

Managers & Supervisors

McKinley Williams

Management Council

October 25, 2007

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2:00 p.m., AA-145

Present: Yasuko Abe, Linda Cherry, Tim Clow, Nick Dimitri, James Eyestone, Vicki Ferguson, Frank Hernandez, Bruce King, Viviane LaMothe, Priscilla Leadon, Carol Maga, Mariles Magalong, Carlos Murillo, Darlene Poe, Ellen Smith, John Wade, Janis Walsh, Chad

Wehrmeister, McKinley Williams

Absent: Ken Blustajn, Aleks Ilich, Susan Lee, Marva Lyons

Guest: Andrea Gonzales-Lewis, District Office

Item	Person(s) Responsible
1. Collective Bargaining	No Report.
2. Reports from Committees- DGC, DMC, MSD, College Council	DGC - No report. DMC - Carlos reported they distributed a statement regarding the Hays Study that was read at last night's governing board meeting. Mack said the classified will be next with their study. MSD - Janis reported at their meeting it was decided to have some sort retreat on the topic of "ethics." College Council - Carol reported the Council accepted the classified and student statements on shared governance. The faculty statement will be presented at the November 14th meeting. The Enrollment Management Committee added another classified with the Council's approval. The Basic Skills Committee membership and purpose is now out with constituency groups for discussion and will be brought back to the November 14th meeting. Carol continued her report that the Governor has approved funding for basic skills and ESL.
3. Staff Development Reimbursement	Andrea Gonzales-Lewis distributed information on Incentive Programs for Local 1 employees as well as Managers and Supervisors. Local 1 employees have access to tuition reimbursement for classes taken within the CCCC, the Classified Employee Enhancement Program (CEEP), and the Educational Incentive Program. Classified may spend up to \$500 during a fiscal year out of CEEP funds. Managers and Supervisors have access to Professional Development Fund and tuition reimbursement for classes taken within the CCCC. Managers and Supervisors may spend \$1,000 within a fiscal year out of the Professional Development Fund. All applications are sent to Andrea Gonzales-Lewis at the district office. There was some discussion about allowing Weight Watchers and Jenny Craig diet programs for reimbursement since the criteria for

	CEEP funds includes "fostering good health." Andrea will discuss this at the District office. Andrea encouraged everyone to use these funds and encourage their classified staff to use them as well.
4. Classified Recognition	Ellen Smith distributed the sub-committee's criteria for the recognition of excellence. After some discussion it was agreed upon that the employees awarded should at least be employed for one year (past the probationary period). The sub-committee will screen all applications from managers and bring forth their top three candidates and which point Management Council will choose the awardee. The award will be given twice a year. The sub-committee is comprised of Vicki, Viviane, Darlene and John.
5. Title V Grant Update	Linda distributed the four activities envisioned for our Title V proposal in serving our Hispanic population. The four activities are professional development, student success, outreach, and endowment. Linda said they will be hearing more information and be invited to participate along the way.
6. Strategic Initiative Plans of Actions	<p>Mack re-distributed the timeline for forming action plans for the Strategic Initiatives. We will continue to use this timeline.</p> <p>October 31 - submit draft objectives and action steps to President's Office for presentation at the November 14th College Council meeting.</p> <p>November 14 - College review draft objectives.</p> <p>November 15 to December 3 - Meet with stewards to finalize any objectives as per College Council's recommendations.</p> <p>December 12 - College Council to review final objectives and vote.</p> <p>February thru March - The stewards will continue to meet and list what the college has done to complete the objectives they listed.</p> <p>March - The stewards will submit their plans listing what we have done this year to the President's Office for preparation for the governing board report.</p> <p>April - Prepare 2007-08 Strategic Initiatives report for Governing Board submission.</p>
7. Evening Walk Through - Nov. 5th	Bruce distributed the walking groups with maps scheduled for November 5th at 5:00 p.m. Each group is to take digital photos of problem areas not lit in the evenings, look for unsafe areas with shrubs, etc.
8. ACCA Membership	Mack distributed ACCA information and encouraged managers to join the organization since it lobbies for community college administrators in Sacramento. ACCA also offers a host of benefits including insurance for any potential legal action. Mack suggested that managers may want to consider homesteading their house in case of lawsuit as well. Carol mentioned that ACCA has a week long seminar for new managers and highly recommends it to all of our new managers.

9. Student Code of Conduct	Mack distributed the Student Code of Conduct being reviewed by the district at this time. Any changes, suggestions or corrections should be sent to Frank Hernandez.
10. Around the Table	<p>Linda Cherry announced the Hall of Fame next Friday, November 5th at the Mira Vista County Club. Bob Dabney, PG&E and the 1955 Championship Baseball Team will be inducted into the Hall of Fame. There will be a Hall of Fame next year and Linda encouraged everyone to submit applications early. The Hall of Fame will probably take a hiatus in 2009 as that is the 60th anniversary of our district and the college.</p> <p>Ellen announced the dinner and show tomorrow night (Phantom of the Opera Haunted House genre in the Knox Center). Also playing Saturday and next Tuesday and Wednesday.</p> <p>Library opening ceremony will be November 30th from 2:00 to 4:00 p.m. Liz Rosner will be the guest of honor for poetry reading. There will be food, music and art exhibit.</p> <p>Linda Cherry mentioned the Hall of Fame bricks are in terrible condition after the construction of the Library. Bruce will check into it to clean them up before the November 30th ceremony.</p> <p>Darlene announced on November 1st they will have their new Facilities Assistant on duty.</p> <p>Carol mentioned the ad hoc committee on registration came up with a variety of ideas to improve registration. She distributed the notes from the October 8th meeting.</p> <p>There is a football game tomorrow at College of the Redwoods.</p>
11. Other	

Meeting adjourned at 3:15 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President