



ADMINISTRATIVE SERVICES COUNCIL

Wednesday, February 27, 2013

1 – 2:30 p.m., Griffin Gate

Meeting Summary

Attended: Caroline Althaus, Irene Bauza, Kurt Brauer, Tim Flood, Lisa Gibson,
Joe Goodman, Genie Montoya, Holly Phan,

Recorder: P. Sparks

Meeting Commenced: 1 p.m.

1. Department Updates

Maintenance & Grounds - Kurt Brauer

Kurt stated that since our last meeting we hired Josh Ketcham. We have kept him busy with work campus wide. Further he reported he is busy and keeping up with demands.

Custodial – Joe Ballestreri

Joe reported that they are keeping up with calls and addressing ADA issues. He will schedule time with Ryan Althaus to discuss and schedule upcoming summer projects. We are trying something new wherein we are allowing custodial staff from the night shift will rotate in to work days. Those who are interested are assigned the shift for a month. This came about after a meeting regarding Program Review with the custodial staff. The custodial staff was asked what they would need/want to assist them make their job more efficient and or better. One of the issues discussed was the ability to rotate to days. Tim stated as long as this works for the employees we will continue with this practice.

Budget Analyst – Carol Rapolla

Carol stated that currently she is working on converting the Tentative Budget Worksheets into an Excel format. She is hoping to complete this task today.

College Cashier – Caroline Althaus

Caroline stated she is ramping up for the second eight week rush and has taken advantage of the down time this week to get caught up and ready for the rush. Overall the office is doing well.

Bookstore – Joe Goodman

Joe stated that they survived rush and did well. He stated that they will be closed on March 8 for inventory. They will post signs.

Tim stated that they are currently in the hiring process for the Bookstore Supervisor. He stated that there is a great group of people that applied. He stated that they are slowly getting the Bookstore staffed to proper levels.



Business Communication Services - Genie Montoya

Genie stated that their rush time begins in fall assisting staff with parking permits and keys. The office otherwise is running smoothly and she is enjoying her position as the interim supervisor.

Printing Department – Holly Phan

Holly announced that finally the on-line submission for printing requests is up and running as of today. Currently 80% of faculty has registered to use the system. The new system provides the cost of each print job and provides an ID number as well as an email confirmation. This allows the user to see where the job is as to completion. Overall the system is working well and she has not received any negative feedback. Her department is shorthanded but they are keeping up with demands with multitasking. She is having issues with late close coverage when a staff member is sick. Tim stated the new on-line submission system is efficient and will save the department time.

Student Services Window – Irene Bauza

Irene stated that her office is operating as usual however with less money. She anticipates more activity as the Clubs are expending their funds by the end of the year.

VPAS – Tim Flood

Budget:

Tim stated that as Carol reported above, an electronic version for the Tentative Budget Worksheet will be provided to departments. The format is in Excel and includes formulas for easy calculations.

Tim reported that budget wise we are looking good however, with the sequester, there is a slowdown in Washington. We still have our 4% contingency. The State is talking about a deficit factor of 1 ½% and we have more than enough to cover that as we move forward. He explained that our student patterns have changed. We had a 99% efficiency rate in the fall and once we and other local colleges started to add classes back into their schedules, our efficiency rates fell. Students have more choices. We went from turning students away to chasing them. We are adding second eight week classes as we are down in Full-Time Equivalent Student (FTES). One FTES equals a student taking 15 units, or five students taking one 3 unit class for two semesters. We are estimated at 11,460 FTES and we need to meet 11,765 FTES. We will port some summer FTES back into this year and we will move summer FTES into next year for a strong start. At census we were down 2.5% and Cuyamaca 3%, so both colleges have work to do.

Summer Session/Summer Hours:

Tim explained we anticipate our summer sections to be approximately half of what our full summers looked like in the past. We will offer 4, 6, and 8 week classes all starting at the same time so not to impact student services.

Tim stated that we will be working the 4/10 schedule for summer. The first Friday off is June 8 and the last Friday off will be August 3.



Facilities Master Plan:

Tim stated that the Governing Board approved the Facilities Master Plan. The official document is located on Grossmont College Planning Website and on the Facilities Committee Website. At the next Facilities Committee meeting members will discuss priorities and review draft priorities and next steps.

Leadership Retreat/College Planning Retreat:

Those participating in the ½ day Leadership Council Retreat and College Planning Retreat will be notified soon. Tim stated if you were invited please make every effort to attend.

TracDat:

Tim stated that we are moving to an on-line system (TracDat) that will house all our planning agendas, annual program review, ASO/SLOs, and activity requests. The Student Satisfaction Survey will go out in the spring. Further, the data from the spreadsheets/forms we used last year that included the SLO piece, program review, planning, as well as Activity Proposals from the DPM, will be integrated into the new TRACDAT system. Prior years will be archived. In June we will review what we accomplished and move forward to the next planning cycle. Chris Hill will be invited to this Council to present the new TracDat system.

One-time Funding:

Tim reminded the Council that we set aside \$5.6 million of our budget to cover mid-year cuts and expenses should Prop 30 fail. Prop 30 passed and funds were reallocated to the two colleges and District. Grossmont College received \$2.1 million. To be clear this \$2.1 million is a part of our on-going budget from year to year.

Tim stated that most of our needs are on-going such as staffing. We also added sections and the support required that will take a portion of the \$2.1 million allocated. Unfortunately, hiring faculty takes time and because we would not get the hires in timely, we have funding available to allocate in this year's budget. Further, if you submitted an activity proposal but was not funded, you may considered for funding as it was decided to fund further down the prioritized list. Tim asked the Council that if there are needs for equipment within your areas, to please forward requests. We have the ability to take care of additional needs, such as furniture, student desks, equipment, exercise mats, etc.

Tim stated that as these purchase requests come in, it will impact the Business Office as well as custodial and maintenance staff over the summer.

Prop V:

Joe asked about a new work order system for Operations and Maintenance. Tim responded that will be a District wide purchase and cannot be separately funded. We will also be scanning the blue prints, the purchase of a new plotter, and some of our EOC needs will be addressed with Prop V



funds. We are also looking into an outside and classroom enunciation system to assist with emergency broadcasting.

Budgets:

Tim stated we are currently working on budgets to clear up any negative balances. Further if you have open POs and know they will not be utilized; please have them disencumbered as we anticipate a larger POCO next year.

Director, Facilities and Operations:

Tim stated the process is moving forward and second level interviews will be held in a few weeks. There was an excellent pool of candidates.

Meeting Adjourned: 2:30 p.m.