



MANAGERS' MEETING

AGENDA

February 2, 2023; 9:00am – 10:00am

MS 161 | [Teams Link](#)

AGENDA ITEMS	ACTION NOTES
Ice Breaker (Brown)	<ul style="list-style-type: none">Alyssa led an ice breaker with the team based on the following statements.<ul style="list-style-type: none">A time I was at my best was...The best thing about me is...What I enjoy doing the most is...
Executive Services (McGrath) – 5 mins <ul style="list-style-type: none">Introductions<ul style="list-style-type: none">Andrea Rangno, DirectorTim Vu, Acting DeanPresident's Update	<ul style="list-style-type: none">Andrea Rangno joined from OCC as a Public Information Specialist. She is excited to be here and meet everyone. She will be learning the campus story—staff are encouraged to connect with her quickly to help her share it. The next challenge is being pioneers for the next tenure.Tim Vu was formally introduced as the Acting Dean of Enrollment Services through June 30. He is currently balancing two roles.Tim attended a legislative conference this past weekend. His key takeaway was the significant disconnect between legislators and higher education institutions.
Fiscal (Wisner) – 15 mins	<ul style="list-style-type: none">Paul will provide regular 15-minute segments at Managers' Meetings.This meeting, Paul provided a one-page summary outlining managers' budget responsibilities:<ul style="list-style-type: none">Prepare an effective budget for the department/division.A message with the budget deadline will be sent out (tentatively March 15 – April 15).Budget development will be online this year.Final adoption occurs seven days after the tentative deadline, per district office timelines.Paul will request a list of designated budget input personnel—managers can delegate this task.Ensure the budget and expenditures comply with legal regulations.Confirm payroll is being charged correctly.Analyze financial information (revenues & expenditures) to ensure all operations are within budget.Determine future budget needs and justify them to management.Questions & Updates:<ul style="list-style-type: none">Material fees must be spent during the semester they are collected, or students must be refunded.The philosophy is to limit material fees due to restrictions and limitations.Paul will send an updated FOAP list from FLAC for managers to audit their courses.Argos and Great Plains training will occur within the next three weeks.Managers without Great Plains (GP) access should contact

Next Meeting: March 9, 2023 – (MS 161)

	Pal to request it.
Goldchella (Burton) – 15 mins	<p>Adriene announced Senior Day & Financial Aid Fest on April 6, combining both events. The event is chaired by Adriene, Ben, and Susie (as a silent partner).</p> <ul style="list-style-type: none"> Local high schools will attend, with food trucks and evening workshops for the community. Still in the planning stages—volunteers are needed. 700-1000 students expected. A volunteer sheet will be sent out with help from Diana. More details will be shared at the next managers' meeting. Focus: Recruitment and retention. Blackout day for campus—everyone should be working onsite. OCTA would like to bring a bus to the event. Claudia needs a confirmed time and location.
Human Resources (Brown) – 5 mins <ul style="list-style-type: none"> Telecommuting Update 	<ul style="list-style-type: none"> COVID-19 Updates: <ul style="list-style-type: none"> Employees must continue reporting COVID cases. 10-day quarantine required, with an option to test out after 5 days. No more COVID leave available. If you are sick, stay home. The COVID reporting dashboard is still being updated and submitted. Neogov Updates: <ul style="list-style-type: none"> The Neogov navigation and interface has changed. A training session is scheduled for next Wednesday and will be recorded. Telecommuting Updates: <ul style="list-style-type: none"> Meeting with Jason Ward tomorrow—this will be his last meeting. Telecommuting policies are at various stages with managers. Discussed at Executive Team meetings every Tuesday. Once fully approved, the final step will be a meeting between the manager and employee to finalize scheduling. Managers should decide whether these meetings should be held individually or as a group. If there are concerns about response time or productivity, contact Alyssa immediately. Status quo remains for now.
Instructional Services (Randall) <ul style="list-style-type: none"> Enrollment – 5 mins 	<ul style="list-style-type: none"> Enrollment & Budget Updates: <ul style="list-style-type: none"> The college is spending \$9 million per year on part-time faculty and overload. FTES: 7,300–7,400 Resident enrollment: 3,228 Non-resident enrollment: 167 Non-credit enrollment: 50–60 Overall, enrollment is looking good. Scheduling & Course Cancellations: <ul style="list-style-type: none"> Deans have been assigned an LHE number for scheduling

	<p>next year—this will be a challenge.</p> <ul style="list-style-type: none"> ○ 135 sections were canceled for spring. ○ The goal is to reduce cancellations to minimize disruptions.
<p>Student Services (Lee)</p> <ul style="list-style-type: none"> • SSC Hours – 5 mins 	<ul style="list-style-type: none"> • New Legislation & Student Support: <ul style="list-style-type: none"> ○ Pregnant and parenting students will receive priority registration starting July 1, impacting fall registration. ○ Carla created a webpage of resources under the Basic Needs Grant. ○ The resource link is available in MyGWC portal under "Other Resources." • Acknowledgments: <ul style="list-style-type: none"> ○ Thank you to everyone who participated in Welcome Week. • Slate CRM Updates: <ul style="list-style-type: none"> ○ Gisela will be leading the implementation of Slate CRM. ○ A full-day district training will be held in person on February 14 (8 AM – 5 PM) for GWC. ○ If you want someone from your area to attend, submit a participant list by Friday. ○ Attendees must bring their laptops. ○ Additional training sessions will be held in March and April. ○ Ideally, all student emails should go through Slate to measure effectiveness. ○ When in doubt, send someone to training.
<p>Administrative Service (Houlihan)</p> <ul style="list-style-type: none"> • Feeding the Animals – 5 mins 	<ul style="list-style-type: none"> • Power Outage: If you encounter any issues, email Janet, Mike, Joe, or Kevin based on the nature of your question. • Managers were asked to please stop feeding the animals on campus and ensure staff are doing the same.
<p>Announcements (All) – 5 mins</p>	<ul style="list-style-type: none"> • Faculty Tenure Track Evaluations – Due to VP February 3, 2023 • Budget Townhall – February 7, 2023 from 10:30am – 12:00pm in MPR 100. (1 hour presentation with 30 minute Q&A) • Spring Flex Day – February 23, 2023 • Scholarship Workshop – February 3, 2023

Participants:

Jorge Ascencio, Bruce Berman, Chad Bowman, ~~Dorsie Brooks~~, Alyssa Brown, Adrienne Burton, Susana Castellanos, Judy Cheng, Joe Dowling, Frank Fonseca, Andrea Garcia-Rittgers, Mike Golden, ~~Claude Harris~~, ~~Kevin Harrison~~, Rick Hicks, Janet Houlihan, Danny Johnson, Linda Ju-Ong, Claudia Lee, Alice Martanegara, Carla Martinez, Alex Miranda, Kay Nguyen, Christina Oja, Jennifer Ortberg, Meridith Randall, Andrea Rangno, ~~Christina Ryan Rodriguez~~, ~~Natalie Timpson~~, ~~Terance Venable~~, Gisela Verduzco, Tim Vu, John Wolfe, Paul Wisner

Guests: