



ADMINISTRATIVE SERVICES COUNCIL

Wednesday, October 24, 2012

1 – 2:30 p.m., Griffin Gate

Meeting Summary

Attended: Irene Bauza, Kurt Brauer, Tim Flood, Joe Goodman, Holly Phan, Carol Rapolla,

Recorder: P. Sparks

Meeting Commenced: 1 p.m.

1. Program Review

Tim provided a handouts for each department, they are:

- Section 2 – Unit/Program Update (Program Review)
- Each Departments employee list including position number, the position, employee name or/vacant, and the FTE for each position.

Tim asked each department to review Section 2, making sure the appropriate information was captured. Further he stated that to complete program review he is asking each department to provide a brief, 4 or 5 sentence response identifying the following:

- What have been the Department's challenges (should be more than one challenge)
- Strengths and Goals

Tim stated that nearly each department has had challenges with staffing and budget reductions. Strengths could include hardworking, dedicated staff, new equipment, and new buildings (if applicable). Goals should be identified as how you plan to overcome the challenges. Goals should be incorporated into your activity plans. Tim asked the departments to please put this in a Word Document and Patty will incorporate the information into the Program Review documents. The completed requests are due to Patty on November 9.

Tim further stated that it is very important for managers to share the program review documents within their departments, as the Accreditation Team will do department visits.

2. Department Updates

Printing Department

Holly reported that her department is getting busier. She is still working with the vendor for the on-line printing request application. She is hoping to have this up and running by next semester. The vendor stated that there are new upgrades to the system and available next week. There will be faculty training available during flex week.



Bookstore

Joe stated that hiring committees for the two positions available in the Bookstore are meeting soon. He further stated that because there are so few employees in the Bookstore, employees are taking vacations sporadically, a day at a time allowing for adequate employee coverage. He reported that returns will be out by November 1. It is more and more difficult to determine adoptions as the Bookstore does not know how many sections will be if any if the tax incentives do not pass. Tim asked what the date that faculty book orders have to be in. Joe responded that November 14 is a good date. This allows the Bookstore to order the books before the Thanksgiving break.

Grounds/Maintenance Supervisor

Kurt stated that he has staffing challenges but also reported that work is getting done. He further reported that Joe Balestreri is the new interim Swing shift supervisor. Glen Macy is now working days from nights, to cover Joe's shift. Ryan Althaus is back in his position as the mid-shift supervisor. These are new faces so please introduce yourselves and say hello.

A hiring committee for the replacement position Maintenance Worker Sr. will be meeting soon. The goal is to find someone with carpentry skills. Further, Ron Adams has taken on basic electric cart repairs which helps with labor costs.

Tim stated that Lani and Patty had training at Cuyamaca using ACT. ACT is a software program that manages and tracks work-orders. He further stated that Lani is working to clear out old work orders and logging new buildings for tracking.

Student Activities Window

Irene stated that the Students have struggled without her there to maintain the Student Activities Window. The service hours have been reduced due to low or no coverage and she recommended selling bus passes at the Cashier's Office to make it accessible to more students. Currently the Student Activities Window is open on Wednesday, 9 a.m. – 5 p.m. and Tuesdays and Thursdays from 1 – 5 p.m. She reported that November is a heavy month for buss pass sales. ASGC does not make money doing this as it is service to students however students are saving approximately \$80,000 a year.

Budget Analyst

Carol reported that the college has received three new grants. The Child Development Center received a Director's Mentor Program Grant. Natalie Ray obtained another CTE Grant and we received a donation for Life Coaching.

3. VPAS Update

Tim stated that all three sites, District, Cuyamaca, and Grossmont College are compiling data regarding current PE-19s utilizing an Excel Spreadsheet that lists the following information:



- What each PE-19 employee does
- How and why it meets the critical mission of the college
- What would happen to the department without the PE-19 employee(s)

Within our area we have only one, which is a substitute of an employee out on medical leave. Tim stated that he is also going to provide data on student workers within our departments as well. This data is important and allows the District to have an understanding the critical short term employee needs of all departments and how they are meeting the goals of the mission of the colleges and District.

He is asking Holly and Carol to provide data regarding their previous short term hourly workers within their departments. Tim will provide the Excel spreadsheet document via email. Tim further stated that he will complete and provide data for the Recycle Worker in Operations, and specifically stated that tying the employee need for these positions with our strategic goals is imperative. The college's strategic goals are located on line at, <http://www.grossmont.edu/planning>, go to the Strategic Plan (left side) and then scroll down to page 10 to Strategic Areas of Focus/Goals.

Tim explained that Strategic Areas of Focus are:

1. Student Access
2. Learning and Student Success
3. Value and Support of Employees
4. Economic and Community Development
5. Fiscal and Physical Resources

Tim stated that for Holly's area she can tie her data into 1, 2, and 3, and Carol can tie into 2, 4, and 5 listed above. This data is used strictly for hourly workers and not to interfere with the emergency hire(s) process in place. This information is due to Dr. Cooke on November 1.

Action Taken: Tim will provide the Excel spreadsheet for data input regarding short term hourly workers within the Printing and Budget Analyst areas.

Tim further reported that he is out of the county on an Accreditation Visit October 29, 30, 31, and November 1, and will have limited access to email and/or phone.

Meeting Adjourned: 2:30 p.m.