

**Management Council**

Thursday, April 28th, 2022
10:00-11:00 am
Zoom

**Minutes**

**Attendance:**

Erik Sorensen, Paul Chown, Cindy Cabeceira, Ashley Mitchel, Morgan Solem, Ericka Barber, Molly Blakemore, Michael Perkins, Colin Trujillo, Montel Vander Horck, Kristy Seher, Kevin Carter, Pru Ratliff, and Bob Brown

**Approval of Minutes:**

No changes were made to the minutes from the last meeting.

**Payroll Dates Reminder**

* Pro ratas are due Monday. There is a holiday change on the pro ratas, Lincoln’s day was wrong on the pro ratas. If anyone needs Kristy to send out new forms, let her know. CSEA members are getting Cesar Chaves day, as a reminder we will be getting two personal holidays instead of three. Anyone with students workers or temp workers, please get the timesheets in by the 25th in order to avoid having to cut a manual check. We are moving more towards permanent timesheets in an electronic format. If timesheets are not completed electronically, scan those and email them to the payroll inbox. Don’t mix permanent timesheets with temp timesheets in an email or scan.

**CSEA Appreciation BBQ Planning**

* We will be sending out more emails as we get closer to the BBQ. So far there is around $750 in contributions for the BBQ. Erik spoke about encouraging individuals to participate in the DN BBQ. We got $400 from Pepsi donated towards drinks for the BBQ. Raffle prizes can be listed in the spreadsheet. We are still looking for some volunteers and additional items. We will be including confidential and temps in the raffle. The maintenance van will be available to go to DN.

**Summer Schedule for MC Meeting**

* CSEA is working on ratifying the 4 day work week for the summer. This would start the last week in May. Memorial Day, Juneteenth, and 4th of July are all 10 hour holidays. We will revisit the summer meeting schedule at the May meeting.

**Committee/Departmental Reports**

* Molly Blakemore - Marketing hired a permanent graphic designer.
* Pru Ratliff – Truck driving information meeting May 17th 18th & 19th. Recruitment for Medical Assisting in the fall has begun with an informational meeting on June 14th. Phlebotomy has an informational meeting on July 7th.
* Montel Vander Horck– Virtual Career Fair Friday 1-3 via zoom.
* Bob Brown – Some of the success of the 2020-2021 had gotten profiled in the local paper, our state CCCAA picked up the story and it ended up in the state catalog for the year-end review.
* Erik Sorensen – IT is going to be busy over the summer on student focused projects. Wireless to be upgraded on campus, single sign on for students to Microsoft mail. There is a new IT individual starting Monday.

**Next meeting May 26th, 2022 Zoom**

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