

**Blue Ribbon Management Team**  
**Tuesday, September 3, 2013, 9:00 a.m. - 11:00 a.m.**  
**Fourth Floor Conference Room, College Center**  
**Meeting Minutes**

Present	Name	Present	Name
✓	Adrian, Lori	✓	López, Vinicio
✓	Cant, Dave	EXC	Ma, Michelle
✓	Capoccia-White, Rozanne	✓	Maharaj, Peter
✓	Colson, John	✓	McDonald, Jennifer
✓	Dahnke, Lynn	✓	Melby, Laurie
✓	De La Rosa, Jennifer	ABS	Nash, Bob
✓	French, Ann	✓	Nguyen, Christine
✓	Garvey, Judy	✓	Pienkowski, Cynthia
✓	Groot, Joycelyn	✓	Rodriguez, Vince
✓	Gutiérrez, Pedro	✓	Rothgeb, Helen
✓	Halvorson, Mary	ABS	Sanchez, Jorge
✓	Harrison, Nate	✓	Stromlund, Gary
✓	Jones, Nancy	✓	Thompson, Dave
✓	Khosravani, Mariam	✓	Wilkerson, Lois

The meeting was convened by Dr. Lori Adrian at 9:00 a.m.

**1.0 President's Report** (Lori Adrian) Introduced Kathleen Surgenor who is assisting temporarily for the President's Office and Academic Senate.

**1.1 Chancellor's Cabinet** – Enrollment Management discussion. Next meeting is Wednesday, September 4, 2013.

**1.2 District Governance Council**

Vince Rodriguez reported on the District Governance Council and mentioned that it was being determined what Union members should be on the Committee. Dr. Adrian commented that this Committee used to be known as "Chancellor's Cabinet". Ann French stated that there is a draft of the charge for the committee since there has never officially been one. All constituency groups are to review this draft and bring suggestions to the next meeting. Dr. Adrian added that the intent of this committee is to act as the participatory governance committee at the District level. Pedro Gutierrez noted that Academic Senate doesn't envision the DGC taking care of academic and Faculty issues; he will voice that at the next meeting.

**2.0 VPA Report** (Christine Nguyen)

Reported that the District has closed the books for fiscal year 12-13. The District has an estimated ending balance of \$25 mil; between the three (3) campuses is another \$12 mil. CCC's number reflects an ending balance of \$2 mil. PIEAC approved releasing \$1mil last year to fund one time college needs. PIEAC will review that expenditure list at PIEAC tomorrow.

CCC also wrapped up our audit for 12-13 and there were no noted material findings for general fund and ancillary funds. There may be some findings from Financial Aid audit, but no final report yet.

**2.1 VPI&SS Report** (Vince Rodriguez)

Referred to the Accreditation Steering Committee and reported that he is working with Gayle and the Committees to write the follow up report. Staff will be assigned to sections/recommendations that we need to work on.

Hiring – working with Senate to assign Faculty reps for hiring committees such as: (Admin Director of Institutional Effectiveness, Dean of Counseling and Dean of NBC). Will begin placing manager reps and classified reps as well.

Enrollment Update – we will be at least 100 FTES over what our target is for the semester and 8% over what the District is expecting of us. OCC and GWC enrollment is also up.

### **3.0 Veterans Success Update for Higher Ed Associations and DoD MOU & Veteran Standards Presentation** (Joycelyn Groot) (See Presentation handout)

The military department provided an overview of legislation and regulations that have a direct impact on programs and services for military and veterans in higher education. The presentation included an overview of the Department of Defense MOU for Voluntary Education, the Principles of Excellence, and the 8 Keys to Success initiative in higher education and provided recommendations for college wide initiatives for new and improved programs and services. The most immediate recommendation is to create a college committee or working group for military and veterans affairs to be chaired by the Dean of Military Programs. The working group will be charged with discussing regulations and best practices and making recommendations to College Council. It was suggested that the presentation be provided electronically to the Classified and Academic Senates.

The group noted the excellent initiatives and legislation to accommodate Veterans. Dr. Adrian asked how we could move forward. Some suggestions included the following:

- Private loans (financial aid)
- Early alert system
- Articulation agreements
- Teamwork

### **5.0 Digital Signage** (Dave Thompson)

Dave provided a Power Point Presentation for CCC's digital Signage (TVs in lobbies) at the Garden Grove and College centers. He explained the Log-in process, how to create a digital sign, set up time, and how to upload items for digital signs in the lobby areas. Permission to create signs is currently granted to Dave Thompson and Michelle Ma. We now have an easy way to create and maintain signs and are hoping to provide touch screen signs. He expounded upon why we should do our best to provide digital signage for each college campus and how this can be accomplished. The following suggestions were made for prospective signage:

- Submit Ideas
- Foundation Events
- Open Classes
- Evening Classes

A question was posed regarding connecting to web sites. Dave responded that one can go to a sign that was made by sharing the URL. Kiosk collaboration was mentioned by Joycelyn. Dave and Peter will work together on this endeavor.

