

# Coast ON-LINE

Summer 2003

*A Newsletter of the Coast District Management Association*



## 2003 Managers of the Year Honored at CDMA Spring Social

Southern California's reputation for perfect weather remained intact for CDMA's Spring Social on May 16. Over 100 Coast District managers enjoyed a relaxing afternoon of sunshine, renewed old acquaintances, caught up on campus news, and shared plans for the summer. Highlighting the event was recognition of this year's Managers of the Year. They are (pictured left to right) George Blanc

(Orange Coast College), Judy Garvey (Coastline Community College), Rich Pagel (District), Shirley Donnelly (Golden West College), and Roger Yoakum (KOCE). Congratulations to each of these outstanding managers!

*Judith Schaefer,  
KOCE Representative*



Chancellor Bill Vega congratulated retiring CCCD managers; Dick Marsh (OCC), George Blanc (OCC), Steve Cone (GWC), and Jim McIlwain (OCC).

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## CDMA PRESIDENT'S MESSAGE

As I finish my first year as CDMA president, I'm sure you will understand if I say that this has not been anything like the year I was expecting last spring. However, it was nice to end the academic year with just a touch of optimism. The May Revise of the state budget provided hope for some improvement in our economic situation. Increased support from the governor and the legislature indicated recognition of the important role of community colleges and the serious consequences of the proposed budget cuts. Now these leaders need to have the political will and power to maintain these gains in the current budget battles.

It was not until I left teaching at OCC and became a manager that I realized the extent of the expertise and dedication in this district. The strength of our management team is also easy to see each year at the CDMA Spring Social when we announce the Manager of the Year awards and honor our retiring members. Managing this past year did not seem to be any easier with less hiring, less purchasing, and less classes. Many tough decisions were made in the district that affected our students, our employees, and our service to the community. I could see the effect of this stress on many of our members. I urge you to take good care of yourself and provide

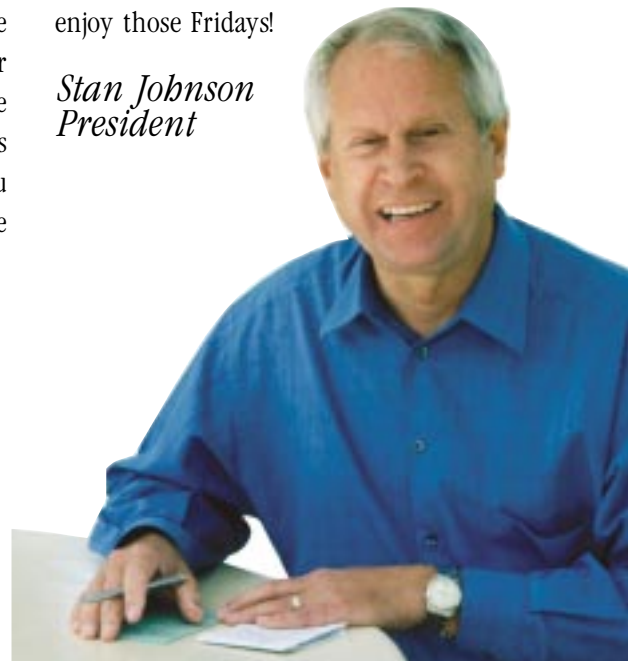
support for your colleagues. I believe that we did most of the hard work this year, and next year will involve making plans for moving forward again to better times.

In May I took some time to relax and be with my family. My daughter received her Masters in Public Policy from Berkeley (after completing a project related to community colleges), and she invited me to spend a week camping with her in Yosemite. I really needed that vacation! Hiking up to the tops of waterfalls with Lindsey was just what the doctor ordered. (I believe that most of you have heard Doctor Vega's prescription regarding the importance of time with family.)

Thank you to all of the CDMA board members for their contributions to this year's activities and events, including David Hudson for his continuing production of our newsletter.

I hope that you all have many opportunities for relaxation and vacation during the summer. And don't forget to enjoy those Fridays!

*Stan Johnson*  
*President*



I take it we are all in complete agreement on the decision here. . . . Then I propose we postpone further discussion on this matter until our next meeting to give ourselves time to develop disagreement and perhaps gain some understanding of what the decision is all about.

