

# Coast ON-LINE

A Newsletter of the Coast District Management Association

Fall 2002

## CDMA PRESIDENT'S MESSAGE

I wish to thank all of the CDMA members who have worked for the passage of Measure C. The entire range of membership in CDMA was well represented in the planning stages for this bond initiative and by volunteers who telephoned registered voters. The CDMA Political Action Committee donated \$1,000 in support of the campaign.

These are challenging times for CDMA members. We are all dealing with budget cuts, and many of us have also faced the grim task of reducing hourly staff. I know that these budgets cuts and staff reductions have been frustrating, but it is still rewarding to look around and see what we continue to accomplish. Our mission is important, and you are all contributing to the education of our students and service to our communities. If you have talked on the telephone with voters in our district, I am confident that you still found it easy to extol our virtues.

The last few months have also been especially challenging for me in my role as president of CDMA. As an outcome of the Meet & Confer process, the CCCD Board approved a longevity program for educational administrators and classified managers. Unfortunately, because of some issues associated with the employee status of supervisors, we were not able at this time to obtain a parallel improvement of the existing longevity program for supervisory managers. The Meet & Confer Committee is currently working on the longevity issue for supervisors.

It was not surprising that this situation proved to be very divisive for our organization. This new longevity program was one of the most significant economic gains ever achieved by CDMA. Our success in the continued Meet & Confer process for supervisory managers is essential for unity.

I am optimistic that CDMA will be successful in improving both the longevity program for supervisors and the status of supervisors in our district. Prior to our discussions of longevity for managers, I was aware of the general distinction between supervisors and classified managers, but I had not encountered all of the key issues that arise out of these differences. One thing I do know is that the management duties of supervisors are essential to our district's function, and often include very significant responsibilities. In 1999, the CDMA Meet & Confer process resulted in an increase in the number of floating holidays for supervisory managers and the inclusion of supervisory managers in the Professional Development Leave program for administrators. That was a small step, but it was a response to a recognized difference between our management groups and a desire to reduce these differences.

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## CDMA PRESIDENT'S MESSAGE *continued...*

The well-run group is not a battlefield of egos.  
— Loa Tzu

Along with my position as Dean of Mathematics and Sciences at Orange Coast College, I also have responsibilities for the operation of all of the college's lecture halls. Working with me is the supervisor of large group instruction, Victoria Blackstock, who is responsible for nine lecture halls, eleven classified course assistants, and instructional support for 14,000 students each semester. This is a very significant part of the college's instructional program and its economic base. Vickie is my personal example of the contributions and importance of our supervisory managers. This same level of dedication and expertise of supervisory management is evident throughout our district.

As the current vice president of CDMA, Stacey Schwartz is now chairing the Meet & Confer Committee. She scheduled an open

meeting with supervisory managers on Tuesday, November 12, at Coastline College. At this meeting, we reviewed the process that has already taken place and discussed the most important issues related to achieving comparable longevity for supervisory managers.

As the current president of CDMA, I am dedicated to improving both the longevity program for supervisors, as well as the status of all managers in our district. I will work to bring us all together and to ensure that CDMA continues to have a substantial and meaningful role in the governance of this district.

Your continuing support is appreciated.

*Stan Johnson,  
President*

## MANAGEMENT TRAINING

A leader is someone who can take a group of people to a place they don't think they can go.  
— Bob Eaton

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 30 days prior to the event.

**January 22 & 24, 2003** *Disability Discrimination, Family and Medical Care Leave Acts, Workers' Compensation and Disability Retirement: Administering Overlapping Laws*

