

**CONTRA COSTA COLLEGE**  
**Management Council Minutes**

**Date:** Thursday, March 22, 2018

**Time:** 2:00 – 4:30 p.m.

**Location:** Fireside Hall

**Present:** Chui L Tsang, Ken Sherwood, Mayra Padilla, George Mills, Sue Abe, Darlene Poe, Monica Rodriguez, John Wade, Catherine Frost, Brandy Howard, Nick Dimitri, James Eystone, Mariles Magalong, Kelly Schelin, Jason Berner Tish Young, Lucile (Cile) Beatty and Bruce King

Meeting called to order at 2:06pm

Topic	Discussion	Action Items
1. Review of January 25, 2018 Minutes	The minutes were reviewed and approved.	Minutes approved
2. Welcome and Introductions	Committee members introduced themselves.	None
3. Guided Pathways (standing)	<p>Kelly Schelin provided the following updates:</p> <ul style="list-style-type: none"> <li>• Provided a brief overview of guided pathways.</li> <li>• 18-month guided pathways work plan defines the college’s priorities that will be worked on from SP18-FA19. The plan draft will be sent to constituencies for feedback. Feedback comments should be sent to Kelly by the end of the day on 3/26/18.</li> <li>• Council on Access &amp; Retention Committee (CAR) has transitioned into the Pathways Steering Committee. The committee structure will be composed of a tri-chair model (classified, manager and faculty). <ul style="list-style-type: none"> <li>• The pathways support group (student services forums) is an expansion of the student services forum and the program pathways workgroup is the curriculum/faculty side. Every work group is tri-chair model (classified, manager and faculty) with exception of the program pathway workgroup. However, the group had insured that a counselor is involved to give feedback from non-instructional side.</li> <li>• The Communication Subcommittee is a redo of the Marketing &amp; Recruitment Committee. The group will communicate with students.</li> <li>• Currently discussing faculty release time.</li> </ul> </li> <li>• Recommendations from Management Council for the Pathways Steering working groups are to take into consideration accommodation needs for DSPS students and to weave equity in the process to address special groups.</li> </ul>	<p>Provide 18-month guided pathways work plan feedback to Kelly by 3/26/18</p> <p>Recommendations from Management Council for the Pathways Steering working groups are to take into consideration accommodation needs for DSPS students and to weave equity in the process to address special groups</p>

<p>4. MCEB (PERS/STERS Update)</p>	<p><b>Need clarification from Evan.</b></p> <p>Evan Decker shared information presented District Management Council by Gene Huff. Gene talked about leave roll over. DO has proposed three options:</p> <ul style="list-style-type: none"> <li>• Option 1 -Need clarification</li> <li>• Option 2 – Cash out leave</li> <li>• Option 3 - Receive an annuity, it's pay it out until leave is expensed.</li> </ul> <p>This was just an introduction to begin the conversation. However, a decision will be made by August/September. The District Management Council group discussed the cash pay out option being more valuable or using the vacation time now until it runs out.</p> <p>The committee members discussed the options shared by Evan. The committee members shared the following ideas:</p> <ul style="list-style-type: none"> <li>• Raise vacation cap</li> <li>• Form a smaller group to discuss options and get more feedback to take to District Management Council</li> <li>• Ask Gene Huff to contact individuals and provide leave totals</li> </ul>	<p>Provide recommendations to Evan or members could create a smaller group to provide feedback</p> <p>Evan will ask Gene Huff to contact individuals and provide leave totals</p>
<p>5. Equity Project Updates (standing)</p>	<p>Mayra Padilla provided the following equity project updates:</p> <ul style="list-style-type: none"> <li>• Creating job posting for Equity Coordinator position. The coordinator will be responsible for providing programs and activities to help support growth in the area of special student populations. Also, manage the social justice center.</li> <li>• Gathering classified, faculty and managers to create equity based professional development agenda. There will be a training in May to build out a timeline over the next year around equity.</li> <li>• Trauma and healing event held on 3/17/18 was a success. 100 faculty and staff attend, majority of the faculty was part-time faculty.</li> </ul>	<p>None</p>
<p>6. Facilities Update (standing)</p>	<p>Mariles Magalong shared the following facilities updates:</p> <p>AA Building Renovations:</p> <ul style="list-style-type: none"> <li>• AA building will be vacated for summer to allow construction work.</li> <li>• Room AA-137 will be split into two classrooms.</li> <li>• AA building renovation will be completed at end of SU18.</li> <li>• Nursing, EMT, Med Assisting and Custodial Services department will move to AA building by the end July.</li> <li>• HS and LA building will be vacated in late summer and prepared to be demolished.</li> </ul> <p>Campus Safety Center:</p> <ul style="list-style-type: none"> <li>• Did not receive any bids to demolish the sidewalk. The college will need to negotiate with vendors.</li> </ul>	<p>None.</p>

	<ul style="list-style-type: none"> <li>Center expected to be completed by end of FA18.</li> </ul> <p>PE/Kinesiology:</p> <ul style="list-style-type: none"> <li>Swing spaces preparation in FA18 – tennis court will accommodate all court sports, renting mobile modules to be used as locker rooms and the AA-Annex will be used for PE/Kinesiology activity classes.</li> <li>PE scheduled to move during 2018 winter break into swing spaces.</li> <li>Construction scheduled to begin SP19 and completed by FA20.</li> </ul> <p>Science Building:</p> <ul style="list-style-type: none"> <li>Architect meeting with user groups on 3/23/18.</li> </ul> <p>Buildings &amp; Grounds:</p> <ul style="list-style-type: none"> <li>Buildings &amp; Grounds will move into old Custodial portable.</li> <li>Buildings &amp; Grounds portable will be demolished and made into parking spaces</li> </ul>	
7. Budget Update (standing)	<p>Mariles Magalong shared the following budget updates:</p> <ul style="list-style-type: none"> <li>Working on the tentative budget.</li> <li>Reminder to attend the District Budget presentation on 4/11/18.</li> <li>Approved purchased of 911cellular. \$7,500 a year to provide 50 computers on campus with panic button access to keyboard and access for all to use the phone app. Preparing to get 911cellular set up by FA registration for students to use.</li> <li>Budget Committee will review budget augmentation applications in April and make recommendations at May College Council meeting.</li> </ul>	Budget Committee’s final augmentation application recommendations will be reviewed by College Council on 5/11/18
8. Other Items to Share?	<ul style="list-style-type: none"> <li>Per Mayra, sometime between May to August, district Research Department will be rolling out a data dashboard for campuses to access.</li> <li>Per Kelly, 7 students were hired at today’s FLOW hiring event.</li> <li>Staff appreciation day needs to be discussed. Previous years the event has been sometime between mid-May and first week of June.</li> <li>Per Brandy, the NCMPR awarded CCC with 3 medallions: Gold District 6 Medallion for the college website, Bronze District 6 Medallion for the student view book, and bronze national award for the student view book.</li> <li>Per Dr. Tsang, future agenda item: Enrollment and Recruitment to address 4/4 summer registration.</li> </ul>	Future discussion item: Enrollment and Recruitment to address summer registration
9. Next Meeting: April 26, 2018	Meeting adjourn at 3:50pm	

