

Management Council

McKinley Williams

Notes

May 22, 2008

**Management Council
May 22, 2008
2:00 p.m., AA-145**

Present: Sue Abe, Ken Blustajn, Tim Clow, Nick Dimitri, James Eyestone, Vicki Ferguson, Donna Floyd, Frank Hernandez, Aleks Ilich, Bruce King, Viviane LaMothe, Priscilla Leadon, Susan Lee, Marva Lyons, Carol Maga, Mariles Magalong, Jennifer Ounjian, Ellen Smith, John Wade, Janis Walsh, McKinley Williams

Absent: Linda Cherry, Terence Elliott, Jose Oliveira, Darlene Poe

Item	Outcomes
1. Collective Bargaining	There was no discussion as no one had anything to report.
2. Committee Reports - DGC, DMC, MSD, College Council, Others	DGC - No report. DMC - Donna and Nick attended. Gene Huff was at the meeting to respond to inquiries to confirm or deny the rumor of not replacing retiring managers within the next four years. Gene said they are developing a plan to replace future management retirees. Most of the meeting was devoted to reviewing the administrative processes and procedures. Nick will continue to serve on DMC next year. MSD - No report. College Council - Carol reported that College Council met twice this month in order to approve the first reads proposed at the first meeting. Those items consisted of: Basic Skills Funding Proposal; Budget Augmentation Allocations; Marketing Services Procedure and Form; and Alumni Recognition for 60th Anniversary. It was decided to forward to the district office our distinguished alumni we have honored at our past 27 graduations. There was also a discussion about reinstating a college hour.
3. "Everyone" Emails	James said this issue has been resolved in Operations Council. It has been suggested to "blind copy" "Everyone at CCC" when responding to an "Everyone at CCC" email so that comments may be sent back to just the originator of the email. James will send out the tutorial link to all managers.
4. Managers' Vacation Schedules	Mack asked that all managers' vacations be sent to Melody no later than June 5th. Melody will send out the completed list on June 9th.
5. Ribbon Cutting for SSC Building	Mack distributed some of the invitations for viewing. The invitations are being sent to all retirees and local politicians. Mack encouraged all of the managers to attend this event.
6. Datatel Training	Mariles said management Datatel training is scheduled for June 3rd at 11:30 to 3:30 p.m. in LA-101. There was some discussion about clearly wanting a "hands-on" instead of lecture session. Carol will call Mojdeh to find out exactly what they are planning to offer on June 3rd. Mariles said there are several topics included in this training such as navigating Datatel; screen basics; and colleague security. Mariles continued to say that the district has put together expert teams who will be trained in their respective areas on Datatel and they will come back to the campuses to train others in their departments. Teams and

	representatives from our campus include: A & R - Shondra West and Joanne Solano; Curriculum Management and Faculty Information - Shannon Beckham; Financial Aid - Barbaran Rance, Lizette Ponthier; Student Accounts Receivables and Cash Receipts - Alma Cardenas; Human Resources and Payroll - Linda Armistead; Financials - Nick Dimitri; and Purchasing - Mariles Magalong.
7. Management Retreat	Mack distributed the list of meeting dates for next year and the date of the management retreat - August 4th.
8. District Strategic Directions	Mack distributed the district's strategic directions and 2007-08 accomplishments format. It was decided for each manager to submit their list of accomplishments that relate to the district's strategic directions to Tim by June 23rd. The entire report will be presented to the governing board at the September 24th meeting. There was some question as to how this document is validated; if there is a rubric used for evaluation.
9. CERT Training	Mariles said the CERT training is scheduled for next Tuesday, Wednesday and Thursday (May 27th, 28th, 29th) from 8:00 to 5:00 p.m. in the Fireside Room. The location has been changed because the enrollment is full - 35 participants. Employees are expected to either take vacation for the other two hours of the day or return to their regular jobs to finish the 10-hour days. Out of the 35 participants, 19 are from CCC and five of those are from our campus police. Nick, Helen Kalkstein, Susan Lee and Linda Cherry are the managers attending this training session. If anyone else is interested in participating in CERT training, Mariles will keep a waiting list for the next session. This training is geared for building monitors.
10. Around the Table	<p>Mack announced graduation is tomorrow evening at 7:00 p.m. in the gymnasium. Also, J.D. Banks memorial service will be held on Sat. May 24th at 10:00 a.m. in the gymnasium.</p> <p>James announced that due to the move of the Student Services employees next week, his department will be tied up and asked for everyone's patience. They will not be able to respond immediately to technology requests.</p> <p>Viviane brought in remaining t-shirts and caps from their financial aid workshop.</p> <p>Jennifer announced College For Kids starts June 16th. They are in need of three instructors: Culinary, Intermediate Art and Writing Instructor.</p> <p>Mack announced this is the last management meeting with Ellen Smith. Mack thanked Ellen for her diligence, attention to detail and all around hard work.</p> <p>Mack said he has been very appreciative. Donna echoed the same sentiments. Susan said she will miss her very much and will continue to call her at will. Ellen said she is able to see the bigger picture from working as a manager and will ascend to the faculty ranks supporting management. She has grown as a manager and appreciates the division dean position being full-time, as she feels this position works much better as a full-time manager. Cake and lemonade were served in honor of Ellen.</p>

Meeting was adjourned at 3:05 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President