-- Alfred P. Sloan

### **P.S.**

Please take a look at the new CDMA website: <http://dodge.research.gwc.cccd.edu/cdma/index.htm>. Dwayne Thompson has done much of the work along with a committee that included Judith Schaefer, Michael Bare and Kristin Clark. You will find all kinds of interesting information, including an up-to-date e-mail directory with listings by site. Many of you probably have old binders with the CDMA Managers Handbook inside. Some of that information is very helpful, especially for new managers. We will be working at getting that material updated and onto the website.

# Meet & Confer Seeks Improved Longevity for Supervisors

CDMA's Meet & Confer Committee continues its quest to obtain a longevity package for supervisors that parallels the longevity package offered to other district managers.

Based on a decision at a December meeting with supervisors, Meet & Confer is planning to survey supervisors about their preferences for what they might consider "giving up" in exchange for improved longevity. However, as discussions have progressed, the committee has discovered that it first needs to address a set of issues related to federal law.

Supervisors should watch for a survey coming soon to help their Meet & Confer

representatives gather this vital information related to compliance with federal regulations. Once that information is obtained, the Meet & Confer Committee will be able to move forward in the process.



If you have specific concerns, please bring them to the attention of Stacey Hunter Schwartz, Chair of Meet & Confer, at extension 17220 or at [sschwartz@cccd.edu](mailto:sschwartz@cccd.edu).

*Stacey Hunter Schwartz  
Vice President, CDMA  
Chair, Meet & Confer*

We usually see only the things we are looking for—so much that we sometimes see them where they are not.

-- Eric Hoffer

## A Manager's Duties

Everyone knows that a manager has practically nothing to do except to decide what has to be done,

Tell somebody to do it,

Listen to the reasons why it should not or cannot be done that way,

Listen to why it should be done by somebody else and done a different way,

Follow up to see if the thing has been done,

Discover that it has not been done,

Inquire why,

Listen to excuses from the person who should have done it,

Follow up again to see if the thing has been done,

Only to discover that it has finally been done. . . incorrectly.

*Author Unknown --*

Contributed by Sally Coffey (GWC) who reports that she frequently heard this verse quoted by Dr. Venner Farley (Retired GWC Dean of Nursing, 1983-1993).

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## Management Vacation Accrual Adjusted for 2003 – 2004



**Dan Casey**  
Treasurer

In an effort to assist CCCD managers to better manage their excessive vacation balances, the District will adjust the vacation accrual process beginning in July 1, 2003. Previously, each month a manager's vacation earnings were automatically posted to individual leave balances. To assist each manager, the District will now postpone the posting of vacation earnings until June 30, 2004. By delaying the posting of vacation balances, managers will have another opportunity to reduce their excess vacation balances.

The following are examples of how the adjusted posting will affect managers.

**Manager A** - Vacation balance July 1, 2003, is 40 days. The annual vacation earned is 22 days. During 2003 - 2004 the manager uses 18 days from the accumulated balance. On June 30, 2004, the manager's balance is 22 days. Vacation earned for 2003 - 2004 (22 days) is posted. On July 1, 2004, the manager's balance is then 44 days - the maximum allowed. The next vacation posting will occur June 30, 2005.

**Manager B** - Vacation balance July 1, 2003, is 50 days. The annual vacation earned is 22 days. During 2003 - 2004 the manager uses 10 days from the accumulated balance. On June 30, 2004, the manager's balance is 40 days. Vacation earned for 2003 - 2004 is posted. The manager receives 4 days to bring the balance to 44 days - the maximum allowed. The manager loses 18 days of potential vacation earnings. The next vacation posting will occur June 30, 2005.

**Manager C** - Vacation balance July 1, 2003, is 10 days. The annual vacation earned is 22 days. During 2003 - 2004 the manager uses 18 days of vacation. On June 30, 2004, the manager's balance is -8 days. Vacation earned for 2003 - 2004 is posted. The manager receives 22 days, resulting in a balance of 14 days ( $10 - 18 = -8 + 22 = 14$ ) on July 1, 2004. The next vacation posting will occur June 30, 2005. Carrying a negative balance during any year is permissible as long as the year-end results in a positive number of days.

