

Management Council

Mariles Magalong

Notes

November 17, 2005

Management Council Notes
Thursday, November 17, 2005
3:00 p.m., LA-112

Present: Carol Barrick, Linda Cherry, Tim Clow, Nick Dimitri, James Eyestone, Frank Hernandez, Donna Floyd, Susan Lamb, Priscilla Leadon, Mariles Magalong, Darlene Poe, Tom Sharp, Janis Walsh

Absent: Iris Bradford, James Duvall, Alex Edwards, Lynda Lawrence, Jennifer Ounjian-Auque, John Wade, McKinley Williams

Mariles opened the meeting at 3:00 p.m. in Mack's absence. Mariles asked for managers to serve on the validation teams for Fall 2005. The following managers were assigned to the programs to be reviewed this semester and are listed below:

Certified Nursing Assistant - Linda Cherry
Dental Assisting - John Wade
Drama - Darlene Poe
Early Childhood Education - Lynda Lawrence
Early Learning Center - Nick Dimitri
Emergency Medical Technician - Tom Sharp
Journalism - Carol Barrick

Non Credit - James Eyestone
Real Estate - Carol Maga
LAVA Division - Priscilla Leadon
NSAS Division - Alex Edwards
CLASS Division - Mariles Magalong
Bookstore - Frank Hernandez

Topic	Discussed/Conclusion	Follow-up
1. Collective Bargaining	Local 1 settlement: 12 days returned to classified from the 18 days furloughed last year. Local 1 members will receive 5 days during spring break for the next two years and 2 days will be added to their vacation accrual. The question was asked why managers and supervisors will be working during spring break when faculty and classified will not be here. Mariles said the district office has said we have to keep the campuses open during this time. United Faculty had a debriefing yesterday. Sheila Grilli was present at the meeting. There will be two follow-up meetings.	
2. Reports, DGC, DMC, MSD, College Council	DGC - No report in Jennifer's absence. DMC - Susan said several issues were discussed. The Madden study was thrown out and RFP's went out today for a new consultant to manage a "transparent" study/process of the confidentials, supervisors and administrative analysts. The district is hoping to have a consultant selected and approved at the December Board. The DMC is also looking at Board Policy 1009 regarding shared governance as	

	<p>there is no mention of management in the policy. The initial revised drafted policy will be sent out to all managers by the end of the week. Health benefits are also being looked at. MSD - Carol sent out a detailed e-mail to all managers listing all of the upcoming workshops and training. The November date has been cancelled. The next scheduled workshop is on December 9th at 2:00 p.m. and the training will be on Recruitment, Selection and Classification training. January 6 - General Management Practices Panel and Technology Tools Training; February 24 - Evaluation Training or FRISK; March 24 - Budget Training; April 28 - Retention/Persistence Training; and May 19 - CCCC Procedures/Policies. College Council - Linda Cherry reported in Jennifer's absence. There will be no change in the college logo. The students gave a lengthy presentation on a proposed student health center. They hope to get their proposal approved at the January Governing Board. The Integrated Planning Model Through Shared Governance was approved. Mariles reported on last evening's governing board meeting. The Board approved the revision of the management procedures for receiving "comp" time for work on a holiday. There is no overtime pay anymore. The district will begin recruiting for the two vice-chancellor positions - finance and human resources. Bruce Cutler will head both committees. The board approved the district's goals and the board will have a retreat in January.</p>	
<p>3. College Culture</p>	<p>Executive staff agreed this issue should be tackled in small bites instead of trying to address the entire issue all at once. Carol said they have selected a facilitator to help with this issue. Stir Fry Seminars deals with issues of color and they possess numerous multi cultural, multi ethnic tools to help facilitate either half day or full day trainings/workshops.</p>	<p>This agenda item will be placed on the next management council agenda.</p>
<p>4. Registration Phone Assistance Schedule & Student Services Help Desk</p>	<p>Frank will distribute a schedule/sign up sheet to the managers listing dates and hours from 9:00 to 1:00 p.m., November 28th through December 16th. Managers/Supervisors who sign up will be given a "cheat" sheet to help with answering the phones in A & R. There will also be notebooks to record the</p>	<p>Managers/Supervisors will sign up on the schedule to help answer the phones in A & R from 9:00 to 1:00 p.m., November 28th through December 16th.</p>

	caller's information so unanswered questions may be researched and followed up later that day.	
5. E-Mail Distribution List (Report back from Mack on definition of "College Business" for E-mail	There was much discussion about the E-Mail procedures. Melody drafted a Death Notice Employee Notification Policy to be taken to College Council. The policy was drafted from DVC's policy and includes the procedures we currently use. It was reiterated that employees are not to use the college e-mail for their own benefit.	
6. Emergency Preparedness	<p>Mariles showed the Council a USGS Pamphlet that gives helpful information for preparing for earthquakes. These pamphlets were distributed to each constituent group. Tom Sharp said the buildings monitors will have their first meeting/training of this year on Monday, November 28th. Several questions were asked about power outages and toxic clouds. Tom responded by stating the building monitors will be trained to escort people out of buildings during a power outage and to use the shelter in place during toxic cloud emergencies. The building monitors will have radios. Tom distributed some information about helpful tips for disaster preparedness. There was much discussion about the lack of funds to help the college prepare itself for a disaster. Mariles said there is only \$2,500 allotted in the safety budget. Frank is willing to give \$2,000 from his budget (bookstore revenue) and suggested each manager give something from their budgets. Tom said there is federal (homeland security) monies he will try to access also.</p>	<p>Tom Sharp will address specific emergency preparedness topics at the Academic Senate, Classified Senate, Management Council and ASU meetings on a monthly basis as requested.</p> <p>Mariles said Mack has brought up the issue of financial need for emergency preparedness at Chancellor's Cabinet and will continue to keep this issue at the forefront.</p> <p>Tom will send out an updated Building Monitor list.</p>

Mariles adjourned the meeting at 4:50 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President