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 addressed 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