

G R O S S M O N T
C O L L E G E



ADMINISTRATIVE SERVICES COUNCIL
WEDNESDAY, APRIL 23, 2014
1 – 2 PM, GRIFFIN GATE

MEETING SUMMARY

Attended: Caroline Althaus, Joe Balestreri, Irene Bauza, Kurt Brauer, Ken Emmons, Tim Flood, Joe Goodman, Genie Montoya, Holly Phan, and Carol Rapolla-Sigler.

Recorder: Amie Pinho

Meeting Began: 1:00 PM

The majority of the meeting was spent on discussion of the Classified Staffing Replacement Position Requests. Tim Flood explained that once the Replacement Positions are finalized, they are combined with the new positions ranked by the Classified Staffing Committee, sent to President's Cabinet where priorities are given to each division, then submitted to the Planning and Resources Council.

There are currently five positions before the group, with 2* positions to be added once prioritized:

1. Bookstore Clerk 1
2. Bookstore Clerk 2
3. Custodial 1
4. Custodial 2
5. Printing and Operations Technician Sr.
6. Maintenance Position*
7. Grounds Position*

There was discussion whether or not the group should go with the positions in front of them, or look at all of the positions as a whole. The council decided that they would examine all seven positions then rank them on a score sheet that will be handed in to Tim Flood's office by Noon on Friday, April 25, 2014. Tim stated that he was unsure of how many staff this division will be able to hire in 2014/2015.

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Joe Goodman presented his case for his two Bookstore positions, one AM and one PM, who would aid Brandi Dunn in stocking/re-stocking of food items and books. With online orders growing each semester and attrition of hourly employees, these positions would grant more stability and versatility for the current staff of the Bookstore. Barnes and Noble pays the salaries of the hourly bookstore employees; Tim pointed out that payroll at this college bookstore is much higher than a standard store as it includes several classified employees.

Joe Balestreri presented his case for two additional custodial workers. They currently have 7 substitutes in the department with 2 out of class employees for a total vacancy of 9 positions department-wide. Joe added that the total square footage for each custodian has been growing and it is getting more difficult for them to just do their basic tasks such as clean and supply the restrooms. The custodians have been doing “group covers” for certain buildings/areas and sometimes cleanliness and storage suffers. The current employees working out of class positions will be returning to their original positions within a week; additional custodial positions would get the custodians up to full staff. Joe reminded the council that substitutes are only able to work 8 hours per day under the summer 4/10 schedule. Overall the custodial department is down 2 full-time employees.

Holly Phan presented her request for a Printing and Operations Department Sr. position which is badly needed to fill the night shift. This is Crystal Hong’s old position. With the office staying open from 6:30 AM to 7:15 PM, there have been problems getting coverage for the later hours in the night shift. Holly has been covering the majority of those shifts, at her own personal expense. The print shop does an average of 100 copies per day, plus other print jobs that include the class schedules, magazines, as well as any other requests that are placed by the staff and faculty.

Tim Flood and **Kurt Brauer** presented the requests for a Maintenance and Grounds person for the Facilities Department. Maintenance is down three positions in total and the square footage has grown substantially. Further, new building technology requires more time to troubleshoot repairs and also there are many different parts to order for each area; some of the buildings are 50 years and older. They are currently down one fence and concrete person, one welder, and a backup carpenter. HVAC requirements have also increased since the opening of the LTRC and other new buildings. Tim suggested that an evening and/or weekend shift could be added. It was noted that while the landscaping has become drought tolerant, it requires more hands on

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maintenance such as weeding the beds, cultivating new plants and replenishing mulch, so the entire process has become more labor intensive.

Tim reminded the Council that these requests must be tempered with need; every department on campus has need as well.

IN CLOSING:

A special Administrative Services Council meeting has been scheduled for Tuesday, April 29, 2014 in the Dean's Conference Room. The meeting discussed the rankings and the council decided unanimously to go with the recommendations listed below:

<i>Position:</i>	<i>Ranking</i>
Printing and Duplicating	1
Custodian 1	1
Maintenance	3
Bookstore 1	4
Custodial 2	5
Grounds	6
Bookstore 2	7

Meeting Adjourned: 2:45 PM

NEXT MEETING:
Wednesday, May 21, 2014
1:00 PM – 2:30 PM
Griffin Gate