**Manager D** - Vacation balance July 1, 2003, is 70 days. The annual vacation earned is 22 days. During 2003 - 2004 the manager uses 0 days of vacation. On June 30, 2004, the manager's balance is 70 days. No vacation will be posted for 2003 - 2004. The manager will not lose any vacation time accumulated as of July 1, 2003, but will not earn any unless the balance is brought below 44 days by June 30, 2004.

Absence forms must be filed in a timely manner as usual. If a manager leaves the District (retirement or resignation) with a negative vacation balance, final compensation and vacation accumulation will be adjusted. Questions regarding management vacation accrual should be directed to Dan Casey at the District.

*Dan Casey*  
Treasurer

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# Health Insurance Portability and Accountability Act (HIPPA) Compliance for CCD Managers

On April 14, 2003, the federal government's Health Insurance Portability and Accountability Act of 1996 became effective. The Coast Community College District Benefits Office sent out a notice to all employees describing the law. The law's primary intent is to protect employees' private health information from becoming public information.

The District's self-insured health and welfare benefit information on employees is considered to be confidential with exceptions in the case of Worker's Compensation claims and Disability Insurance administration. Managers are now required to maintain any health information regarding individual employees as confidential and should not

discuss any known health information details. Additionally, managers are not permitted to ask employees for private health information. If an employee calls in sick, all that is required is a declaration of illness.

The District Office of Human Resources will be developing more extensive guidelines with forms. In the meantime, the general rule of thumb is that if you know an employees' private health information, consider it confidential. An employee does not have to reveal personal health information in the event of an absence.

*Dan Casey*  
*Treasurer*

The final test of a leader is that he [she] leaves behind in others the conviction and will to carry on.

-- Walter Lipman

## They're Movin' On!

We'll miss these administrators and managers who are retiring or resigning from the Coast Community College District:

### Retirements

George Blanc, Administrative Dean of Community Education (OCC)

Steve Cone, Director of Maintenance & Operations (GWC)

Fred Hokanson, Dean of Physical Education (OCC)

Dick Marsh, Dean of Social & Behavioral Science (OCC)

Jim McIlwain, Vice President of Administrative Services (OCC)

John Renley, Vice Chancellor of Human Resources (District)

### Resignations

Carol Hughes, Associate Dean of Student Health Services (GWC)

Bruce Reed, Vice President (KOCE)

Linda Stevens, Dean of Math & Sciences (GWC)



John Renley, Vice Chancellor of Human Resources (District).

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## Donald A. Ackley, 1945-2003

Friends and colleagues throughout the Coast Community College District mourn the loss this year of Donald Ackley, dean of Orange Coast College's library and media sciences. Donald died on February 15 after a long struggle with cancer. He was 58. He is survived by his wife, Claudia Jackson, who recently retired from her position as a counselor at OCC.

Donald was an effective, popular administrator at OCC—and always busy. He first came to the college in 1971 to serve as an evening librarian, becoming dean of the library in 1986. During the years he oversaw the library, Donald also served for a time as the acting dean of OCC's business division and later as acting dean of the Literature and Languages division. He was even for a short while OCC's acting Vice President of Administrative Services. Always forward-looking and a contributor, Donald also pioneered OCC's Macintosh Lab and launched the college's first web page. He oversaw the college's Friends of the Library association, served as student grievance officer for nearly a decade, and for two years was the editor of the CCCD



Management Association newsletter. Amid all these responsibilities, he also found time for numerous personal pursuits. He liked photography, wood working, and bird watching, served as editor for the local Audubon society, started a rare book collection for the library, enjoyed researching his family genealogy, and loved keeping up with current books and foreign language films.

Those of us who knew and worked closely with Donald remember him as an especially fine friend. He was someone who gave frank and wise advice, who supported his friends and colleagues, and who was always a strong supporter of students and the college. He rarely missed a campus event. It was not unusual for him to show up at a student or staff celebration dressed in a theme costume or sporting an OCC tee shirt. In these and many other ways Donald seemed always to put the college and others before himself. We'll miss him.

*Bob Dees  
Vice President of  
Instruction, OCC*