

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



ADMINISTRATIVE SERVICES COUNCIL
TUESDAY, JUNE 3, 2014
9:00 AM-10:30 AM
COLLEGE CONFERENCE ROOM

MEETING SUMMARY

Attended: Caroline Althaus, Ryan Althaus, Irene Bauza, Kurt Brauer, Ken Emmons, Tim Flood, Gene Gay, Joe Goodman and Holly Phan.

Recorder: Amie Pinho

Meeting Began: 9:15 AM

PURCHASE REQUESTS:

The last day to enter purchase requests for the fiscal 2013/2014 year was Friday, May 30th. Tim announced that emergency PR's have a deadline of June 9th.

SUMMER 4/10 HOURS:

Tim passed out the updated summer 4/10 schedule hours for Administrative Services and asked that any changes be added before he presents the schedule at President's Cabinet. Tim stated that this summer, 53 class sections were added to the school calendar. Custodial Supervisor Ryan Althaus stated that the custodians only work day shifts during the Commencement week as well as a week in January prior to the spring semester.

ADMINISTRATIVE SERVICES COUNCIL MAKEUP:

Joe Balestreri had formally requested to be added back to the Administrative Services Council. There was discussion about how Joe is in charge of an area that serves a critical need here at the college. While Joe has been instrumental in getting a significant amount of things done through this council, at this time Kurt Brauer will remain the

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custodial representative to this committee and Joe Balestreri's time will be best served with other departmental needs.

CLASSIFIED STAFFING NEW AND REPLACEMENT POSITIONS:

Tim Flood went over the Classified Staffing Priority listing that had been approved by the May 2014 Planning and Resources Council (see handout). Along with the new positions recommended by the Classified Staffing Council, the replacement positions were presented to the President's Cabinet and put in order of the college's overall needs. There was discussion as to how the rankings were achieved and also how the temporary and adopted budgets would figure into the ranking.

Tim reiterated that there are no funds for additional classified positions right now. Restricted replacement positions with no impact to the general fund have been moved forward to DSP&BC to approve. The District is still in the middle of the data collection process of the staffing analysis. Tim reminded the Council that although there has been no increase in budget for the 2014/2015 fiscal year, there have been increases in overall District wide expenses including an increase in CAPS personnel, San Diego County Sheriff Deputies, new ERP system and other district-wide programs. In other words, the college budget has less operational flexibility.

NEW WEBSITE UPDATE:

Tim stated that there would be another separate meeting setup for members of the Council to again meet with Dean of Learning and Technology Resources Doug Hersh and Instructional Design Technology Specialist Chris Rodgers to go over the updates and changes regarding the new website. Tim suggested that all Departmental Supervisors look at their current website information and gather updated information. Chris Rodgers had suggested that each section come up with a 3 – 4 sentence statement in order to tell the public who they are and what they represent for the new website. There was discussion regarding the addition of professional photographs and listing of each person in the department on the website as well. Tim then stated that the Director of College and Community Relations, Lorena Ruggero, has been really instrumental in getting the new website developed.

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IN CLOSING:

Tim stated that all Council members are invited to attend Commencement on Thursday, June 5, 2014 as well as the staff and volunteer after party to be held in the LTRC.

Meeting Adjourned: 10:00 AM

NEXT MEETING:
Wednesday, June 25, 2014
1:00 PM – 2:30 PM
Griffin Gate