

Comments from the Chancellor Update on Process Improvement Teams (PIT) *Interim Chancellor Gene Farrell*



Earlier this spring, district and college leadership teams elected to identify areas where we could improve communication and collaboration, identify challenges that we shared in common and commit to finding ways to resolve those concerns, to better serve our students and each other. This effort became known as Process Improvement, with four teams focused on an intensive review and evaluation of several operational processes common to all sites. These dedicated teams were committed to their charge and interviewed many of you for your ideas, suggestions and additional considerations. Managers, please share with me your experience of working with a PIT and if you found the entire process to be helpful. If you did not have exposure to a process improvement team, feel free to offer suggestions about other areas of the District that could use the support of a PIT. Thank you for your continued efforts to demonstrate success throughout our entire district. Each manager is extremely valuable and an integral part to the overall success of CCCD.

Being Your Voice District-wide Manager Survey

Aeron Zentner - CCC Admin Dir, Inst. Effect & Plng, Inst. Research

As means to support a more data-informed approach to defining need and creating actions for change, the CDMA board will be conducting a district-wide management satisfaction survey. The survey instrument was developed from the 2015 MIT management satisfaction survey and tailored by the CDMA board to fit the Coast Community College District (CCCD). Look for the survey in your email during the week of May 9! We look forward to your responses.

CDMA Executive Board Announces New Secretary

The CDMA Executive Board is excited to welcome Valerie Venegas! Valerie was a candidate for the position of Secretary during the Fall elections and was asked by the board to fulfill the role of Secretary for the remainder of the year. While the CDMA Executive Board is saddened to say goodbye to Derek Vergara, we wish him all of the best as he embarks on an exciting new opportunity with Fullerton College as their Dean of Student Support Services.

Executive Board Members



OFFICERS:

PRESIDENT - Rozanne Capoccia-White

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VICE PRESIDENT – Paul Wisner

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SECRETARY – Valerie Venegas

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REPRESENTATIVES:

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ORANGE COAST – Jim West ext.

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CHANCELLOR'S REP – Letitia Clark,

ext. 84605 – lclark35@cccd.edu

Welcome

New Managers

On behalf of the Coast District Management Association (CDMA) we are happy to welcome Coast Colleges' newest managers to the family. We hope that you will utilize CDMA as a resource in your new role. You can find pertinent information about CDMA on our website <http://cdma.cccd.edu/>. If there is anything we can do to support you as a new manager, please feel free to reach out to any one of the board members listed above. The managers listed to the right have started a career with Coast Colleges' within the last six months. Again, welcome.

Manager Awards and Accolades



Letitia Clark, District Director of Public Affairs, was selected #1 in the American Association of Women in Community Colleges Inaugural 40 under 40 Class.



Dana Emerson, Coastline Dean of Instruction successfully defended her dissertation titled "African American Males' Perception of Success while Attending Community College" at Oregon State University.



Alex Miranda, GWC Dean of Library Services was recognized by the League for Innovation with a John and Suanne Rouche Excellence Award for his innovative work in Math Remediation.



Madjid Niroumand was recently named Vice President of Student Services for Orange Coast College from the role of Dean, Enrollment Services, replacing Kristen Clark, President, Lemoore College.



Rachel Snell, District Internal Auditor, was featured in College & University Auditor Magazine with her published article on [Demonstrating Value to Stakeholders](#). The article can be viewed on page 9.

Welcome New Managers

Coastline Community College

Renaté Akins

Director of Human Resources

****Mary Halvorson**

Interim Dean of Instruction

Bruce Keeler

Dean, Counseling Department

Golden West College

Danielle Heinbuch

Director of Personnel Services

Candra Lundell

Director of Community Education &
Swap Meet

Orange Coast College

Tanisha Bradfield

Director of Financial Aid

**** Julia Clevenger**

College and Community Support

Lisa Knuppel

Director of CTE/Grants Department

Denise Leat

Interim Director of Personnel Services

Larry Valentine

Director of Mental Health Services

District-site

**** Crystal McCutcheon**

District Recruitment Coordinator

Dana Swart

District Controller

*Employees with ** near their name have been promoted or returned to the District for a temporary assignment.*

Save the Date

CDMA Spring Social – June 9th – 3 to 5 p.m. – Coastline Newport Center

Stay on the lookout for further details and opportunities to RSVP.

Training & Professional Development Opportunities

The Coast Community College District, in association with the Southern California Community College Districts Employment Relations Consortium, is again sponsoring a series of one-day management workshops to be presented by Liebert Cassidy Whitmore, Attorneys at Law. Please mark your calendars now for these presentations and watch for the individual workshop sign-up notices approximately 45 days prior to the event.