### **6.0 Classified Vacation Scheduling** (Helen Rothgeb) (See handout)

Contractually, staff does not have to fill out the annual vacation plan; the vacation request form is fine. However, completing this plan is highly recommended in order to help with consistency of this practice. We continue to have issues of excess vacation and with everyone taking vacation time off during the month of June. This plan will help to resolve those problems. Helen has several recommendations to help your staff. Vacation requests are based upon a "first come, first serve" basis. However, if the same person requests vacation time on the same holiday weekend that they had the prior year, managers should look at 2<sup>nd</sup> and 3<sup>rd</sup> requests from other staff. Seniority is based on how long that staff member has been in a specific department, not the entire time employed by the District. Seniority comes into play when a staff member requests the same days off. The Senior staff member will be granted the time unless they were granted the same time off the previous year. Managers can block off time where no requests for time off can be granted.

### **7.0 One-Stop MOU Report** (Helen Rothgeb)

Dr. Adrian mentioned that this is an informational item. CFCE is working with the District to have the MOU signed for the One Stop employees who were laid off. The colleges and District worked to absorb

all qualified employees into open positions. Some of the laid off One Stop employees who were reemployed are: Martha Tran-Nguyen (CCC, A&R) Mai Le (CCC, Career Center) Khen Sayasy (OCC) The MOU stipulates that the employees are on a 39-month call list. If they apply for a position for which they are qualified, they are the first consideration to be interviewed by hiring committees. If they are deemed "qualified" at the conclusion of the interview, then they get the job and the hiring process concludes. Helen Rothgeb reported that they are waiting for final procedures from the District HR Office.

#### **8.0 Innovations 2014 Conference – March 2-5, 2014** (Lori Adrian)

This signature event will be held at the Marriott Hotel in Anaheim. CCC and GWC are committed to the Speaker Support committee. We will need volunteers from Faculty and Staff; faculty and staff are encouraged to present workshops. This is a big event that will require a great amount of manpower. She encourages everyone to submit proposals. Our proposals will get priority screening. Nancy Jones suggested that we follow a process for submitting proposals so that we can be better organized. Dr. Adrian added that collaboration is highly encouraged. She indicated that 4 hours of volunteer time would qualify the volunteer for free registration. There will be one free booth for CCCD and NOCCD as conference co-hosts.

#### **9.0 Budget Overview** (Christine Nguyen) (See Handout)

Christine provided a detailed overview of the CCCD budget and allocation model, which also included how funding is determined for Coastline, GWC, and OCC. Christine distributed the Adopted budget for 2013-14. She stated that the proposal for the budget will be presented to the Board at the meeting on Wednesday, September 4 for approval.

Dr. Adrian pointed out that it is important that everyone understands the budget.

#### **10.0 All-College Meeting** (Lori Adrian)

Everyone was reminded about the All College meeting on Friday September 6 at Newport Beach Center. She would like to have as many staff as possible to attend. If it's possible to close your office/department, then do so. Please be cognizant of staff who could not attend in the past so they may have the opportunity to attend this year. Tulsa Rib will be catering lunch. Our own leadership and CCCD leadership will be there for support.

#### **Constituency Reports**

**Academic Senate Report** (Pedro Gutierrez) Pedro welcomed everyone to attend the first senate meeting of the year. It is an open meeting.

**ASG Report** (Lois Wilkerson) ASG students met for the first time on Friday, August 30. Elections of 2 additional officers were held. They are still in need of area reps.

Cynthia Pienkowski stated that National Constitution day is 9/17. Lois reported that ASG is purchasing constitution books that will be given out on this date.

**Classified Senate Report** (Ann French) Classified Senate will have a meeting at all college to encourage staff to stay for the general session.

**CDMA - Closed Session**

**Remaining items will be deferred till the next meeting.**

IT Update

Hiring Update – Management Reps

Education Advisory Board

Update Financial Aid Status

The meeting was adjourned at 11:00 a.m.

Next Meeting Date: October 1, 2013, 9:00 a.m. - 11:00 a.m.

Meeting Summary recorded and transcribed by Kathy Surgenor and Laila Rusamiprasert.