



ADMINISTRATIVE SERVICES COUNCIL

Wednesday, March 27, 2013

1 – 2:30 p.m., Griffin Gate

Meeting Summary

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

Absent: Irene Bauza

Guest: Chris Hill, Bernadette Black

Recorder: P. Sparks

Meeting Commenced: 1 p.m.

Tim introduced Chris Hill to the Council and the Council made introductions.

1. TracDat Presentation

Chris Hill provided an overview of the new on-line system (TracDat) that will house our planning agendas, annual program review, ASO/SLOs, and activity requests. She stated that this is not a training session but an overview to familiarize the Council with what the program looks like and how it will be used. Training, tutorials, and manuals will be made available for users at a later time.

Chris explained that in the past departments were asked to use word documents, spreadsheets, and the Department Plan Manager (DPM) which housed our Activity Proposals, for tracking our planning. She utilized the computer and overhead screens to show how TracDat is used to house our planning documents and explained that when a user logs into the system, there is a drop down menu that will refer you to areas where the ASOs and planning links are. Users will only be able to access their departments only, i.e., Administrative Services users will only see their departments when using the system. She explained how to access an ASO page and briefly reviewed the access tabs, what they do, and how to utilize them. Chris asked the Council to review the drop down menu for assessment tools and then asked if there is an assessment tool Administrative Services uses that is not listed. The Council requested “Permit Review” to be added as an assessment tool.

She also stated that there is help within the system, the program has “?” next to text boxes requiring data/information. If you click on the question mark, it will have a brief explanation of what data or information is needed. She explained how to access the results page/tab and showed where results are stored as well as outcomes



Chris stated that this system has the ability to run reports. Another great feature is the ability to store assessment tool(s), i.e., Student Satisfaction Surveys, inspection reports, etc. When a report is run, usually a four column report, any assessment tool(s) associated with the ASO will have a link to it when the report is compiled.

Chris demonstrated the planning side of the program and Tim reminded the Council that the planning work they are already familiar with, goals, assessments, how the goals relate to our strategic planning goals, etc., will be stored here. Further, she stated that when we input our department goals we ask how it relates to a department or program review recommendation, but also how it relates to the college's Strategic Plan Goals and the Institutional Student Learning Outcomes. There is a related documents link and we can link/map our goals. Tim stated that this is a task we have not done before as a Council and explained that either Devon or Angela (SLO Coordinators) would do the mapping. There is a defined description so we can do that ourselves and Tim suggested that if there are questions or struggles with this section he is willing to meet and help in anyway.

She reviewed where goals and activity proposals are stored and how best to input data. She did state the system does not have the ability to apply the bullet feature, but you can cut and paste from a document that has them. She reminded the Council that every PIE (PIE = Planning, Implementation and Evaluation) cycle is three years. We implement for the current year, report on the previous year and plan for the next year. She demonstrated, The "Unit Plan" tab is the "planning for next year" link, and the "Planning Results" tab is where you report on what you did last year. On the Planning Results tab, you will see all your goals and activity proposals and this is where you report your results. Ultimately, when you are done the system documents:

- How Administrative Services connects to what we want to do as a college
- How activities are connected to department goals
- Report that show by year, what we have done related to the college's Strategic Plan Goals and related college and district wide planning documents

Chris reminded the Council that this is an overview and there is no expectation for this Council to remember or fully integrate what they observed today. There will be ample training made available. The Council thanked Chris.

2. Review Nominations (Administrative Services/President's Office)

Tim reported that two nominations have surfaced for the Classified Staff Member of the Year award for our division and the President's Office. He asked Kurt Brauer to leave the room until asked back in. Tim stated that the two nominees are Kurt Brauer and Irene Bauza. The Council received a copy of each nomination form and listened as Tim read the nomination forms aloud. The Council agreed to vote anonymously by folding the nomination form of the person they chose and pass it to Bernadette Black to count. The Count was not announced. Tim thanked the Council for their participation and further stated that nominations are important as they recognize outstanding employees and nominations can be submitted by anyone. The President's Office will contact the award winner.



3. Department Updates

Bookstore – Joe Goodman

Joe reported that he is receiving Summer Text Book Orders and currently are at approximately 60 – 70% and will start ordering books mid-April. We are on track.

Grounds & Maintenance – Kurt Brauer

Kurt, Tim, and Joe will meet to discuss work orders and how to better document the work being done. He expressed that the facilities area is becoming more stable with the addition of Stephanie Rodriguez (Administrative Assistant), Josh (Maintenance Worker) and the soon to be hired Director. He further recognized Tim and the work he accomplished as the director. Tim stated that hopefully an announcement will be forthcoming as to who the new director will be.

Food Service – Lisa Gibson

Lisa stated that they are preparing for an intense internal and external audit that will happen during the first week of school. Sales this semester were good. The next eight weeks are hoping to be strong. Lisa reported that she has a great group of people working with her and have come in over her sales forecasts from last year. Tim added that summer will be close to what we offered in 2010. Lisa is replacing the microwave for student to use.

