Meeting Highlights

Meeting of February 21, 2012

Attendance
Margo Guzman, Carrie Sampson, and Jeff Whalen were absent. Shawna recorded the highlights.

Setting Goals for 2012
It is time for LTAC to set goals for 2012. Rhonda requested that a survey be sent out to the Leadership Team requesting ideas and suggestions regarding what they would like to see us work toward for 2012. Within the survey our most recent completed goals could be listed as examples. One suggestion being considered is for LTAC to review and make recommendations to update the Manager Evaluation Form. It was suggested that perhaps separate forms be created for self-evaluation and peer subordinate evaluation as specified in our Handbook. A subcommittee will be created and volunteers from the Leadership Team will be requested.

Goodwill Acknowledgements
LTAC discussed the importance of having guidelines for our Good Will Acknowledgements. These guidelines will be decided on at our next meeting. Discussion included setting up an amount for donations and flowers and what circumstances constituted what type of acknowledgement. We need to remind the Leadership Team to contact one of the LTAC members when someone in their area experiences a loss, is ill, has surgery, has a baby, has completed an educational goal, such as obtaining an advanced degree, etc. This way we are sure to acknowledge them appropriately.

Leadership Team Handbook Review
The draft Handbook has been distributed to the LTAC for final review before sending out to the entire Leadership Team. Each member has agreed to read the document and provide feedback to Carrie before the next meeting, so it can be sent out to the Team for additional review.

Treasurer's Report
The account balance as of 1/31/2012 was $3,686.03. A draft of $557.49 posted in January that was used to pay for the lunch served at the Leadership Team Workshop held in December. There was 99% participation in Leadership Team dues for 2011-2012.

Other Business
Martha Robles has agreed to serve as the Leadership Team representative on the YCCD Policy and Procedure Committee. This Committee meets twice a month on the second and fourth Friday during the months of February, March, April, September, October, and November.

Next Meeting
The next meeting will be held on Tuesday, March 20, 2012, which is the third Tuesday of the month.

Leadership Team Advisory Council
Rhonda Green, President  MJC Classified Managers
Shawna Dean, Treasurer  Central Services Classified Managers
Margo Guzman  Central Services Classified Managers
Brian DeMoss  Columbia College Classified Managers
Michael Sundquist  MJC Educational Administrators