Date: Wednesday, January 22, 2003

Date: Friday, January 24, 2003, Live Videoconferencing Presentation

Time: 9:00 am to 4:00 pm

Host Colleges: Mt. San Jacinto CCD 1/22 and Rio Hondo CCD 1/24

**March 18 & April 15, 2003** *Embracing Diversity (to include a post Connerly discussion)*

Date: Tuesday, March 18, 2003, Live Videoconferencing Presentation

Date: Tuesday, April 15, 2003

Time: 9:00 am to 12 pm

Host Colleges: South Orange County CCD 3/18 and Glendale CCD 4/15

**March 18 & April 15, 2003** *Conflict of Interest*

Date: Tuesday, March 18, 2003, Live Videoconferencing Presentation

Date: Tuesday, April 15, 2003

Time: 1:00 pm to 4 pm

Host Colleges: South Orange County CCD 3/18 and Glendale CCD 4/15

**May 1 & 8, 2003** *Preventing and Recognizing Discrimination*

Date: Thursday, May 1, 2003, Live Videoconferencing Presentation

Date: Thursday, May 8, 2003

Time: 9 am to 4 pm

Host Colleges: Los Angeles CCD 5/1 and Rancho Santiago CCD 5/8

## BOARD OF TRUSTEES ADOPTS KEEP PROGRAM

On July 17, 2002, the Coast Community College District Board of Trustees adopted the KEEP Program for the managers of the District. This program provides vacation accruals to be paid to a third party administrator on behalf of a retiring or resigning manager. The program is an employer benefit permissible through Internal Revenue Service Code 401.

The KEEP Program – special pay program accepts, on behalf of the manager, the accumulated vacation lump sum payment in an investment account for the benefit of the employee. The employee and the KEEP Program administrator will coordinate the receipt of the vacation lump sum payout either through periodic payments over a certain period of time or a lump sum distribution after separation from the District.

The accrued vacation payout is determined by the manager. If the manager opts for a total payout, the payment is made approximately one month from the retirement or separation from the District, subject to federal and state taxes. If the manager opts for a payout over a specified period of time, the lump sum is invested for the manager and an arrangement is made through R.F. Hornaday Financial Services, Laguna Niguel, for a periodic payment schedule. Enrollment in the KEEP program will be coordinated through the District Office of Human Resources.

*Dan Casey*  
*Treasurer*



**Dan Casey**  
**Treasurer**

## ACCUMULATED VACATION LIMITATIONS SET FOR MANAGERS

At their October 2, 2002, meeting, the Coast Community College District Board of Trustees adopted a revision to Board Policy 090-2-12 – Holidays and Vacation – Management. The revision was the result of Meet & Confer between the District and CDMA. The implementation is intended to reduce a huge financial liability for the District.

Currently, managers have been permitted to accumulate vacation days without a limitation. With the adopted revision, all managers will retain and can use their current balance of accumulated vacation, but will not be permitted to accumulate any more than forty-four (44) days or 352 hours after July 31, 2003. Vacation time is posted to each employee's balance at the end of the month. For example, if a

vacation balance is forty-four or more days on July 31, 2003, no vacation will be posted. If a vacation balance drops below forty-four days in August 2003, the current months vacation will be added to the record.

The revision requires all management staff to be more responsible for using their vacation time and to file absence reports in a timely manner for accurate posting of earned vacation.

*Dan Casey*  
*Treasurer*

The humblest individual exerts some influence, either for good or evil, upon others.  
— Henry Ward Beecher

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## WELCOME NEW CDMA SITE REPRESENTATIVES



**Kristin Clark, Orange Coast College**

Kristin was hired as the Director of Admissions & Records at OCC in 1999. Her responsibilities include supervising activities in admissions, records, registration, transcript evaluations, enrollment verifications, veteran's benefits, and residency determinations. She serves as a co-chair on OCC's High Tech Committee and works on several projects involving the use of technology to improve services for faculty and students.

**Lynn Dahnke, Coastline Community College**

Lynn is currently Director of Marketing for Coast Learning Systems at CCC. Her responsibilities include overseeing all aspects of marketing and distribution of courses produced by and/or represented by Coast Learning Systems. She was hired in 1998 and enjoys working with "a fantastic group of creative and dedicated people."



**Dwayne Thompson, Golden West College**

Dwayne graduated from Long Beach State in 1995 with a Master's degree in Industrial/Organizational Psychology, and has been employed with the district since 1993. Currently, he is Supervisor of Research at Golden West College. He describes his primary responsibility in this position as providing accurate, reliable, and timely information to aid faculty, staff, students, and administrators in making informed decisions.

## NOW THEY'RE PART OF OUR TEAM!

**CDMA is pleased to welcome these new managers to the Coast District:**

Ding-Jo Currie, President, CCC

Charmaine Day, Director, Major Gifts, KOCE

Jacqueline Fretto, Director, College Support Services, OCC

Sean Rivell, Grounds Supervisor, OCC

Gary Stromlund, Security Coordinator, CCC

## PLEASE JOIN US!

The Fall 2002 CDMA breakfast at the OCC Captain's Table will be held on Friday, December 6, 7:30 - 9:30 a.m. Our featured speaker will be OCC Interim President Gene Farrell who will talk briefly about what lies ahead for the district with the successful passage of Measure C.