



**Vision:** Transforming lives through learning

**Mission:** Provide outstanding learning opportunities that prepare students to meet community needs, promotes a global responsibility, and fosters opportunities for all.

**Charge:** The District Services Leadership Council serves in an advisory capacity to the District Services Cabinet on matters regarding strategic and budget planning for District Services, including staffing and facility requirements.

### District Services Council Meeting

February 12, 2020, 1:30 – 3:00 PM  
District Annex South Conference Room

#### AGENDA

Tri-Chairs:			Budget & Admin Services	Sean Malone	X
VC, Business Services – Sahar Abushaban		X	CAPS	Nicole Conklin	
VC, Human Resources - Tim Corcoran		X	Community & Workforce Partnership	Cynthia Nagura	X
VC, Student and Institutional Success - Sean Hancock		X	Facilities	Ken Emmons	X
AVC Research Planning & Tech	Chris Tarman	X	Fiscal Services	Jennifer Fujimoto	X
AVC Human Resources	Craig Leedham	X		Karen Kline	X
AVC Business Services	Todd McDonald		Human Resources	Alyssa Brown	X
FGCC	Chito Gutierrez	X		Janet Snelling	X
Admin Association	Ron Adams	X	Information Technology	Steve Abat	X
Classified Senate	Della Elliott	X		Michael Carr	X
Confidential Staff	Myra Lomahan	X		Jerry Williamson	X
CSEA	Patty Sparks	X	Marketing & Communications	Anne Krueger	
Recorder	Myra Lomahan	X	Payroll	Vacant	
			Purchasing & Contracts	Linda Bertolucci	

	Summary/Action
1. Welcome and Introductions (Sean)	Sean welcomed the members.
2. Districtwide Goals and Strategic Priorities	<ul style="list-style-type: none"> <li>• Governing Board Retreat scheduled on February 21-22</li> <li>• Review of 2019 Districtwide Goals and Strategic Priorities               <ul style="list-style-type: none"> <li>○ Review of KPIs and highlight qualitative and quantitative activities to support the goals and priorities</li> </ul> </li> </ul>
3. 4/10 Schedule (Sean)	<ul style="list-style-type: none"> <li>• We should provide notice on the need to have specific exception requests during the 4/10 summer schedule, provided to VCs for consideration by Cabinet no later than May 15<sup>th</sup></li> <li>• Cabinet members will work with their teams to determine the effectiveness of 4/10s               <ul style="list-style-type: none"> <li>- Districtwide analysis will be done</li> </ul> </li> <li>• Hard close on Friday with some exception of construction or specific IT projects, though must be approved by Cabinet</li> <li>• HR will send a memo regarding our 4/10 schedule in May or sooner               <ul style="list-style-type: none"> <li>- Closed on Fridays beginning first week of June and ends the last week of July</li> <li>- We are closed on Monday, July 6 in observance of independence day</li> </ul> </li> </ul>
4. District Services Retreat – April 23 <ul style="list-style-type: none"> <li>• Planning Update</li> </ul>	<ul style="list-style-type: none"> <li>• District Services will be closed on Thursday, April 23<sup>rd</sup> for our retreat               <ul style="list-style-type: none"> <li>- Sean will talk to Lynn re: memo that will be sent to colleges</li> </ul> </li> <li>• Chris and Alyssa discussed the agenda, it'll be similar to last year's retreat (8:00-5:00) with the following:</li> </ul>

	<ul style="list-style-type: none"> <li>- Registration/Breakfast</li> <li>- Planning sessions</li> <li>- Lunch</li> <li>- Team building activities</li> <li>• Chris will schedule prep meetings with Managers/Directors for the planning sessions</li> <li>• We are working on scheduling this at the Reagan Community Center – 195 E. Douglas Ave, El Cajon, 92020 – still working on contracts</li> <li>• Save the Dates will be sent with more information</li> <li>• Alyssa facilitated an activity to answer the following questions:             <ol style="list-style-type: none"> <li>1. How can we make better connections within our departments?                 <ul style="list-style-type: none"> <li>○ Newsletter highlighting each department – then a mini-quiz of who is who</li> <li>○ Off-campus activity</li> <li>○ Potlucks (in addition to Fun Fridays)</li> <li>○ Visit other departments – activity</li> <li>○ Two departments work with each other to host Fun Friday</li> <li>○ Get together and walk outside to meet people</li> <li>○ Develop a district ambassador from each dept. – if an event on campus, then send someone over to campus</li> </ul> </li> <li>2. What are the departmental needs and interests, and how can we shape the afternoon to help you meet some of those needs or interests?                 <ul style="list-style-type: none"> <li>○ Department quiz (based on newsletter)</li> <li>○ Mesh folks rather than sitting in their departments</li> <li>○ Provide tips- encourage participation at the GCCCD essentials course</li> <li>○ Resolve road blocks interdepartmental issues that need to be addressed so procedures can be consistent</li> <li>○ Focus groups – tables and breakout session communicate effectively, difficult situations, making change</li> <li>○ Build cohesion</li> <li>○ Focus on consistency</li> <li>○ Boost morale</li> </ul> </li> </ol> </li> </ul>
<p>5. Classified Senate (Della)</p> <ul style="list-style-type: none"> <li>• <a href="#">Classified Professionals Day</a> – March 23 at Grossmont</li> </ul>	<ul style="list-style-type: none"> <li>• Classified has been hiatus, though we have some people interested to represent classified district services</li> <li>• Classified Professionals Day themed “Unmask Your Potential” is scheduled on March 23 at Grossmont             <ul style="list-style-type: none"> <li>○ Alyssa sent a message to all managers/supervisors to clarify the expectations                 <ul style="list-style-type: none"> <li>- Encourage participation, however they can opt out and work</li> <li>- We will be closed to the public</li> </ul> </li> </ul> </li> <li>• We are working on the agenda, tentatively, we have team building in the morning and breakout sessions in the afternoon. The theme focuses on super powers and strengths and how an employee can identify themselves.</li> </ul>
<p>6. District Services Board Report (Della)</p>	<p>There were no items that we should include in the district services board report.</p>
<p>7. Budget Update (Sahar/Todd)</p>	<p>Sahar mentioned that we are still waiting for the first apportionment from the state chancellor’s office.</p>
<p>8. Human Resources Update –</p> <ul style="list-style-type: none"> <li>• Recruitment Status (Alyssa)</li> <li>• Strategic Hire: <a href="#">Human Resources Specialist</a></li> </ul>	<p>Recruitment status:</p> <ul style="list-style-type: none"> <li>• CAPs technician (committee orientation was yesterday)</li> <li>• Director of Payroll (starts Feb 18)</li> <li>• HR Specialist – Corrine leaving and this is her original position which Lorena is currently covering</li> </ul>
<p>9. Facilities Update (Ken)</p>	<p>Ken mentioned a few updates:</p> <ul style="list-style-type: none"> <li>• Districtwide - Alarm panels upgrades - updating intrusion alarm panels</li> <li>• DS - IS server room still under construction</li> </ul>

	<ul style="list-style-type: none"><li>• GC - Building 31 math science is open</li><li>• GC - Master pump still in design</li><li>• GC - HOC and chiller construction</li><li>• CC - Veteran Center completed and occupied</li><li>• Districtwide - Outdoor wireless access points, cameras, all access - packaging to go out in bid in spring – get rid of cards and given fobs</li><li>• