

Coast ON-LINE

www.cdmaweb.org

Fall 2005

A Newsletter of the Coast District Management Association

CDMA PRESIDENT'S MESSAGE



Greetings CDMA Members!

I hope that 2005 has been a good year for you and that fall semester is treating you well!

The CDMA Board has been busy since we last reported to you in the summer edition of *Coast On-Line*. For the first time in our immediate memory, the Board met in August. We wanted to welcome new Board members and get a head start on plans for the upcoming year. We continue to meet the second Tuesday of every month in the District's human resources conference room. Come see us in action if you have some time at 7:30 a.m. Coffee and croissants are always provided!

Allow me to welcome to the Board our new treasurer, Wanda Doty. Wanda is the accounting and budget supervisor at the District, and I would like to thank her for doing such an outstanding job! I would also like to welcome Christine Nguyen, the new representative from Coastline. Christine is the fiscal services director at CCC. In addition, please join me in welcoming our two

new representatives from District/DIS: Kim Allen and Richard Kudlik. Kim is our administrative director of fiscal affairs and Richard is our internal auditing director. Have you started to notice a trend here? These new members are well-versed fiscally, so have no fear of any monetary improprieties!

To round out these fiscal folks and help us spread the word, we also welcome Margie Bunten to the Board. Margie is the director of public relations and institutional advancement at GWC. Last, but certainly not least, we warmly welcome back to the Board, Jan Neth, director of personnel services at Orange Coast. Jan has been an ongoing member of the Meet & Confer Committee, so we greatly appreciate her expertise, as well as her continuity with the meet and confer process.

I would also like to welcome the following new CDMA members: Evelyn Bell, Doug Benoit, Jane Duncan, Margaret Quinones, John Eriksen, Sharon Hadley, Ernest Marchbank, Shannon O'Connor, Martha Parham, Louise Comer, Al Gasparian, Anthony Maciel, Mary O'Connor, Bob Davis, Doree Dunlap, Olivia Martinez, Mark Thissel, Daniela Thompson, Ed Waterman, and James West. As you can see, our membership is growing!

We have an enthusiastic committee for our annual holiday breakfast: Kim Allen, Margie Bunten, Kristin Clark and Christine Nguyen. In a break with tradition, we will have this year's social at Golden West. We are excited to be together in their newly-remodeled Student Center. The committee has planned a special event for us all, so please plan to attend. The social is scheduled for December 2, 7:30 to 9:30 a.m., and, again, the place is GWC Student Center!

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MEET & CONFER COMMITTEE UPDATE



The Meet & Confer Committee has begun meeting with the vice chancellor of human resources, Dr. Joe Quarles and the director of human resources, Donna Waldfoegel, to develop a district-wide process for tracking employee performance

appraisals. This is an important process since one of the conditions for management longevity is for the performance appraisals of immediate management and classified staff to be on file with the District's Human Resources Department.

Our committee accomplished a great deal in their first meeting. Several important issues and parameters related to the scope of an evaluation tracking process were discussed and generally agreed upon. Campus representatives familiar with the evaluation process explained their local campus process for keeping track of classified, faculty and manager evaluations. There is still much work ahead to develop the process; however, everyone is hopeful that a tracking process will be developed and agreed upon by year's end.

There have been many persons involved in the meet and confer process over the last couple of years, and we will soon be losing several of them to retirement. We wish to thank them all for their contributions and dedication on behalf of all Coast managers.

Your CDMA representatives on this year's Meet & Confer Committee are Christine Nguyen (CCC), Lynn Dahnke (CCC), Richard Hernandez (OCC), David Hudson (GWC), Stan Johnson (OCC), Carolyn Kirkpatrick, (GWC), Jan Neth (OCC), and Melinda Nish (OCC). Please join with me in thanking these managers for their service on this important committee.

If you have any specific concerns or questions, please bring them to the attention of your campus representative or to the attention of Jorge R. Sanchez at extension 25605 or at jsanchez@cccd.edu.

*Jorge R. Sanchez, Ph.D.
Vice President, CDMA
Chair, Meet & Confer*

Time pressure starts to subside when we shift to the heart to find quality of mood and ease. It's our unmanaged emotions that turn time into an opponent and make life a rat race. Managing time with the heart is the ultimate time management tool.

• Don Childre

Our dilemma is that we hate change and love it at the same time; what we really want is for things to remain the same but get better.

• Sydney J. Harris

CDMA PRESIDENT'S MESSAGE *continued...*

As a last word, please take a look at the CDMA website. The site may be found at www.cdmaweb.org. Dwayne Thompson, GWC's director of institutional research and our CDMA secretary, keeps this site up-to-date. For a quick review, visit the site regularly and click on the "What's New" link. You will find at this site the new application for professional development funds (also found using the "Staff Development" link). The District has allocated additional funds for those pursuing AA, BA, and MA degrees. The annual maximum reimbursement per manager is \$1,500. Managers wishing to attend conferences or those requesting reimbursement for doctoral expenses are still eligible for up to \$700 per year. Again, please visit

our site regularly, and should you have updates or see errors, contact Dwayne at dthompson@gwc.cccd.edu.

Many thanks for the close cooperation and participation of all the CDMA Board members, our vice chancellors, C.M. Brahmhatt and Dr. Joe Quarles, and our administrative director of human resources, Donna Waldfoegel. We are working hard to represent you all and are eager to help make our District one of the greatest places to work. Happy holidays, and we'll see you December 2!

*Melinda Nish,
President*

WELCOME NEW CDMA SITE REPRESENTATIVES

Kim Allen, District Office/DIS

Kim is the administrative director of fiscal affairs at the District, responsible for accounting, budget, payroll, and purchasing. Kim began her career at Orange Coast in 2000 where she managed the implementation of the financial software. Kim is an active member of the California Association of School Business Officials (CASBO). She is currently serving as co-chair of the regional community college group and chair of the CASBO Community College Research and Development (R&D) Committee. As an R&D chair, Kim also serves on CASBO's Statewide Council on Professional Development.



Prior to relocating to Southern California, Kim worked at Merced College for 12 years. She began as an accounting technician and worked her way up to the director of fiscal services where she managed the accounting and payroll departments. A native of Hawaii, Kim received her bachelor's degree in accounting from the University of Utah. She currently lives in Irvine where she is very active with her two daughters.

Many persons have a wrong idea of what constitutes true happiness. It is not attained through self-gratification but through fidelity to a worthy purpose.

• Helen Keller



Margie Bunten, Golden West College

Margie is the director of public relations and institutional advancement at Golden West College. Supported directly by the president of the college, Margie oversees the operation of public relations and the foundation, which includes the college's scholarship program and special events. Margie has been with Golden West for twelve years and has been in her present position since October 1998. She is the past president of the statewide Network of California Community College Foundations, and she is on the board of the American Association for Women in Community Colleges.

A California native, Margie is a graduate of Chapman University and has a certificate in fund raising from the University of California, Irvine. Margie has lived with her husband in Huntington Beach for the past 30 years. They have two sons: Dave, a physician in Huntington Beach and Tom a marketing professional in Newport Beach.

Each one has to find his peace from within. And peace to be real must be unaffected by outside circumstances.

• Mahatma Gandhi

Richard Kudlik, District Office/DIS

Richard has been the director of internal audit services at the District since February 2005 and has recently completed his first semester teaching at OCC. A licensed certified public accountant, Richard earned his bachelor's degree in economics with a minor in management from the University of California, Irvine, and his master's degree in accounting from the University of Southern California. Upon earning his graduate degree, Richard worked as an auditor with Arthur Andersen, LLP in Irvine. Most recently, Richard was employed with a large commercial real estate management company in Newport Beach. In his short time with the District, Richard has provided training to managers, has become a board member for the Community College Internal Auditors, and has provided quarterly reports to the Board of Trustees on audit issues.



Christine Nguyen, Coastline Community College

Christine has been with the District since 1991 and has served as the fiscal services director for Coastline since 2000. Her responsibilities include providing guidance to college administrative and management staff on all phases of budget development and preparation for both general fund and auxiliary/ancillary operations. She is also responsible for monitoring and controlling the flow of funds, ensuring that they are expended appropriately and are in compliance with funding and reporting requirements, district policy, and standard accounting procedures. Christine earned her bachelor's degree in accounting from California State University, Long Beach, and is currently working on her MBA at the University of Phoenix. Christine lives in

Fountain Valley with her husband and two daughters, Megan and Ashley.

MARK YOUR CALENDAR

This year's holiday breakfast will be held at the newly-remodeled GWC Student Center on Friday, December 2, 7:30-9:30 a.m. Please contact your CDMA site representative to confirm your reservation for this fun event!

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OBTAINING FUNDS FOR YOUR EDUCATION NEEDS



We're off to a great start in promoting education advancement! Additional funds have been made available to support managers who wish to pursue a college or university degree. Reflecting a shared commitment to support managers in efforts for professional

growth, CDMA reached an agreement with District administration resulting in an additional \$25,000 for professional development. Specifically, these funds have been earmarked to encourage the pursuit of associate, bachelor, and master degrees.

To be eligible for these funds, a manager needs to be a full-time employee of the District and must have completed six months of service. Clarity about the goal and applicability and value to the District is another requirement.

The approval process begins with an application. The form is available on the CDMA website, www.cdmaweb.org. Funds will be allocated on a first-come, first-served basis (a maximum annual award of \$1,500 per manager).

So, if you would like to work on a college degree, simply complete the one-page application, meet with your supervisor for approval, and forward your signed application to the CDMA representative at your site for approval. Once

those approvals are obtained, you will forward the form to me for final authorization (based largely on availability of funds).

When the initial approval process is complete, your application, with the required signatures, will be returned to you so that you have notice of approval and the budget number to be used for your reimbursement. To receive your reimbursement, please take the following steps:

1. Obtain CCCD Board of Trustees approval (prior to taking the course),
2. Obtain a college receipt and verification of course completion and grade,
3. Complete a direct pay request form – available through each site business office,
4. Mail the completed direct pay form, the Board item and approval date, your receipt, and verification of course completion to my office for final processing.

A more explicit set of guidelines for obtaining professional development funds will soon be found on the CDMA website. It is the hope of CDMA that you will take advantage of this opportunity to gain financial support for your career and education goals.

If you need clarification or more information, please do not hesitate to contact me at extension 84708. It is my pleasure and privilege to lend support.

Donna M. Waldfogel
Director of Human Resources

OUR WELCOME MAT IS OUT FOR THESE NEW MANAGERS!

Since Summer 2005:

- Robert Davis, Director, Computer Services—OCC
- Doree Dunlap, Director, Arts Pavilion—OCC
- Jane Duncan, Special Projects Supervisor—CCC
- Anthony Maciel, Director, Technical Support Services—GWC
- Jerry Marchbank, EHS Transportation Supervisor—District
- Binh Nguyen, Special Projects Supervisor—CCC
- Mary O'Connor, Program Manager, RHOC—GWC
- Shannon O'Connor, Supervisor, Recruitment & Staff Analysis—District
- Martha Parham, Director, Marketing & Public Relations—District
- Margaret Quinones, Dean, Student Services—CCC
- Norman Waterman, Director, Computer Services—OCC