



Coast District Management Association

Lynn Dahnke, President, CDMA

Director of Marketing, Coast Learning Systems
Coastline Community College

**Meet & Confer
Information Session
Tuesday, May 22nd**

2006 – 07 CDMA Board

Vice President: Michael Duffy

Treasurer: Wanda Doty

Secretary: Judy Garvey

Immediate Past President: Melinda Nish

Campus Representatives:

Coastline - Joycelyn Groot & Christine Nguyen

District - Kim Allen & Richard Kudlik

Golden West - Anthony Maciel & Margie Buntten

Orange Coast - Kristin Clark & Daniela Thompson

E-News: Martha Parham

CDMA Treasurer

Wanda Doty (District) has served as our Treasurer for the last two years. This Board position is extremely important, and Wanda has served us well. Wanda will assist the new CDMA Treasurer with the transition.

The position requires a 2-year commitment beginning July 1, 2007.

Nominations for Treasurer are now being accepted.

Please submit all nominations to Judy Garvey, Secretary, jgarvey@coastline.edu

Please make sure that the person you nominate is willing to serve and understands the expectations. You may nominate yourself, as well. Nominees must be current CDMA Members.



CDMA Campus Representative

Each campus has two Campus Representatives (CR), and each serves a 2-year term. Members elect one CR each year.

Nominations for the July 1, 2007 – June 30, 2009 term are due tomorrow.

Please submit all nominations to your continuing CR.
(Joycelyn Groot, Kim Allen, Anthony Maciel, and Kristin Clark)

Please make sure that the person you nominate is willing to serve and understands the expectations. You may nominate yourself, as well. Nominees must be current CDMA Members.



Coast District Management Association

Vacation Carry-over

Question:

How many vacation days do managers receive annually?

Answer:

A maximum of 22 Days are accrued each year.
The accrued days are credited on June 30th.

Question:

What does “accrued” vacation mean, and how does it work?

Answer:

Accrued vacation is something you are earning in increments as time passes. The District cannot take away vacation days once they are credited to you. The District offers up to 22 accrued vacation days each year for managers.

Question:

How many vacation days may I carry-over this year? (FYE 6/30/07)

Answer:

A maximum of 44 days, including your accrued days from FYE 6/30/07.

Question:

Can a manager use “accrued” vacation days prior to the days being posted in June?

Answer:

Yes. You automatically have a minimum of 22 days of accrued vacation available on July 1st of each year, plus your carry-over balance.

If you leave the District during the year, your accrued days will be calculated and paid, or deducted, based on the date of separation.



Coast District Management Association

Quick Samples

This Year???

Question:

**How many vacation days can you
carry-over on July 1, 2007?**

Answer:

**A maximum of 44 days,
including the 22 days accrued
for FYE June 30, 2007.**

Next Year???

Question:

**How many vacation days can you
carry-over on July 1, 2008?**

Answer:

**A maximum of 22 days,
including the 22 days accrued
for FYE June 30, 2008.**

Example:

“Manager A” has 10 days of unused vacation on June 30, 2007.

How many vacation days will “Manager A” accrue for 2006-07?

“Manager A” will be credited with 22 accrued vacation days for fiscal-year 2006-07.

10 + 22 = 32 Days of Carry-over

How many vacation days does “Manager A” have available on July 1, 2007?

$$32 + 22 = \underline{54} \text{ Days}$$

(32 Days of Carry-over from FYE June 30, 2007)

(22 Days available to be accrued for FYE June 30, 2008)

How many days of vacation must be used by “Manager A” between July 1, 2007 and June 30, 2008 in order to meet the new 22-day carry-over limit?

Just 10 Days, but.....

“Manager A” would be giving up up 22 days because no accrued vacation days would be credited.

54 days were available on 7/1/07!

(32 Days of Carry-over from FYE June 30, 2007)

(22 Days available to be accrued for FYE June 30, 2008)

Available on July 1, 2007: 54 Days

“Manager A” should have used: 32 Days

July 1, 2008 Carry-over Limit: 22 Days

Example:

“Manager B” has 32 days of unused vacation on June 30, 2007.

How many vacation days will “Manager B” accrue for 2006-07?

“Manager B” will be credited with only 12 accrued vacation days for fiscal-year 2006-07.

Why will “Manager B” be credited with only 12 accrued vacation days for FYE June 30, 2007?

32 + 12 = 44 Days
unused + Accrued = Max Carry-over on 7/1/07

“Manager B” opted to not receive
10 days of vacation—2 weeks!

“Manager B” gave up 10 days this year.

What happens this next year?

How does this manager need to plan?

“Manager B” needs a vacation!

Going from 44 days to 22 days

Figuring out how many vacation days to take this
next fiscal year, July 1, 2007 – June 30, 2008

How many vacation days does
“Manager B” have available on
July 1, 2007?

44 + 22 = 66 Days

(44 Days of Carry-over from FYE June 30, 2007)

(22 Days available to be accrued for FYE June 30, 2008)

How many days of vacation must be used by “**Manager B**” between July 1, 2007 and June 30, 2008 in order to meet the new 22-day carry-over limit?

