

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



ADMINISTRATIVE SERVICES COUNCIL
WEDNESDAY, MARCH 26, 2014
1 – 2 PM, GRIFFIN GATE

MEETING SUMMARY

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

Recorder: Amie Pinho

Meeting Began: 1:00 PM

DEPARTMENT UPDATES:

Genie Montoya: Business Services has been busy working with CAPS on the new temporary parking permits. All temporary passes are to come through her office, where they will get forwarded onto CAPS for their approval and then back to Genie for issuance. Tim asked Genie when this new procedure went out and Genie stated that it just went out last week. Tim stated that he was unsure if this new process has been approved. Genie also stated that she is very busy with off-campus travel requests.

Irene Bauza: ASGC elections are coming up and Irene said there will be good leadership from the nominees. The Awards ceremony will be held on April 30th for academic service awards.

Kurt Brauer: Sidewalk replaced on south side of Building 31. The rails and sidewalk will be impacted while they continue with the landscaping of drought tolerant areas near Culinary Arts. Tim stated that the landscaping project will be submitted to the Innovations Conference. There have been some people coming onto campus canvassing for their various charities/groups they work for (i.e. Greenpeace etc.) Tim stated that he thought all free speech individuals/groups that wish to address the student body under free speech must get approval through Student Affairs.

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***ACTION ITEM:** Tim Flood to discuss the free speech process with Peter White, Interim Vice President of Student Services.*

Lisa Gibson: Sodexo has a new area chief, Jason Adams, who was the former General Manager at the Pt. Loma Nazarene location. They will be meeting in early April to roll out a more authentic Middle Eastern menu.

Joe Balestreri: Operations are wrapping up a busy month. They are sending the carpet contract out for quotes along with office furniture bids. Joe asked Irene if there was someone to contact directly for facility requests for vendors. Irene said that she coordinates facilities requests with Reyna. Tim stated that the business center will be looking into transitioning to take over facility requests.

Ken Emmons: Facilities and Operations are in the process of hiring the three additional custodians; due to a recent resignation, another custodial position has also become available. Summer projects include the Griffin flooring project as well as additional microwaves and condiment stands for the students. All tenants of Building 36 will be moving out for 6 months during tennis courts rebuilt in order to avoid noise.

CLASSIFIED STAFF MEMBER OF THE YEAR AWARD:

There was discussion about the Classified Staff Member of the Year Award. Tim stated that this was the poorest showing of nominees we have seen as we only received two nominations. Kurt Brauer was award winner last year. The ballots were cast and Tim agreed with the recommendation and will have the winner move forward in the process.

CLASSIFIED VACANCY REPLACEMENT POSITION REQUESTS:

Tim stated that the Grounds & Maintenance Supervisor Position as well as the Administrative Assistant IV Position interviews had been completed. The interviews for the Creative Services position will begin next week. Included in the next round of screening committees will be the Assistant College Cashier, Vice President of Student Services and the Business Communications Supervisor positions. As chair, Tim is working on timeline for the VPSS position and is looking to get people onboard soon.

There was discussion regarding the requests for new and augmented positions currently in process by the Classified Staffing Committee. We need to make sure to submit the recycle position for consideration per the CSEA agreement. Make sure to

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input your requests as soon as possible so the Administrative Services Council may work on them as a group. If you are in the process of hiring for a position, you do not have to re-submit it. The group also discussed the replacement position process. Tim encouraged all areas to submit their needed replacement positions.

CLASSIFIED STAFF APPRECIATION DAY/SPRING BREAK HOURS:

The Classified Staff Appreciation Day is coming up on April 14, 2014. Tim reminded all present that either their employees attend the event or they work in their department that day. Minimum custodial crews should be in place all day. It has been approved that Duplicating and Printing will be closed that day.

***ACTION ITEM:** All departments please send an email to Tim's attention regarding their Spring Break hours and their coverage/hours for Classified Staffing Appreciation Day by Tuesday, April 1, 2014. This will ensure the requests get before the President's Cabinet on April 2, 2014 for approval.*

4/10 SUMMER HOURS START DATE:

There was discussion regarding the official start of the summer 2014 4/10 schedule. Tim stated that the first week scheduled by the district will still need staffing for Nursing registration, Commencement, and Middle college high school; the first Friday off is June 6th. An email from the district will be coming out shortly.

ATHLETICS AREA PARKING RE-STRIPE:

There was discussion regarding the lack of Handicap and other parking spaces available during athletic events. Tim suggested that the areas in question should be striped to ensure adequate parking.

***ACTION ITEM:** Ken Emmons and Kurt Brauer to get Jim Spillers approval to add reserved signs for the district vans. Ken to also look at the standards for handicapped and no parking to help alleviate parking problems during athletic events.*

PROP V:

There was discussion regarding the Prop V projects presentation that had been given to the Facilities Committee earlier in the week. The next presentation is going to be at the Planning and Resources Council Meeting on Thursday, March 27, 2014 from 3:00 – 5:00 PM and anyone from ASC may attend. The chiller plant expansion, new arts theatre, and relocation of maintenance to parking lot 4A are some of the first projects.

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IN CLOSING:

P&RC are working on their tentative budgets and the payroll forecasts for fiscal 2014/2015 has been turned in. All tentative budgets are due Friday, March 28, 2014 to Tim Flood's office.

Meeting Adjourned: 2:10 PM

NEXT MEETING:

Wednesday, April 23, 2014

1:00 PM – 2:30 PM

Griffin Gate