Training and Professional Opportunities: Dates, Times and Locations

- "Workplace Bullying: A Growing Concern"
Date: Friday, May 20, 2016
Time: 9:00 a.m. – 12:00 p.m.
Location: Mt. San Antonio CCD and Video Conference via 3CMeNow
- "Going Outside the Classified Service: Short-Term Employees, Substitutes and Professional Experts"
Date: Friday, June 3, 2016
Time: 9:00 a.m. – 12:00 p.m.
Location: North Orange County CCD and Video Conference via 3CMeNow



C O A S T D I S T R I C T
M A N A G E M E N T
A S S O C I A T I O N

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SPRING + SOCIAL
MANAGER OF THE YEAR AWARDS



CDMA
COAST DISTRICT MANAGEMENT ASSOCIATION

Vacation Carryover Rules

Monica Marin – Director of Payroll

Managers are entitled to 22 vacation days for each full year of full-time service. The maximum vacation an employee may have available shall be 44 days or 352 hours. Proportionate vacation allowance and/or accrual maximum vacation will be granted for periods of service of less than one year and/or less than full-time employment. Board Policy 7340 previously limited the maximum vacation carryover balance to 22 vacation days or 176 hours per year. On July 15, 2015 Board Policy 7340 was revised and adopted. **Effective July 1, 2015, no vacation will be earned beyond 44 days or 352 hours.** The annual vacation accrual for Managers is earned on a pro-rata basis for each month of employment, but the full 22 days will be available for use July 1 each fiscal year. Employees who are in a paid status for more than one-half the working days in the month will accrue vacation for that month. Employees that have used more than their earned vacation balance in a fiscal year will have their pay adjusted at the end of the fiscal year or upon termination of employment from the District. You are encouraged to visit the Employee Information System (EIS) website to view your leave balances. Please visit <https://employee.ocde.us/>

Manager of the Year Nominations

Due 11:59 P.M., Wed. May 4, 2016

Each year the Coast District Management Association (CDMA) honors one manager from each location within the District. Everyone (Faculty, Staff, Hourly, & Managers) is invited to submit nominations. Is there a manager that has gone “Above and Beyond the Call of Duty” to benefit you, a student, your institution, and/or the district? If so, now is your chance to recognize that manager. You may nominate any manager who meets the eligibility criteria.

Criteria: Notable achievement “Above and Beyond the Call of Duty” and has been a manager for a minimum of eighteen (18) months. Past winners are eligible to win again. Managers who have or will be retiring this fiscal year are eligible to win; however, they must have worked a minimum of six (6) months during this fiscal year. The submission of a fully completed and detailed nomination form is very important. Judging is based on the information provided in the [Nomination Form](#). Certificates are presented to all nominees along with the information provided in all sections. Group nominations carry the same weight as a nomination submitted by an individual. The number of nominations received is not a primary factor in the selection process. The quality of the nomination(s), specific examples and details, determines the award recipient. The nomination deadline is 11:59 P.M., Wednesday, May 4, 2016.

[Manager of the Year 2015-2016](#)

Professional Development Funds

Each year, the District budgets \$50,000 for management staff development activities (\$25,000 for Conference Attendance and \$25,000 for Education Advancement). Funds can be used for workshops, conference attendance, and higher education course work. The guidelines and application procedures can be found at <http://cdma.cccd.edu>. A Manager may request up to \$1,500 per fiscal year for conference attendance (\$2,000 for presenters) or \$3000 per fiscal year for education reimbursement (amount varies by degree level). 2015/2016 funds are nearly exhausted. If you plan to seek Professional Development Funds to participate in a conference or educational advancement opportunity that will occur between July 2016 and June 2017, be sure to plan ahead and apply early! Funds are often committed by January of each year. Applications must be approved by your supervisor and submitted to Daniela Thompson, District Administrative Director of Fiscal Operations, for final approval. Interested managers should download the application from the CDMA website <http://cdma.cccd.edu>



NEWSLETTER

Spring Issue: May 2016

Website: <http://cdma.cccd.edu>

Over the summer, CDMA will begin discussions about the following initiatives. Your input is needed! If you would like to be a part of the planning teams, or have specific suggestions, please contact your campus rep asap!



VOLUNTEER OPPORTUNITIES

Management Behavioral Survey Instrument & Process

Developing New CCCD managers: Mentoring & Leadership Development

WE NEED YOUR HELP

**WE NEED YOUR
INVOLVEMENT!**

**ELECTIONS
FOR THE
2016/2017
EXECUTIVE
BOARD WILL
OCCUR IN
MAY 2016.**

**- PLEASE KEEP AN EYE OUT FOR AN EMAIL
SEEKING NOMINATIONS**

Is there information you'd like to see in the next CDMA Newsletter?

Submit your comments to CDMA President Rozanne Capoccia-White:

rcapoccia@coastline.edu

NOT YET A MEMBER?

Submit Your Application Today!

[Download the Application](#)

<http://cdma.cccd.edu/wp-content/uploads/2-14/07/CDMAMembershipForm.pdf>

For More Information Visit the CDMA Website:

[Coast District Management Association](#)

<http://cdma.cccd.edu>



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