

To: Management Council

From: Helen Carr

Subject: Notes

Date: March 3, 2004

Management Council
Thursday, February 26, 2004
2:00 p.m. to 5:00 p.m., LA-102

Present: Linda Ames, Philip Andreini, Carol Barrick, Iris Bradford, Helen Carr, Linda Cherry, Tim Clow, James Eyestone, Donna Floyd, Gloria Gideon, Frank Hernandez, Susan Lamb, Chief Dan Lawrence, Lynda Lawrence, Priscilla Leadon, Mariles Magalong, Jeannette Moore, Carlos Murillo, Jennifer Ounjian-Auque, Darlene Poe, Jim Taylor, John Wade, Janis Walsh, Randy Watkins, Mack Williams

Frank thanked Chief Dan Lawrence and Jennifer Ounjian-Auque and Carol Barrick for the brown bag today on Racial Profiling. The event was very successful and Frank emphasized this was a community issue not just an issue between students and police. Helen thanked Tim and the Research & Planning Committee for the excellent presentation at last evening's governing board meeting. The committee members that made the presentation were: Anthony Taylor, ASU Vice-President, Nick Dimitri, Donna Floyd, Saul Jones, Walter Masuda, Dolores Mendicino and Barb Ross.

Topic	Discussion	Recommendation/Action	Follow-Up
1. Collective Bargaining	There was a 10 minute discussion on collective bargaining issues. Greg Marvel is the chief negotiator for managers and Carl Doolittle is the negotiator for Local 1. The district is looking very seriously at ways to make up our 7.7 million.		Frank will send the managers' proposal to all managers electronically.
2. Fundraising Decision		Fundraising efforts will continue on campus as they have in the past.	
3. FTES Goal	The goal for 2004-05 will be 6000. It appears that the college will make the goal for this year.	We are trying to expand our summer schedule while cutting back on C contract.	

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4. Budget Update	<p>A. The college owes the district over \$700,000 for 2003-04 for overspending the C allocation. The district has approved over \$200,000 in credit toward the total leaving a balance of more than \$500,000 for repayment by the college.</p> <p>B. March 15 notices will be sent to all certificated employees; lay off notices to others will be sent later.</p> <p>C. Mariles reviewed the 2004-05 budget proposal and the budget recap list. Bumping in certificated and classified ranks was explained as well as the furlough process.</p> <p>D. Helen reiterated that all travel requests must be approved by her in advance.</p>	The \$550,000 debt will be paid from PFE funds.	Mariles said she will check with D.O. human resources to get clarity on when an employee must submit an ad leave. Helen asked Mariles to work with Randy to see what exceptions should be made for managers carrying cell phones (i.e. Jim Taylor, Police).
5. Reports from DGC, DMC, MSD, College Council	<p>DGC - Donna reported the student code of conduct passed. They included CCC's recommendations from College Council.</p> <p>DMC - Lynda reported they discussed the budget situation. Staff development funds have been allocated. The manager/supervisor manual was approved at the governing board. Whatever managers/supervisors and confidentials don't use of their vacation leave this year, it will be rolled over into their sick leave.</p> <p>MSD - Carol reported that Tina had training on how to run an effective meeting directly before management council. For the management retreat,</p>		It was suggested the manager retreat occur on April 29th as that day is already reserved for the April management council meeting.

	<p>they are trying to get Chancellor Mark Drummond. The topic will be Maintaining Motivation in Tough Economic Times. The retreat will occur around Chancellor's Drummond's schedule in March or April. John Wade is the contact person.</p> <p>College Council - Jennifer asked if there were any concerns on the key policy which will be read again at March 10th's council meeting. Also on the Council agenda is memorial benches, proposal for dean's list and priority marketing form.</p>	<p>The management recommendation is that an "exit" procedure be developed that would include turning in keys at the end of one's employment as one activity in a complete process.</p>	
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6. Other	<p>Helen addressed the retirement dinner. It was originally planned for April 30th but since the district won't be deciding on the classified golden handshake for a little while longer; the date may be changed to May. The retirees' gifts will be bought by the foundation.</p>	<p>Frank inquired to starting up a fund within the foundation exclusively for the retirement dinner.</p>	

Meeting was adjourned at 3:55 p.m.