

# MANAGEMENT SENATE MEETING

## Minutes

Date: 1/21/00

**MEETING LOCATION: Mustang Room, 12:30-12:55 PM**

**PRESENTATION LOCATION: Goleman 105, 1-1:30 PM**

**Facilitator: Jim Thome**

### A. OLD BUSINESS 12:30 – 12:55 p.m.

1. Approval of the Minutes for 12/10/99 meeting – Jim Thome  
The minutes were approved as submitted.
2. Manager's Contracts – Jim Thome  
An Ad-Hoc Committee was selected to work on this topic. The Ad-Hoc Committee consists of Kathy Hart, Lee Belarmino, Ralph Olstad, Ena Hull and Maria Bernardino.
3. Questions for the new President – Jim Thome  
Jim Thome requested suggestions from the group regarding positive questions that could be asked of the new president. It was agreed that every person would ask their own questions. It was also suggested to ask questions that pertained to the general operations of the College and not to address specific department issues.
4. Information Services Presentations "Topic Categories" – Jim Thome  
Jim Thome distributed the list of technology topics to be ranked in the order that the group would like to see them being presented.

### B. COMMITTEE REPORTS

1. Personnel Committee – Paul Gutierrez  
Meeting scheduled for February to address the Manager's Contracts.
2. Governance Committee – Kathy Hart  
Kathy Hart reported that the "No Smoking and the Management Senate" Policies were out for review.

### C. ANNOUNCEMENTS

Jim Thome welcomed Stan Stinnett to his first official Management Senate Meeting as the Maintenance Supervisor. Congratulations Stan.

Jim also welcomed Pamela Pan, Assistant Division Chair for Communication Skills.

**D. NEW BUSINESS – GOLEMAN 105 - 1:00 – 1:30 p.m.**

1. Information Service Presentation – Business System

Presentation by: Steve Fair and Maria Bernardino

The presentation included a brief demonstration on how to access the Account Detail information in the System 2000.

There was also a brief overview of the purchasing process and how to follow up and track the individual orders placed by the departments. The presentation included information on how to look up PO numbers, timeline when orders will be delivered, shipment and receipt information.

**E. MEETING ADJOURNED**