Zero is the real answer, but you would not think of this manager as a wise soul and here is why.....

The District cannot take away vacation days once they are credited to you. However, if you exceed the limit of 22 days, you temporarily stop earning accrued vacation days.

“Manager B”
would still have the same 44 days on 6/30/08.

“Manager B” would not accrue 22 additional vacation days. This manager would be “giving away” over 4 weeks of vacation during FYE June 30, 2008!

How many vacation days should “Manager B” have scheduled between July 1, 2007 and June 30, 2008?

The real answer is a minimum of 44 days
and a maximum of 66 days!

$$\begin{array}{rcl} 44 \text{ Days} & + & 22 \text{ Accrued Days} & = & 66 \text{ Days} \\ \text{Carry-over} & + & \text{07/08 Accrual} & = & \text{Available} \end{array}$$

Question:

If a manager has 16 carry-over days on July 1, 2007, how many total vacation days are available to that manager on July 1, 2007?

Answer:

38 Days!

16 days + 22 days to be accrued

Vacation Planner –

Produced by the Vice Chancellor for Human Resources, Dr. Joe Quarles, and his staff. It has been emailed to all managers.

The calendar is not designed to be “cast in stone” each July 1st. It is to be a working document which provides you and your supervisor with a visual understanding of your used and unused vacation.

Vacation Planner – Continued

All managers and supervisors should be reviewing vacation planners on a regular basis. Changes should be updated immediately.

It is important to take vacation. Vacation is a time for rejuvenation and relaxation. Healthcare costs are maintained and/or lowered when employees take vacations.

Please, take your vacation!

Personal Time Tracking Chart

This form allows us to track our time in “real time” at any given moment. It has proven to be a great tool in understanding the impact of accrued days yet to be posted.

A copy of it has been provided to all the Campus Representatives.



Coast District Management Association

Date	Description	Vacation Balance and Vacation Hours Used			Sick Leave Balance and Sick Leave Hours Used		
6/30/2007	Carry-over hours from last fiscal year			160.00	676.00		
7/1/2007	Sick Leave Automatically Added				96.00		
7/1/2007	2007-08 Opening Balances			160.00			772.00
			0.00	160.00		0.00	772.00
			0.00	160.00		0.00	772.00

The bottom of the form gives you your running totals. Just add your carry-over hours for both Vacation and Sick Leave. Then minus any time you use, and the balance will be at the bottom.



Coast District Management Association

**Comments ! Questions !
Suggestions**

What is the purpose of the Meet & Confer?

The Coast District Management Association is not a collective bargaining unit, we do not have the ability to negotiate with the District.

Therefore, Meet & Confer can only represent the District's members of management, you, through a process as implied by the name—Meet & Confer.



How are Meet & Confer Committee Members selected?

Any member of CDMA is eligible to serve.

The Vice President of CDMA automatically serves as the Chair of the Meet & Confer Committee. Additional members are approved by the CDMA Board.

A number of events have impacted the activities of Meet & Confer this year. ☺ **Banner and Accreditation** ☺

2006-07 Meet & Confer Committee

Chair: Mike Duffy, GWC

Kim Allen, District; Ardith Richey, District;
Jennifer McDonald, CCC; Christine Nguyen, CCC;
Margie Bunten, GWC; David Hudson, GWC;
Kristin Clark, OCC, Michael Mandelkern, OCC
Melinda Nish, Past President, and Lynn Dahnke, President

Responses from Survey:

- ▶ Meet & Confer reviewed all responses.
- ▶ Meet & Confer discussed the viability of each request.
- ▶ The committee voted on each request, and three items are currently the focus of Meet & Confer. These items will be presented to District officials within the next 30 days.
 - ▶ COLA on Longevity
 - ▶ Catastrophic Leave Program
 - ▶ COLA on Doctoral Stipends

Responses from Survey:

► **COLA on Longevity:** (step maximums)—Steps 9, 12, and 15 on the “D” & “G” schedules reached their maximums this year when the 6% COLA was applied. Caps placed on these steps need to be reviewed.

► **Catastrophic Leave Program:** adopting similar language to that contained in the CFCE contract for this provision.

► **COLA on Doctoral Stipends:** suggesting to have COLA enhancements on-going instead of a specific dollar amount.

* **Salary Comparisons:** Meet & Confer has found several challenges regarding salary comparisons for managers.

Challenges with Salary Comparisons

Compare duties within CCCD—are you all performing like tasks, and are you spending like time on tasks?
Have your jobs changed drastically from the position description when you were hired?

Compare CCCD position description (and actual duties) to 10 comparable Districts used by CCCD Board of Trustees—are other managers performing like tasks at their institutions? What is their pay range?

10 Comparable Districts:

Riverside

Rancho Santiago

Los Rios

Foothill-DeAnza

San Bernardino

Ventura

Grossmont

Yosemite

North Orange

CCCD

Questions for Meet & Confer



Coast District Management Association

Thank you for
attending!