

ADMINISTRATIVE SERVICES COUNCIL

Wednesday, February 26, 2014

1 – 2 PM, Griffin Gate

MEETING SUMMARY

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

Recorder: Amie Pinho

Meeting Began: 1:00 PM

DEPARTMENT UPDATES:

Joe Balestreri: We have received new key safes and now have the ability to identify keys for staff and contractors. We have updated the northeast storage Custodial Office to be a more open and friendly area for breaks and meetings. This was accomplished at minimal cost. We are in the process of working on a new carpet cleaning bid as J&M's contract is over.

Kurt Brauer: There are several large grounds projects going on the campus right now. There are 4 landscape panels being installed around building 70 and the front of the college in addition to the ongoing day to day repairs.

Ken Emmons: The lighting retrofit project is continuing in the parking lot and campus walkways; 7000 light bulbs are being replaced with lower wattage bulbs funded by Prop 39 and should result in an energy savings. The hillside landscaping coming into campus will feature waves of color like Disneyland along with drought tolerant plants. There are also several different gardens going in around the LTRC as Kurt said. Joe and his team installed 292 chairs in the library using the one time augmentation funds. The old chairs have been moved up to the soccer field for surplus. Overall there are 70 small projects we are working on within their 30 day timeline.

Holly Phan: The Printing Department is doing very well. The Color copier contract is set to expire at the end of the week and Holly is working with Linda Bertolucci to hopefully get a new machine by the end of March.

Genie Montoya: The rush is over for instructors and now the Business Office is getting prepared for the possibility of being shorthanded now that Lani Dennis has submitted her retirement notice.

**ADMINISTRATIVE SERVICES COUNCIL MEETING MINUTES (CONT.)
FEBRUARY 2014**

DEPARTMENT UPDATES (cont.)

Joe Goodman: The Department got through beginning of the semester rush and the team is processing bulk returns. They have scheduled a physical inventory for the weekend of March 17th. Inventory day is pretty easy but the preparation beforehand is labor intensive. Joe thanked Holly and her department for their assistance during the rush.

Caroline Althaus: As the interim cashier position has been filled, we are looking to hire a substitute assistant cashier. We are also in the middle of tax season and busy with requests from students and parents. Tim Flood added that the new position has passed President's cabinet and will go to District for the next approval.

Tim Flood: There is a data forum coming up at PRC to inform staff members and get input on our strategic planning. There are several positions coming up. Once those positions are on the critical hire list and approved, we can begin to recruit for them and put out hire lists. You may find them on the GCCCD district website under business and budget staffing.

Irene Bauza: ASGC got through their rush as well and are working on presentations for the next grant cycle. We have ordered replaced umbrellas for the picnic tables; we also gave \$100,000 towards the electronic banner sign and that is a part of the original signage plan. Tim Flood added that we have a million dollars to go forward with the conceptual drawings on the electronic banners that will be featured in two areas as you enter the campus. Irene will be transitioning back to Student Services to provide more help for the students. Tim thanked Irene for helping us get through a one person office in a difficult time. Irene will also cover a couple hours each day in Cashiering along with Genie Montoya in order to help out until the substitute is hired.

Carol Rapolla: We are getting ready to email the tentative budget worksheets to all managers. Tim Flood added that the payroll forecast may be delayed a little bit and a revised forecast will also be sent out. There will be additional time given to process the payroll forecast as there is currently no date set.

Lisa Gibson: Black History Month went very well for Food Services. There was a great luncheon today in Griffin Grill. The ASGC really helped make the Jazz Luncheons a success. The recent retiree party that was held a couple of nights ago was also a success and we are in the process of getting our surveys back from the event.

**ADMINISTRATIVE SERVICES COUNCIL MEETING MINUTES (CONT.)
FEBRUARY 2014**

WORK HOURS AND SCHEDULES:

Tim Flood stated that there were some concerns regarding work hours and schedules that he would like to address. He asked that managers and supervisors that report to Ken Emmons to ensure they make him aware of vacation/sick time or any time during a regularly scheduled work day that they may be off campus. Tim also asked that Stephanie Rodriguez maintain a calendar of vacation and requested days off. Managers and Supervisors who report directly to Tim also need to inform his office when they will be gone and what type of leave they are taking. Also please make sure to copy both Tim and Amie Pinho on the e-mail. It is imperative that the Vice President of Administrative Services' Office is aware of any time the team will not be on campus during their scheduled work hours. Tim reiterated that overtime needs to be approved and work schedules are not suggestions and must be adhered to, especially in the event of an emergency.

TRANSITIONS IN LEADERSHIP:

Tim Flood informed the group that the Governing Board has officially reached a settlement Jeff Baker. We are currently working without a Vice President of Student Services. We are working as a campus and leadership group to fill the voids in Student Services right now. President's Cabinet is meeting each week and Sunny Cooke has been taking over the position in the short term. There are several options out there that will be presented and we are now discussing how we will move forward. Currently we are looking off campus for an interim Vice President of Student Services; there are budgetary restrictions for interim personnel. There are other holes in Student Services have been approved for hire for some time but the current organizational structure is in flux. President Cooke will be sending out regular updates as things change and the final structure goes through the whole college. If you have any questions, please feel free to either ask Tim, an area Vice President or the area Dean. Tim added that we must respect the person who left the position, and ensure that we do not spread rumors that could hurt that person in the long run. This is a difficult time for Student Services so any additional assistance you may give them would be greatly appreciated.

PLANNING AND RESOURCES COUNCIL UPDATE:

Tim stated that we are now looking at two year goals instead of annual goals for the first time. These longer term goals are a great improvement and will allow us to track over a couple of years with more focus and see a bit further out. Tim invited the entire Administrative Services Council to attend the Planning and Resources Council meeting and see how the planning forum is presented. Tim said that Administrative Services has an important voice and they should be heard.

ADMINISTRATIVE SERVICES COUNCIL MEETING MINUTES (CONT.)

FEBRUARY 2014

BUDGET NEWS:

The College has experienced the same amount of COLA as last year at .86% restoration. We will begin to schedule additional classes to add 3% more growth, which results in approximately 22 full time faculty equivalent positions in total. This should also add to the Bookstore proceeds. There will be additional money for student success and support and we are promising \$350,000 for this college. The State will also pay down cash deferrals. Prop 39 has given the State \$39,000,000 in energy reduction money that will be going towards LED lighting retrofitting in the classrooms and the LTRC. Adult education is looking at \$50,000,000 in one-time funding to provide incentives for models of innovative education. The budget worksheets will be out by March 5, 2014. Remember, if you spent on travel last year but never budgeted, you may wish to allocate money for that. This is the only time where we may communicate to the Board and the public how we will spend the money. More realistic departmental budgets look the better for the overall college budget. The tentative budget is not a true budget but allows us to start the fiscal year. The adopted budget is much higher and tentative budget is more austere.

WATER RESTRICTIONS:

Lisa Gibson raised her concern over possible water restrictions that may be coming due to the current drought. Tim stated that there were no required reductions in San Diego County yet, but voluntary cuts could affect next year's water usage. He reminded the departments to be strategic and reduce the water where we can. The Grounds and Maintenance departments have been working with a computerized water system in a concerted effort to reduce irrigation which is the largest water user after restrooms.

FACILITY COMMITTEE UPDATE:

There is no current update since the meeting was cancelled.

HIRING/TRAINING UPDATE:

Tim asked that anyone on the committee that has not yet gone to the mandatory hiring committee trainings from the District must attend by the end of the year. Contact Patty Sparks for a list of dates and times. This training will soon become the gatekeeper on who gets to be on a committee; Tim added that he wants to make sure that this entire team has a voice in hiring. Carol Rapolla, Caroline Althaus, Tim Flood and Holly Phan must still attend the training; schedule a primary and secondary backup meeting in case something comes up.

**ADMINISTRATIVE SERVICES COUNCIL MEETING MINUTES (CONT.)
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CLASSIFIED STAFFING UPDATE:

Tim asked that prior to submitting any new or augmented positions, please look at last year's paperwork and see if anything has changed. The classified staff committee looks at new positions as well as the augmentation of existing positions. There are two classified processes: one for new and augmented and one for departmental requests for vacant position replacements. From the Department, the position goes to the Vice President, then President's Cabinet where priorities are determined; next to Planning and Resources Council for discussion and the final decision goes to President Cooke.

KUDOS:

- Holly Phan's Department was voted the best print shop of all the San Diego County community college districts by our adjunct faculty.
- Sodexo and Food Services were thanked and congratulated for their very well received events during the Celebration of Black History Month.

IN CLOSING:

Finally, the college received a six year accreditation which is a great accomplishment. The first report to will be due sometime in October and small committees will be formed to aid in the response.

Meeting Adjourned: 2:10 PM

NEXT MEETING:

Wednesday, March 26, 2014
1:00 PM – 2:30 PM
Griffin Gate