Budget Analysis – Carol Rapolla

Carol reported that she has received approximately 60% of the tentative budget worksheets from the directors and is getting ready to post them. Only three directors sent the electronic version. Tim stated that he fully anticipates we will be adding funding back into budgets. We told managers to decrease their budgets by 10% and after we receive the Adopted Budget numbers, add the 10% back in. We are building the budget now with no formula and will fill the holes as we get our numbers in. The managers will need to get their electronic worksheets in. It was suggested that the secretaries be cc'd on the emails.

Business Communication Services – Genie Montoya

Genie reported that she is updating forms in her office. She met with Pitney Bowes and found that they are experiencing about an 11% reject rate for postage. She would like to send tips to departments on how to send mail. Tim asked if there is a list kept of whose mail is getting rejected. Genie responded that the rejected mail is placed back in the sender's mailbox. She also stated that she does not chargeback costs for rejects.

Printing – Holly Phan

Holly reported that the department is doing well. She is getting her chargeback reports completed for restricted accounts and hope to have them to Carol by the end of the week.



4. VPAS Update

- **Department SLOs**

Tim stated for accreditation purposes, along with our ASOs, we had to come up with Student Learning Outcomes (SLOs). He explained that he sent draft SLOs to the SLO Coordinator. He further asked for data to support those SLOs. A few examples of SLOs from our division will look like:

Grounds and Maintenance: Students will be able to utilize the outside grounds to augment their learning experience but utilizing our drought tolerant and native gardens.

He is requesting data from departments who have said they use the gardens as part of their instruction.

College Cashier: Students will use technology to purchase services offered on-line that they need to be successful.

Bookstore: Students will use technology to purchase instructional materials and research their needs and services on line.

These are the types of SLOs we are submitting. We will meet our accreditation goals.

- **Hiring Process Status**

New Classified Position Requests: Tim reported that the request for new classified staff has gone out to the campus departments and divisions via email. Tim explained that the Classified Staffing Committee only considers new classified positions or vacant positions older than 2008.

Short-Term Hourly District Wide Task Force: The Task Force was tasked with looking at vacant positions that have had PE19s (hourly employees) do the work for a long periods of time campus wide. Tim stated he is moving forward with a recycling assistant as recommended by the task force. He reported that Grossmont College will have four positions that will move forward from that Task Force. He explained that this Task Force was assembled because district wide we have utilized short-term employees for positions that really fall under contracted long-term positions.

Critical Hires: Tim stated that we will prioritize our divisions critical hire positions as we have done before. This Council will forward recommendations to the President.

Summer: Caroline asked about summer hourly employees. Tim responded that he received confirmation that we can use the same summer criteria as we used in spring.

5. Committee/Council Reports

- **Planning & Resources Council (P&RC):**

Tim reported that P&RC also reviewed the hiring processes. Presentations for new Staff will be held on May 3. Six faculty positions and two administrators are moving forward. One of the administrator



positions will be a Dean or Sr. Dean of College Planning and Institutional Effectiveness. This position stems from repurposing a vacant associate dean position to fill a need that has grown. Over the past few years there has been significant work done in our planning processes and data collection. The reporting part of our planning is becoming more and more cumbersome and currently we are assigning release time to faculty to take on these tasks. Shirley would like to resign her Research Liaison position, but cannot find a replacement. The Research Liaison currently requires a .8 release time, but with the new dean taking on more of those duties, that position may be able to decrease to a .4 release time. This will be more attractive to faculty.

The other position is the Director of College and Community Relations which came about during the District wide Short Term Hourly Task Force review. We will no longer be able to fill this position with short-term or contract employees.

Enrollment Update: Our FTES increased again by 33. This means we will have to garner a little more FTES this year. . We are currently struggling to meet our FTES. We are hoping to garner 500 FTES over the summer and our goal is to port back 200 FTES to this year and use the remaining 300 FTES to next year to start the year strong.

Prop V: Tim reported that the Council reviewed the Prop V project priorities and stated that the information is available on the Facilities Committee web page.

Activity Proposals: Tim reported that because the college received additional funds, the Council approved to fund the remaining Activity Proposals previously not funded. Budget transfers and purchases are happening now.

Planning & Resources Council Charge: The Council reviewed the charge for clarification.

- **Leadership Council:**

Tim reported that the Council reviewed what was discussed at P&RC as well as the Budget Planning Calendar.

Budget: Tim stated that we are getting close to the end of the year and budgets should be spent down.

Leadership Council Retreat: The retreat is scheduled for April 5, 8 a.m. – 12 Noon, in Griffin Gate.

College Planning Forum: The forum is scheduled for April 26, 8 a.m. – 4 p.m.

Meeting Adjourned: 2:30 p.m.