

CDMA

Member	Role	Location
Thomas Selzer	President	OCC
Joe Poshek	Vice President	OCC
Danielle Thompson	Treasurer	District
Shannon O Conner	Secretary	District
Rosie Aquilar	1st year rep.	District
Shannon O Conner	2nd year rep.	District
To be Determined	Meet and Confer	District
Peter Maharaj	1st year rep.	Coastline
Bob Nash	2nd year rep.	Coastline
Laurie Melby	Meet and Confer	Coastline
Paul Wisner	1st year rep.	GWC
David Baird	2nd year rep.	GWC
David Hudson	Meet and Confer	GWC
Kevin Ballinger	1st year rep.	OCC
Steve Tamanaha	2nd year rep.	OCC
Joe Poshek	Meet and Confer	OCC
Martha Parham	Chancellor Rep	District
Vince Rodriguez	Past President	Coastline

Meeting Called By:
Thomas Selzer

Type of Meeting: Board
& Meet and Confer

Facilitator: Thomas
Selzer

Time Keeper: Shannon
O'Conner

Note Taker: Bob Nash

Attendees: In
attendance: Thomas,
Danielle, Shannon,
Rosie, Bob, Paul,
Kevin, Steve and
Martha

Location: District HR
Conference Room
(Room may change)

In attendance: In
attendance: Thomas,
Danielle, Shannon,
Rosie, Bob, Paul, Kevin,
Steve and Martha

Guests: James Andrews
& Andrew Dunn

Date: 01/24/2013
9:00AM – 10:30 AM

Agenda

Topic A	Presenter Name: Thomas Selzer	15 Minutes	Notes Taken? Yes, Bob
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Discussion: Reports: President, Vice President and Representatives:

Thomas: MOOCs, L. Prinsky Board President, land development + Measure M developments

Danielle/Kevin: Measure C to Measure M, projects must break ground soon to keep funds, DBAC meeting today, no details until late Feb or early March, growth vs. COLA

Kevin: Size of summer, 800 FTEs, OCC slightly under FTES, LBCC considering cancelling 17 CTE programs

Steve: Reassignment of manager to DIST wide duties, no more compensation?, maybe...must show evidence that job duties or scope has expanded, Shannon says the DIST can collect benchmark study to realign positions with comparable positions at comparable colleges

Rosie: working on accrual process for vacations, making it appealing and easy to understand, shall we change the accounting showing monthly "real" balance? Move this to next meeting for decision. Classified can request a payout instead of using excess; we encourage them to use their vacation days. Mar. 27 - Checks mailed directly from DIST, mailed before the issue date most people will receive on pay day. We're trying to reduce # of employees who pick up physical check, moving toward debit card in place of physical check, hoping folks will use direct deposit

Observers:

Resource Persons:

Other Information:

Conclusions:

Board voted to make the vacation accounting change

Action Items:

Person Responsible: Joe Poshek

Deadline:

Move this to next Meet & Confer meeting.

Topic B	Presenter Name: Thomas Selzer	10 Minutes	Notes Taken?
Discussion: Next step: Foresight Update Process: Volunteers-Dan Jones, Ron Lowenberg, Valerie Venegas			
Questions:			
Observers:		Resource Persons: tselzer	
Other Information: Ask this group to move the effort forward. Rosie knows of a couple more managers.			
Conclusions:			
Action Items:		Person Responsible:	Deadline:
Thomas will look at attendance list and have the group get those who did not attend the meeting last time to attend the next one			
Topic C	Presenter Name: Thomas Selzer	15 Minutes	Notes Taken?
Discussion: Spring or Summer Management Training? MOOCS & CDMA's role.			
Observers:		Resource Persons	
Other Information: Perhaps MOOCS could be added to list of topics for Leadership training			
Conclusions:			
Action Items:		Person Responsible:	Deadline:

Topic D

Discussion: Nomination Link & Election Link –CDMA.CCCD.EDU

Observers:

Resource Persons: Thomas Selzer

Other Information:

Should we do a newsletter? Martha needs content. Mgt updates, leadership training tips, minutes?

Does our website have an email notification function, when newsletter is updated?

Conclusions:

Action Items:

Person Responsible: REPS/TS

Deadline:

Thomas will work with Peter Maharaj to correct missing page. Thomas to send Martha content.

Topic E	Presenter Name: Thomas Selzer	45 minutes	Notes Taken?
Discussion: Spring Social- Location – Coastline’s Art Gallery – June 6- Lunch/or Reception “Wine education seminar”			
Observers:	Resource Persons: Tselzer		
Other Information: RSVP Survey Ropes, teamwork event NAC event?			
Conclusions:			
Action Items:	Person Responsible:		Deadline:
Thomas will check out site and confirm date/location/time			
Topic F	Presenter Name: Daniela Thompson	5 Minutes	Notes Taken?

Discussion: James Andrew Update – Leadership Development - Benefit discussion - miscellaneous

Observers:

Resource Persons: James Andrew

Other Information:

Analysis phase, what do we need to be done; Design phase, design the program which may or not be training; Development phase, beta test; Implementation; then evaluate, more than just smile sheets

He’s considering the team development, difficult conversations, change mgt, transition mgt

Maybe survey managers for topics – He’s asking us to do or help with the analysis phase – then maybe focus groups – identify training and how it might be delivered

He’s asking us to help all along the way. Goal: get something going soon, it’s high on the Chancellor’s list of priorities

Let’s get something in play, an actual event by end of June

Maybe identify the top 5 things we care about, and pick one for end of June

We’ll help at each phase

Incentives? We should talk about it, how do you get through day to day, what do managers want help with, how do you prepare to rise to the next level of mgt, ask managers what they want

Virtual leadership academy

As models, CCC’s Leadership Academy, CCLDI, ACCA mentor program and Admin 101 one week program

Performance technology model: where would we like to be, how would we measure that

Evaluations, difficult, overdue, lack of substantial comments

Mentorship program?

Maybe a year long theme, e.g. student success

Maybe summer or during break

Get ideas to Jim and Thomas

Please offer live web conference if you can’t be in person, or videotape it

Need to track attendance, incentives and consequences, certificate?

Conclusions:

Action Items:

Person Responsible:

Deadline:

We’ll get info to Jim. Thomas will work with him on survey.

Topic G

Presenter Name:

Thomas Selzer

10 Minutes

Notes Taken?

Discussion: Structural Deficit/Will there be concessions for next year? Restoration discussion. COLA\ vacation accrual

Observers:

Resource Persons: Thomas Selzer; Andy Dunn

Other Information:

Good news, state has resolved its structural balance, at least for now

We haven’t done that, internal operating deficit, \$3.8-4.0 MM, another million in benefits, another 800 in unfunded liabilities,

step and column, adds up to about \$6MM

Voluntary separation program, unsure as to net savings, could help

Early to mid February, we'll get targets

Governor suggesting new funding, 3.6% - COLA or growth/restoration?, BOG will decide, we'll know more after Feb 1

Chancellor would like to deal with structural deficit now

Andy's concerned about equity

We have deferred the heavy lifting for a while now.

2012/2013 Furlough days next year discussed if there was a need. Currently not advised. Added up to \$1.2 MM this year. Still on the table for next year. But they will go on through the end of this year and the current agreement will sunset.

Our fund balance near the bottom relative to other multi-college districts

New benefits restructuring plan could help solve our problem

Conclusions:

Action Items:

Person Responsible:

Deadline: