

Managers/Supervisors

Helen Carr

Management Council Agenda

October 3, 2003

Management Council Agenda
Thursday, October 30, 2003
2:00 to 4:45 p.m., B-2

Item	Time	Person(s) Responsible	Desired Outcome
1. Collective Bargaining	2:00 p.m.	Everyone	Discussion
2. Public Outlook Calendars	2:15 p.m.	Tina Pitt	Discussion
3. Operational Budget, Instructional Equipment Funds & PFE	2:30 p.m.	Mariles Magalong	Information
4. Fees for Facilities Use	2:45 p.m.	Mariles Magalong	Information & Discussion
5. Nepotism Policy	3:00 p.m.	Mariles Magalong	Discussion
6. The "Major" Connection	3:15 p.m.	Helen Carr	Discussion
7. Mission Statement	3:30 p.m.	Jennifer Ounjian-Auque	Discussion
8. Faculty Titles	3:45 p.m.	Helen	Discussion
9. Reports DGC – Dist. Govern. Council DMC – Dist. Mgt. Council MSD – Mgt. Staff Development College Council	4:00 p.m.	DGC – Floyd, Murillo, Taylor DMC – Ames, Andreini, Moore MSD – Barric, Pitt, Wade CC - Williams	Reports
10. Adjourn to Chevy's	4:15 p.m.		

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Management Council Notes

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Present: Linda Ames, Philip Andreini, Carol Barrick, Iris Bradford, Linda Cherry, Tim Clow, James Eyestone, Donna Floyd, Gloria Gideon, Frank Hernandez, Susan Lamb, Lynda Lawrence, Priscilla Leadon, Paul Lee, Jeanette Moore, Carlos Murillo, Jennifer Oujian-Auque, Tina Pitt, Darlene Poe, Jim Taylor, John Wade, Janis Walsh, McKinley Williams

Absent: Helen Carr, Nick Dimitri, Mariles Magalong, Mickey Mathews

In Helen's absence, Mack chaired the meeting.

Item	Person(s) Responsible	Outcome
1. Collective Bargaining	Everyone	15 minute discussion
2. Public Outlook Calendars	Tina Pitt	Tina said there were some concerns about how everyone uses their Outlook calendars to set up meetings. Tina suggested that it would be easier for everyone to set up meetings using the same mechanisms on the Outlook calendar. After much discussion it was decided that James Eyestone would set up training on Outlook for everyone who is interested in attending.
3. Operational Budget, Instructional Equipment Funds & PFE	Mariles Magalong	Mack distributed the memo from John Hendrickson on the Instructional Equipment Block Grant and discussed our portion. Mack encouraged the managers to continue to closely monitor their budgets and not overspend . We cannot afford to overspend any part of our budget this year. Mack also mentioned that the district is planning for lay-offs in every segment of the workforce. This will mean management, classified and faculty reductions. Also, there will be a need

		to reorganize the colleges and district to adjust to the staffing reductions. Mariles, Helen and Mack are working on this task.
4. Fees for Facilities Use	Mariles Magalong	Mack reported that we are taking a firm stance on folks using our facilities. We can no longer afford not to have outside groups pay us for the costs of using our facilities, i.e. lights, set up, custodial, security, etc. There are very few groups who are now using our rooms for no cost. With few exceptions, all outside groups have to pay!
5. Nepotism Policy	Mariles Magalong	Mack distributed the Human Resources Procedure 1020.03 for everyone to read. He said this is a typical nepotism policy. Mack said we have to be diligent in regards to this policy and if any manager suspects someone in their area is not in compliance with the policy, the manager should contact Mariles.
6. The “Major” Connection	Helen Carr	Carlos and Lynda reported on the Marketing and Community Relations Committee. The Major Connection was an idea that was spawned from this committee where students would be able to discuss possible majors with the faculty who teach those majors and also hear from successful graduates who are employed in those fields of interest. Mack suggested that the Marketing and Community Relations Committee have a student services manager—Frank volunteered to be that manager.
7. Mission Statement	Jennifer Ounjian-Auque	The managers unanimously agreed the word “public” should be added to the community college sentence as it shall be presented at the next College Council meeting for a second reading.
8. Faculty Titles	Helen	Carlos said he has several business card

		<p>requests from instructors wanting their title to be changed to professors as passed at the district office. Business cards now cost \$72.00 per box. Carlos said he his requests on hold until they get some money. “Business Cards” have been placed on the College Council agenda.</p>
<p>9. Reports DGC – Dist. Govern. Council DMC – Dist. Mgt. Council MSD – Mgt. Staff Development College Council</p>	<p>DGC – Floyd, Murillo, Taylor DMC – Ames, Andreini, Moore MSD – Barric, Pitt, Wade CC - Williams</p>	<p>DGC – Donna reported they didn’t have a lot of student representation on the DGC. Our student showed for the first meeting but not the second. Jennifer said he had car trouble when on his way to the meeting. The Chancellor distributed a document called “partners of collaboration.” He said the document is intended to improve services, decision-making, etc. He said the document was presented in cabinet and it is not a policy. John Hendrickson gave his summation update of the budget –ten million deficit which could go up to twenty million. Jim reported there was discussion on the file destruction policy and they had a second reading. DMC – Philip distributed a memo to management council from the Chancellor regarding the new management council manual. Jeanette reported that all managers received a survey from Frank Baratta regarding retirement with the golden handshake. The district office is looking at the golden handshake. The governor vetoed the PERS golden handshake but passed the STRS one for 2 + 2. The district has an old policy which allows PERS to be equal with STRS. Jeanette also held up the new blended managers, supervisors and confidentials manual. It will be going to board for approval. Philip said that Frank Baratta encouraged those considering retirement to follow through with</p>

		<p>human resources.</p> <p>MSD – Carol reported that she has received 22 responses from the survey. The deadline is November 15th. Most were interested in the topic of maintaining motivation during difficult fiscal times. 59% were willing to give up \$100 of the \$1,500 dollars reserved for staff development from the district office.</p>
<p>10. Other</p>		<p>Donna said she had forms for anyone interested in becoming a mentor for the Puente program. There is a mentor training meeting on Monday at 6:30 in the Fireside Room.</p> <p>John said he is selling Krispy Kreme donut cards for \$10.00. When you show your card at Krispy Kreme and buy a dozen you will get a free dozen of glazed donuts.</p> <p>Mack mentioned the key situation—a lot of employees have keys that may not have been officially issued to them. This has been discussed at Operations Council. As a result of that discussion, Mack said that Paul Lee will ask each manager to poll their staff to find out which building keys they have in their possession. We need to send these lists to Lt. Lee so they can be checked against the lists they already have.</p> <p>Philip encouraged everyone to attend the Speech, Video and Drama night next Wednesday at 7:30 in the Knox Center</p> <p>Mack adjourned the meeting at 3:25 p.m.</p>

