

Management Council

McKinley Williams

Notes

September 28, 2006

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2:00 p.m. to 3:30 p.m.  
LA-102

Present: Carol Barrick, Linda Cherry, Tim Clow, Nick Dimitri, Alex Edwards, James Eystone, 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: Donna Floyd, Tom Sharp

<b>Item</b>	<b>Action/Discussion</b>
1. Collective Bargaining	Mack distributed copies of the CCCCD/United Faculty negotiations Joint Communication Update #15. The main topic of bargaining is now compensation. Linda Cherry said Local 1 met this week. A joint communication announcement will be forthcoming.
2. Reports DGC, DMC, MSD, College Council	DGC, Jennifer - There are two on-line surveys that need to be completed and submitted regarding their vision and mission statements. DMC Linda, Susan, Nick - No Report. MSD - Carol, Nick, Janis - Carol College Council - Carol said the FFE committee gave their report to College Council. There will be a mock office set up of sample furniture in AA-123 on Monday. There was an update on the Solar Panels. Tim gave a brief report on the environmental scan. President's Cabinet gave their recommendations on Student Behavior. Mack reported that 15 of the 30 buildings we have on campus need seismic retrofitting. We may have to tear down the Art Building as a trace fault line was discovered behind the High Tech Center. Even though that trace fault line has been inactive for thousands of years, the State will not fund us monies as they deem the Art Building unsafe. The other building that may be in jeopardy of demolition due to seismic safety issues is the ASU Building. The seismologists are working on their findings now. If repairs cost more than 50% of the demolition costs, we have to remove the building. We will have the Art Building empty by July. Jeff Kingston has suggested that any future buildings could be moved to the athletic fields as the fields are deemed seismically safe. This would mean moving the athletic fields somewhere else.
3. Managers Needed for Program Review Fall 2006 - Art, Financial Aid, Student Life and Earth Sciences Automotive Services - Nick CIS/BOT/HPC - Priscilla	Ellen Smith asked if Art' program review could be postponed for one year since Richard Akers just returned from leave and now his department has to move to the portables behind Buildings and Grounds. The request was approved. Ellen further stated that Tutoring needs to be added to the list

<p>College Skills Center - John  Culinary - Donna  Health &amp; Human Services - Ellen  Journalism - Janis  Library - Linda C.  PE/Health Ed - Frank  EOPS/CARE - Carol B.  Buildings/Grounds - Carlos  Economic Development - Aleks  Custodial - Tim</p>	<p>for Fall 2006.</p> <p>Susan Lee volunteered for Tutoring.  Alex Edwards volunteered for Earth Sciences  James Eyestone volunteered for Student Life  Jennifer Ounjian volunteered for Financial Aid</p>
<p>4. District Free Speech Policy (from Chancellor's Cabinet)</p>	<p>Mack distributed LMC and CCC Bulletin Board policies as district counsel is now looking at the freedom of speech policies as it pertains to bulletin boards. Apparently there is an issue involving a faculty member at one of our campuses wanting to post something that does not fall in the purview of the guidelines on a college bulletin board. Linda asked about the difference of companies paying for advertising on banners posted in the gym as opposed to posting their advertising for free on bulletin boards. Linda will write up her inquiry and send it to Operations Council.</p>
<p>5. District Economic Impact Study (from Chancellor's Cabinet)</p>	<p>Mack distributed an Analysis of Proposal for an Economic Impact Study of the CCCCD on Contra Costa County. The District is looking at how all of us spend our money so we have an accounting of our contributions on the economic health of our county.</p>
<p>6. District Status Report on Technology (from Chancellor's Cabinet)</p>	<p>Mack distributed Cabinet Funded Technology Initiatives Status Report as of 9/12/06 which shows how the \$225,000 was to be spent on technology. We will add a 1-800 number for registration so our students do not have to pay a toll charge. The \$225,000 is one-time funds. There was some discussion about the registration system being down from December 21 through January 2nd for conversion. We will have to put out a media blitz to faculty to remind them to turn in their grades no later than December 20th. We will also have to advertise early registration and remind prospective students they will not be able to register from December 21 through January 2nd.</p>
<p>7. Replacement for Ellen Smith on College Council</p>	<p>Carlos Murillo will replace Ellen Smith on College Council.</p>
<p>8. Standards of Scholarship (from Chancellor's Cabinet)</p>	<p>Carol distributed the Revised Curriculum and Instruction Procedure 4001 (Standards of Scholarship). This means students will not receive a WX but receive a drop on their transcripts. This will also apply for those students called out of class for military leave. Lorena Herrera is the employee who handles Veterans registration.</p>
<p>9. Human Resources Board Policies (from Chancellor's Cabinet)</p>	<p>Carol distributed the revised Human Resources Board Policies that went to CCLC for review. They were approved at the September 26 cabinet meeting. They update our non-discrimination policy and a whistleblower protection policy was added.</p>

<p>10. Basic Skills Revenue Distribution and Staff Development Funds (from Chancellor's Cabinet)</p>	<p>Carol distributed Doug Robert's proposed estimate of our basic skills revenue distribution. All campuses are now reviewing all of their courses for accuracy for basic skills inclusion. Helen has said the monies granted from the State for basic skills will be disbursed to the colleges and not stay at the district office. Mack said that approximately 23% of students are enrolled in basic skills classes. This includes ESL classes. Ellen Smith clarified how some of our ESL classes are considered pre-collegiate basic skills and some are not. Pre-collegiate basic skills courses are those courses that don't get credit towards a degree.</p>
<p>11. Adjunct Faculty Over 60% (from Chancellor's Cabinet)</p>	<p>Carol distributed the list from the district showing all adjunct faculty that over 60%. We can longer allow this practice to continue and have to promote hiring more adjunct professors. The following title changes are now effective in the hiring announcements for faculty: non-tenured faculty are called Assistant Professors; tenured faculty are called Professors and part-time faculty are called Adjunct Professors.</p>
<p>12. Renovation of Track and Field (from Chancellor's Cabinet)</p>	<p>Carol said that Helen approved the dollars for all of the track and fields to be renovated at all three campuses.</p>
<p>13. Other</p>	<p>Announcements: Jennifer announced that on October 3rd, Student Life will hold a workshop on domestic violence. This workshop will also satisfy the State sexual harassment requirement for students. There will be two guest speakers: a local psychologist that works with families and relationship violence and a</p> <p>The Rock the Vote event will be occurring on October 21st from 1:00 to 5:00 p.m. and the ASU will collaborate with the City of Richmond and a Richmond organization on this event. The event will be held in the Knox Center.</p> <p>Mariles said on October 4th from 11:00 to 12:00 noon there will be Shelter in Place drill. Carol Barrick suggested the Shelter in Place guidelines be published and posted in each classroom. Darlene will be picking up flashlights and Tom Sharp will be distributing them. Mack suggested that all managers purchase a wind up flashlight and radio from their budget.</p> <p>Priscilla announced on October 11th will be high school visitation day and she has encouraged faculty to participate. Carol Barrick announced they have 75 applications for AGS. Jennifer announced the ASU still has groups that need advisors. She will send out an e-mail listing which groups.</p> <p>Linda Cherry announced that San Pablo Foundation is holding a dinner/dance at Maple Hall to raise money for Doctor's Medical Center. Linda has an extra ticket for anyone interested in attending.</p> <p>Ellen announced the Filipino Dance Troupe performing in the Knox Center on Friday night.</p> <p>John said our soccer team will be playing this Friday.</p>

Meeting adjourned at 3:31 p.m.

Respectfully submitted,

Melody Hanson  
Senior Executive Assistant to the President