

Managers

Helen Carr

Management Council

November 19, 2002

Management Council Agenda  
Thursday, November 21, 2002  
2:00 p.m. to 5:00 p.m., H-1

<b>Item</b>	<b>Time</b>	<b>Person(s) Responsible</b>	<b>Desired Outcome</b>
1. Collective Bargaining	2:00 p.m.	Everyone	Discussion
2. Ethics Statement	2:15 p.m.	Everyone	Final Statements
3. Phone Tree	2:30 p.m.	Helen/Mariles	Phone Tree Procedure
4. Review of Recent Campus Emergency Situation	2:45 p.m.	Mariles/Jim/Dave	Review
5. Reports <ul style="list-style-type: none"><li>• DGC</li><li>• District Management Council</li><li>• Management Staff Development</li></ul>	3:00 p.m.	DGC – Susan, Shawn DMC – Lynda, Carlos & Philip MSC- Mickey	Reports
5. Budget Status for 2002-03; 2003-2004	3:15 p.m.	Helen/Mack/Mariles	Discussion
6. Other			

Managers

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Management Council

November 25, 2002

Management Council Notes  
Thursday, November 21, 2002  
2:00 p.m. to 5:00 p.m., H-1

Present: Linda Ames, Philip Andreini, Helen Carr, Tim Clow, Phung Colvin, James Eyestone, Windy Franklin, Frank Hernandez, Gloria Gideon, Lynda Lawrence, Susan Lamb, Mariles Magalong, Mickey Mathews, Jeanette Moore, Carlos Murillo, David Olson, Jennifer Ounjian-Auque, Roseanne Packard, Tina Pitt, Darlene Poe, Jim Taylor, John Wade, Janis Walsh, Randy Watkins, McKinley Williams

Absent: Linda Cherry, Donna Floyd, Priscilla Leadon

Item	Person(s) Responsible	Outcome
1. Collective Bargaining	Everyone	Mariles shared information on the health benefits discussion being held with bargaining units in order to reduce costs.
2. Ethics Statement	Everyone	The statement was approved as re-written. It is attached.
3. Phone Tree	Helen/Mariles	A procedure was developed. The president, vice president, or business office will notify senior deans who will notify their deans. Each division will develop its own procedures for notifying faculty, staff and managers in their units. Managers verified their home phone and cell numbers which will be distributed confidentially to all managers.
4. Review of Recent Campus Emergency Situation	Mariles/Jim/Dave	A. Flashlights recently purchased need to be replaced. Each manager will let Randy know the number of flashlights needed for his/her unit, and he will place a bulk order.

<p>5. Reports</p> <ul style="list-style-type: none"> <li>• DGC</li> <li>• District Management Council</li> <li>• Management Staff Development</li> </ul>	<p>DGC – Susan, Shawn DMC – Lynda, Carlos &amp; Philip MSC- Mickey</p>	<p>DGC – Susan reported that employees can be reimbursed for work related calls made from their homes at a \$7.50 minimum. Employees will have to pay for personal calls made from district phones. Mgt. Council – Lynda shared “meet and confer” issues.</p>
<p>6. Budget Status for 2002-03; 2003-2004</p>	<p>Helen/Mack/Mariles</p>	<p>Helen shared a number of issues facing the college. The 2002-03 budget may have to be cut depending on what the governor decides. Mack and Lynda will meet with the deans to bring the Spring 2003 schedule in line with the FTES goal. College Council will look at cost saving measures for the 2003-04 year.</p>
<p>6. Other</p>		<p>The manager and support staff holiday party will be held at Mack and Gaye’s home on December 12<sup>th</sup> at 2:00 p.m. Each partygoer will bring a wrapped gift valued at \$7.50 for a gift exchange. No white elephant game will be played. Gifts will simply be exchanged. Classified staff will hold their holiday party on Friday, December 13<sup>th</sup> at 2:00 p.m. Managers are to encourage their staff to attend.</p>