



ADMINISTRATIVE SERVICES COUNCIL

Wednesday, July 24, 2013

1 – 2 p.m., College Conference Room

Meeting Summary

Attended: Joe Balestreri, Kurt Brauer, Ken Emmons, Tim Flood,
Joe Goodman, Genie Montoya, Holly Phan, Carol Rapolla

Absent: Caroline Althaus, Irene Bauza, Lisa Gibson

Recorder: P. Sparks

Meeting Commenced: 1 p.m.

1. Planning & Resources Council Update

Modified Classified Staffing Recommendations:

Tim reported that President's Cabinet was tasked with analyzing the Critical Hire List and the Replacement List from each division and come up with a recommendation that will ultimately best serve students and meet legal, health and safety, and accreditation requirements. The recommendations are as follows:

1. Student Services Specialist
2. Student Services Assistant
3. Athletics Equipment Technician
4. College Cashier
5. Culinary Arts Food Buyer
6. Computer Help Desk
7. Multi-Media Technician
8. Music Technician
9. Custodian

Tim stated that our division made two of the top nine positions and we will know how far we can go down the list once Adopted Budget has been finalized.

Tim further reported that at the July 23, 2013, Governing Board meeting, the Governing Board ratified the contract with the San Diego Sheriff's Department. He explained that the six officers now will not lose their jobs. They can either apply and work with the Sheriff's Department (as long as they meet minimum qualifications) or with the Campus and Parking Services Department (CAPS). The Sheriff's department will have a full-time sergeant and six officers. CAPS will employ one manager and six



classified staff. CAPS will be responsible for opening classrooms, escorts, parking enforcement, and like duties.

2. Hazmat Pickup

Tim reported that all hazardous waste materials will be picked up on August 5, 2013. He is requesting departments make arrangements to have their hazardous materials ready for pickup. Further he is requesting that departments arrange pickups through Joe Balestreri. Joe stated he will work with Ken Emmons to make sure the facilities and maintenance areas are ready as well.

3. Change in Hourly Requirements

Tim provided handouts for the Council to review. He explained there are new requirements for hiring hourly employees. Some highlights listed below are:

Short-term Employment

a. Substitute Employee

Classified Employee Absence

- Replacing a temporary absence of a permanent employee on an approved leave of absence
- Appointment may not exceed 175 days in an academic year
- Must pass a LiveScan background check and TB test

Vacancy Replacement

- Filling a vacancy of a permanent classified position
- The district is actively engaged in the recruitment process
- Appointment period may not exceed 60 calendar days
- Must pass a LiveScan background check and TB test

b. Short-term Hourly Employee

- Performing a service, upon completion of which the service required or similar services will not be extended or needed on a continuing basis
- Appointment may not exceed 175 days of an academic year
- Must pass a LiveScan background check and TB test
- Not eligible to work more than a cumulative total of 40 hours per week unless it is approved in advance
- Cannot supplant classified work

Student Workers

- #### **a. Federal or State funded College Work-Study or Work-Experience Programs**
- i. Must be part of a work-study or work experience program
 - ii. Must complete the federal/state Student Aid Application and it must be awarded to the student under federal/state methodology
 - iii. Must be enrolled in at least 6 units (part or full-time)
 - iv. Live Scan background checks and TB tests may be required by specific programs, for example Child Development Center



- v. Must work fewer than 40 hours during any workweek
- vi. Must maintain satisfactory academic progress according to federal/state guidelines
- b. All Other Student Workers
 - i. Must be a student at GCCCD or other accredited College or University
 - ii. Must be full-time (12 units or as defined by academic program in which the student is enrolled)
 - 1. Students working in the summer must have been full-time in the prior fall or spring semester or be a full-time student during the summer semester (6 units or as defined by the academic program in which the student is enrolled)
 - iii. Must work fewer than 20 hours per week
 - iv. Must not be academically disqualified or on academic probation
 - v. Non-GCCCD student must pass a LiveScan background check and TB test.
 - vi. May not work more than a cumulative maximum of six academic years within the District
 - vii. Students who fall below the full-time threshold (but maintain 6 units) or are academically disqualified on or academic probation in the fall and spring semesters may complete work in the current semester only

Tim verbally reviewed requirements for hiring the following:

- Professional Expert
- Non Academic and Non Classified Employees (Tutors, Teaching Assistants, Models, Interpreters, Life Guards, and Emergency Medical Technician Trainers)

In addition, Tim provided hard copies of the procedures and forms for each position as discussed above.

4. Department Updates

Bookstore – Joe Goodman

Joe stated that the Bookstore is getting ready for fall and are shy 224 faculty book orders. The goal is to receive all the book orders three week prior to classes starting. The floors will be cleaned on July 29.

Business Communication Services – Genie Montoya

Genie stated staff is utilizing the summer to take vacations. The office is slow and they are ramping up for flex week. She will talk with Public Safety about the adjunct parking permits.

Custodial – Joe Balestreri

Joe reported he is keeping up with demands on campus.

Meeting Adjourned: 2:00 p.m.

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