



ADMINISTRATIVE SERVICES COUNCIL

Wednesday, April 24, 2013

1 – 2:30 p.m., Griffin Gate

Meeting Summary

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

Absent: Irene Bauza, Lisa Gibson

Guest: Chris Hill

Recorder: P. Sparks

Meeting Commenced: 1 p.m.

1. Accreditation Presentation

Tim introduced Chris Hill to the Council.

Chris Hill presented an update/report on the upcoming accreditation visit in October. She provided a handout, *Accreditation 2013 Summary*, for the Council to review. She stated that without accreditation we would not be able to provide certificates, degrees or provide services like financial aid to our students. The Accreditation Team will be comprised of 8 to 15 people will be here October 14 – 17. Chris stated that it is important that we are all here on campus. She reviewed the handout with the Council and answered questions with regards to the process. The handout is attached hereto as part of the Meeting Summary.

Chris stated that during the accreditation team visit in October, they will visit departments and talk with classified employees, faculty, staff, and administrators about our planning processes, resource allocations, relationships with the district and our sister college, or whatever they deem falls under the accreditation umbrella. There is no set agenda and all departments are to make themselves available to the team.

Chris stated that it is important we know about our planning processes should we be asked. The accreditation team will provide their first draft before leaving the campus. The team will also let us know if we will receive recommendations, however our goal is to receive reaffirmation. She explained that recommendations are issues that need to be addressed in a designated period of time. Some recommendations could be resolved in a year, some three years.



The Council discussed having a retreat to discuss the accreditation visit and our role in the process. It was agreed to have one this summer.

Action Taken: The Council agreed to a retreat for some time in June or July. Patty Sparks will send dates and schedule the retreat.

2. Replacement Hires

Tim provided handouts, *his email to this Council dated April 11 and, the Classified Replacement Request Form and sample*, for the Council to review. He asked the Council to be aware of the timeline as written in his email and stated the requests must be able to “tell a story” with good solid data. He explained that once this Council prioritizes the requests (next month) he will bring them to President’s Cabinet for discussion and recommendation. He further reminded the Council that all three divisions will be submitting their requests at the same time, so it is imperative the requests are data driven and well written. He also stated that if anyone needs assistance to please contact him and he would be happy to help.

Action Taken: The Council agreed to forward their Classified Replacement Request on May 8, 2013, before 5 p.m.

3. Department Updates

Printing – Holly Phan

Holly stated the Printing Department is doing well. They are busy with last minute flyers and doing their best to meet the end of the year printing rushes.

Business Communication Services (BCS) – Genie Montoya

Genie indicated that BCS is running smoothly.

Grounds and Maintenance – Kurt Brauer

Kurt stated that things are going well. He is working with contractors regarding the new storage area for electric carts. The location is between buildings 42 and 43. He is happy to report that the new Director will start on May 6 and further reported that Stephanie (new administrative assistant) is doing very well.

Budget Analyst – Carol Rapolla

Carol reported she received a new computer system but is having issues with Insight. Tim responded that this issue is being resolved with the utilization of Dashboard. She is posting Tentative Budget and hopes to be finished on Friday.

Bookstore – Joe Goodman

Joe reported that last week they completed their physical inventory and made their necessary returns. He stated that Barnes and Noble distributed their “bad list” of stores and Grossmont College Bookstore was not on it. He reported some decreased profits, less than 2% – 3% of the stores total



expected income, but attributes some of that to theft, receiving, and bookkeeping/clerical errors. The Bookstore is doing well and is ramping up for the next semester.

College Cashier – Caroline Althaus

Caroline stated that summer registration starts on Monday and approximately a month later is the drop date. She is happy to report her office received four new computers and is very grateful. She inquired about summer hours for the office (aligning with building 10 hours) and Tim stated he will take it to President's Cabinet. He will report back as soon as he has the information. Caroline stated that Irene is not on campus over the summer and inquired about selling bus passes, movie passes, etc.

4. VPAS Office Update

Patty stated that she is happy that Ken Emmons accepted the Director's position in Facilities. Ken has been working on the campus for nine years and the transition will be smooth.

5. Committee/Council Reports

- Leadership Council Planning & Resources

Winter Intersession: Tim stated that there is discussion regarding a winter intersession. This issue was brought before Chairs and Coordinators as well. We know there is growth, but that also means an increase in FTES. We built a large summer so we can port back 200 FTES into this fiscal year.

Commencement Speaker: Tim stated that both the Alumni and Student Speaker have been identified. The student speaker will be working with the speech department.

Classified Staffing Committee: Tim stated that he is the keeper of time lines for the staffing committees and has/will keep departments aware via email.

Brad Daluiso Golf Classic: This annual fund raiser is scheduled for May 3.

- Planning & Resources Council Agenda Items for April 25, 2013
 - Tim will present Food Services program review report
 - Tim will discuss the Tentative Budget for next year
 - The IRC Committee has ranked and prioritized the Activity List for next year and will be discuss funds to be allocated
 - State funding

Meeting Adjourned: 2:30 p.m.