MEETING OF MARCH 20, 2012

Attendance
All were present. Rhonda left early to attend an MJC Presidential Search Committee meeting.

Leadership Team Handbook
Following discussion and some final tweaking, the Leadership Team Handbook was determined ready to be sent out in draft form for review and comment. It will be sent to Human Resources for additional review prior to going to the Leadership Team by April 2. Following Leadership Team review, the Handbook will be given to the Chancellor for her review. After the Chancellor accepts the changes, the finalized Handbook will be posted to the LTAC website at http://ltac.comm.yosemite.edu.

Treasurer’s Report
The account balance for March 2012 is $3,665.55. The Treasurer’s Report will be posted to the LTAC website.

Goodwill Acknowledgement Guidelines
Shawna presented some ideas for goodwill acknowledgement guidelines, including sending cards for professional achievements such as earning a master’s or doctorate degree. Cards would be sent for births, illnesses, weddings, and the like. Bereavements would receive a $50 donation to their stated charity in lieu of flowers or plants. If a charity is not identified, then a donation to the appropriate college scholarship program would be sent, and in the case of Central Services staff, the scholarship donation would be split between the two colleges. Flowers and plants would no longer be sent. The bereaved employee will receive a card noting the donation. Shawna will prepare the guidelines for inclusion in the Leadership Team Handbook.

LTAC Goals and Meet-and-Confer Survey
Shawna will send a survey to the Leadership Team to ask for their input on meet-and-confer items as well as suggestions for LTAC goals in 2012.

Next Meeting
The next meeting will be held on Tuesday, April 17, 2012, which is the third Tuesday of the month.

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