



## Coast District Management Association

### **BOARD MEETING MINUTES**

Tuesday, November 14, 2006

7:30 am – District H.R. Conference Room

### **CDMA Board**

**p** Present    **a** Absent

**p** Lynn Dahnke, President  
CCC, [Ldahnke@coastline.edu](mailto:Ldahnke@coastline.edu), x16231

**p** Mike Duffy, Vice President  
GWC, [Mduffy@gwc.cccd.edu](mailto:Mduffy@gwc.cccd.edu), x58183

**p** Wanda Doty, Treasurer  
District, [Wdoty@mail.cccd.edu](mailto:Wdoty@mail.cccd.edu), x84792

**p** Melissa Moser, Secretary  
OCC, [Mmoser@occ.cccd.edu](mailto:Mmoser@occ.cccd.edu), 25509

**p** Melinda Nish, Past President  
OCC, [Mnish@occ.cccd.edu](mailto:Mnish@occ.cccd.edu), x25015

**p** Joycelyn Groot, CCC Rep.  
JGroot@coastline.edu, x16161

**p** Christine Nguyen, CCC Rep.  
CNguyen@coastline.edu, x16150

**p** Kimberly Allen, District Rep.  
KAllen@mail.cccd.edu, x84654

**p** Richard Kudlik, District Rep.  
[rkudlik@mail.cccd.edu](mailto:rkudlik@mail.cccd.edu), x84602

**p** Margie Bunten, GWC Rep.  
[Mbunten@gwc.cccd.edu](mailto:Mbunten@gwc.cccd.edu), x58315

**p** Anthony Maciel, GWC Rep.  
[Amaciel@gwc.cccd.edu](mailto:Amaciel@gwc.cccd.edu), x58983

**a** Kristin Clark, OCC Rep.  
[Kclark@occ.cccd.edu](mailto:Kclark@occ.cccd.edu), x25774

**p** Daniela Thompson, OCC Rep.  
[dthompson@occ.cccd.edu](mailto:dthompson@occ.cccd.edu), x25113

**p** Erin Curtis, Chancellor's Rep./PAC  
[Ecurtis@cccd.edu](mailto:Ecurtis@cccd.edu), x84707

**p** Martha Parham,  
e-Newsletter (Ex-Officio)  
[Mparham@cccd.edu](mailto:Mparham@cccd.edu), x84605

**Invited Guests:** **p** Donna Waldfoegel    **p** Dave Hudson    **a** Michael Mandelkern    **p** Jennifer McDonald    **a** Ardith Richey  
**p** Dr. Joe Quarles

### **Welcome & Call to Order**

Lynn Dahnke called the meeting to order at 7:35 a.m. A quorum was present.

### **Approval of the Minutes from October 17, 2007**

The minutes were approved with one change.

### **Treasurer's Report & Professional Development: Wanda Doty**

As of 10/31/06: \$8,753.56 in General Fund and \$2,166.25 in PAC

### **Meet & Confer Report & Discussion: Mike Duffy**

A survey/communication to solicit input from the membership will be sent Monday, November 27<sup>th</sup>. Input will be requested by Monday, December 11<sup>th</sup>. The also discussed the idea of hosting another information meeting in May. Mike Duffy will report progress after input is received and Meet & Confer has had the opportunity to meet and review the suggested topics of focus.

### **Fall Social: Joycelyn Groot & Committee**

Joycelyn was able to secure the Rose Center adjacent to the Le-Jao Center in Westminster. She and the committee are still working on entertainment. Richard Kudlick and other District personnel will assist with securing door prize items. Each Campus Representative was to contact their bookstore for potential donations. Evite, an online invitation resource, will be used to confirm all RSVPs.

### **Chancellor's Representative Report**

It was reported that the new and re-elected Trustees will be officially sworn in at the December meeting. Those Trustees include: Walt Howald, Mary Hornbuckle, and Jim Moreno. Jim is the newest member of the Board. Retiring Trustee Brown will be recognized at the next Board meeting. He and his wife, Helen, will be honored.

It was also reported that a contribution from the PAC Fund in the amount of \$1,000 was donated to the Hornbuckle election campaign.

### **CDMA Management Handbook**

Donna Waldfoegel will be assembling a committee to review and update the CDMA Management Handbook. Lynn Dahnke offered to serve on the committee. Donna is planning to hold the first committee meeting in December.

**Application for Longevity: Joe Quarles**

Joe presented a "final draft" of the Management Longevity Increment Application. It will be distributed and due annually to the Office of Human Resources. It was recommended that this form and an explanation be featured in a future CDMA eNewsletter.

**Manager of the Year Nominations**

Lynn introduced the idea of soliciting nomination forms from all employees/faculty within the District. It was approved to proceed with a form for approval at the next meeting.

**CDMA e-Newsletter**

The Board requested that the next eNewsletter include a recap of the vacation carry-over policy. It seems that there is still a tremendous amount of confusion. Joe offered to work with Martha to develop a complete article.

**Other Business**

None

**Adjournment – 9:25 am****Minutes Prepared by:**

Lynn Dahnke for Melissa Moser

***Next Meeting: Tuesday, December 12, 2006***