparable districts for comparisons in salary and benefits.</p> <p>MSD - Carol said they are looking at ways to help with the accreditation report. Our representatives will be Carol Barrick,</p>

	<p>Nick Dimitri and Janis Walsh. Management Staff Development still have funds left over from last year. Apparently the faculty do not have any staff funds. Mack said President's Cabinet has recommended to continue with the morale building events throughout the academic year where we can share the management staff development funds.</p> <p>College Council - Carol Barrick will be the 2006-07 chair. Management representatives will be McKinley Williams, Carol Maga, Mariles Magalong, Ellen Smith and Carol Barrick.</p>
<p>3. Bond/Construction Updates</p>	<p>Linda Cherry said the Path of Travel should be completed by October 3rd barring no unforeseen problems. Carlos said the High Tech Center will be done by November 7 or possibly sooner. They are still working on the outside in the back and are still waiting for the lighting fixtures that were ordered three months ago. Furniture, fixtures and equipment will be moving in once the outside is done. The furniture will be moved in the building during winter break and the labs will be set up the first week we are back from winter break. Classes will begin in the Spring in the new building. Safety and security have been some concerns with the new building but it appears as though campus police is working on those issues and the building will be alarmed and secured. Carol will be meeting with the deans on the use of the empty space in the AA and LA buildings caused by the move of the CIS department and computer labs over winter break into the new High Tech Building. Carol also reported we will have two smart classrooms available (AA135 and AA143) after the move to the High Tech Center. Mack reported the Art Building retrofit may begin June 1st which means we will have to vacate the building and relocated it to the old childhood care center by buildings and grounds. Frank reported the new Student Services Building construction has begun with surveying and grading. On September 14th at 12:00 noon, the groundbreaking ceremony will take place by the bus stop side. Mack encouraged all of the managers to attend. Priscilla asked about the availability of the Cafeteria and Fireside Room once the Library is completed and Mack responded stating we will probably have to move Physics and Science into that space since their building will begin its remodeling. John Wade mentioned the space in front of the gym to be used for events but Mack said that would not be appropriate as the cost to build an overhang and make it conducive for meetings would not work. Mack will set up a meeting with Priscilla, John, Alex and Carol on using the gym for meeting and Mack will set up another meeting with Jennifer, Frank, Alex and Carol to discuss the ASU snack bar.</p>
<p>4. Validation Teams for Fall 2006 Program Review</p>	<p>Mack distributed the Program Review list around for manager/supervisors to sign up for the validations for this semester.</p> <p>Automotive Services - Nick Dimitri CIS/BOT/HPC - Priscilla Leadon College Skills Center - John Wade Culinary Arts - Donna Floyd Health & Human Services - Ellen Smith Journalism - Janis Walsh</p>

	<p>Library - Linda Cherry PE/Health Education - Frank Hernandez EOPS/CARE - Carol Barrick Buildings and Grounds - Carlos Murillo Economic Development - Aleks Illich Custodial Services - Tim Clow</p> <p>We still need managers for Art, Financial Aid and Student Life.</p>
5. Enrollment	<p>Tim reported that we are basically the same as last year at this time. LMC is currently up 100 FTES and DVC is down by 325.39. DVC is down primarily in ESL classes. Currently we have 851 active courses and at the end of the last semester we had 838. We will have to be careful with our productivity. Tim will give training in Cognos at the next management council meeting possibly in the LISC lab in the Library.</p>
6. Strategic Planning - Timeline/Community Forum Ten Year Educational Plan	<p>Mack reported that we have three major reports due this year: the Strategic Plan, Educational Plan and the accreditation self-study. We try to combine a lot of the information for all three reports. Mack, Carol, Linda, Tim and Terence will meet to come up with a process on how to proceed with our educational plan. Mack said Helen has given us \$50,000 to assist us with doing the educational plan. Carol has for any interested writers of the document to contact her.</p>
7. Purchasing Code of Ethics	<p>Mack distributed the district's Purchasing Code of Ethics. Mariles said the district adopted this form from the National Association of Educational Procurement. The district also received the excellence award in purchasing. Everyone was reminded of Number 3: To decline all personal gifts and gratuities.</p>
8. Management Disclosure Categories	<p>Mack distributed the Management Disclosure Categories and reminded all of the managers to complete their Conflict of Interest forms when they come around.</p>
9. Part-Time Faculty Hiring Preferences	<p>Discussed in Number Item 1.</p>
10. Seismic Survey	<p>Mack distributed the Seismic Survey Summary of all of our campus buildings. We have seismic issues in many of our buildings. Mack said this information will be used to develop the Education Master Plan and Facilities Plan. This report may help our campus receive additional funds. Mack will bring this report to College Council.</p>
11. Other	<p>Carlos reported on the 9th of September is the 10th anniversary of CSE. Approximately 500 invitations went out to former and current students as well as staff.</p> <p>Jennifer reported that September 18th is federally mandated constitution day. The ASU will have a live telecast from Washington D.C. in LA-100 that day. October 12th is Rock the Vote day. Several candidates from the local political races (San Pablo City Council and Richmond mayoral races) will be present as well as Assemblywoman Loni Hancock, George Miller's opponent and governing board candidates.</p> <p>Priscilla announced that VTEA is supporting four our employees to attend leadership training and they are: Terence Elliott, Carol</p>

	<p>Barrick, Barbara Williams and Hattie Smith.</p> <p>John reported we are playing LMC on Friday (football). Both men and women's soccer teams are also playing this Friday. John asked for students to help distribute college information at the high school football games who are using our facilities. Mack encouraged all managers and supervisors to attend these events.</p> <p>John also announced that Neotha Richardson was hired permanent as the athletic department's secretary.</p> <p>Liz Rosner, famous author and former English instructor here, will be on campus on September 19th at 12:30 to 2:00 p.m. in HS-101. English classes are encouraged to attend.</p> <p>New Employee Reception is September 7th at 1:30 p.m. in the ASU Recreation Room</p> <p>Carol announced the self-study training will be held on September 19th at 9:00 a.m. to 3:00 p.m. at DVC. All committee chairs and anyone else involved with our accreditation self-study should attend this training.</p>
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Meeting adjourned at 3:50 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President