



The purpose of this organization shall be to:
 Promote the professional welfare of the membership and provide a vehicle for consultation with the District Governing Board on significant issues and promote the welfare of the District.

BOARD MEETING MINUTES
 Friday, August 24, 2007
 7:30 am – District H.R. Conference Room
CDMA Board

✓ Present ✗ Absent

Executive Board	Campus Representatives		
✓ Lynn Dahnke, President CCC, Ldahnke@coastline.edu , x1751	✓ Melinda Nish, Past President OCC, Mnish@occ.cccd.edu , x250	✗ Bill Kerwin, District Rep. bkerwin@mail.cccd.edu , x84690	✓ Madjid Niroumand, OCC Rep. mniroumand@cccd.edu , x25991
✗ Vacant, Vice President	✗ Joycelyn Groot, Coastline JGroot@coastline.edu , x16161	✓ Belen Genet, Golden West bgenet@gwc.cccd.edu , x58218	✗ Martha Parham, Chancellor's Rep. Mparham@cccd.edu , x84605
✓ Daniela Thompson, Treasurer OCC, Dthompson@occ.cccd.edu , x25113	✓ Cheryl Babler, Coastline Cbabler@coastline.edu , x16195	✗ Anthony Maciel, Golden West Amaciel@gwc.cccd.edu , x58983	
✓ Judy Garvey, Secretary CCC, Jgarvey@coastline.edu , 17518	✓ Kimberly Allen, District Rep. KAllen@mail.cccd.edu x84654	✗ Kristin Clark, OCC Rep. Kclark@occ.cccd.edu , x25774	

Invited Guests: ✓ Donna Waldfogel ✓ Dr. Joe Quarles

- Welcome, Introductions, and Call to Order –Lynn Dahnke **The meeting was called to order at 7:35 am. A quorum was present.**
- Approval of Minutes –August 14 2007–Judy Garvey **Approved**
- Goals for CDMA Board –Lynn Dahnke
- Position Description Approvals **It was agreed upon that the VP will be responsible for holding a total of 4 meetings per year. Also, second-year campus reps will automatically be a member of Meet & Confer. If the second-year rep is not able to serve, the first-year rep will serve. In addition, each campus will annually elect one Member-at-Large Representative.**
- Communications –On Campus & eNewsletter **It was reported that the next CDMA eNewsletter will be distributed in September, 2007.**
- Health Benefits & Wellness Reports **It was reported that Rob Bachman will write an article in each edition of the CDMA eNewsletter.**
- Manager of the Year –CDMA Event vs. Campus Event **It was agreed upon that this will continue to be announced each year at the CDMA event, not at Campus Events.**
- Campus Representative Activities **It was decided that VP nomination and election will be held in early September. Campus reps and Meet & Confer nominations and elections will be held in mid-to-late September.**
- Welcome Letters and Membership Renewals
- Communications with Meet & Confer
- Mentor Duties & Volunteers
- Goals for Meet & Confer – **All second-year campus reps will automatically be a member of Meet & Confer. If the second-year rep is not able to serve, the first-year rep will serve. In addition, each campus will annually elect one Member-at-Large Representative. Meetings will be held on the second Tuesday of each month from 8:30 am -9:30 am in the District HR Conference Room, immediately following the CDMA**

meeting.

It was discussed that the 5 items Meet & Confer would focus on the following:

- 1. Finalize Catastrophic Leave Policy**
 - 2. Review Evaluation Process**
 - 3. COLA Longevity**
 - 4. COLA on Doctoral Stipend**
 - 5. Financial Aid Directors Request**
- o Why does the committee exist, and does it need to continue?
 - o Establishment of 2007-08 Committee & Plan-of-Action
 - o Meetings, Timelines, and Leadership
 - Meeting Time & Location Discussion –**Lynn set the meeting time for CDMA meetings for the second Tuesday of each month from 7:30 am-8:30 am in the District HR Conference Room and Meet & Confer meetings for the second Tuesday of the month from 8:30 am -9:30 am in the District HR Conference Room, immediately following the CDMA meeting.**
 - CDMA Handbook Update –**This is almost complete, expected by October 2**
 - CDMA eNewsletter –Responsibilities, Timelines, and Articles **It was reported that the next CDMA eNewsletter will be distributed in September, 2007. Rob Bachman will submit a wellness article for each edition.**
 - Professional Development Funds & Educational Funds –**Funds are available, new forms can be found on the web site. Campus reps will try and find out why managers are not using the Educational Funds available.**
 - Coastline Campus Report –**Cheryl reported that enrollment is up into the double digits from last year; Lynn reported that there will be a Coast Learning Systems and Dallas TeleLearning workshop on courseware. Also, the Instructional Systems Development Department will have an Open House at their new building at 10200 Slater in Fountain Valley on Friday, October 19—Everyone is invited!**
 - District Campus Report –Bill & Kim
 - Golden West Campus Report –**Belen reported that the First PAC Day is scheduled for September**
 - Orange Coast Campus Report –**Melinda and Madjid reported that there are various construction projects on campus and that enrollment is up a lot.**
 - Adjournment - Next Meeting - Tuesday, September 11, 2007. **The meeting was adjourned at 8:45 am.**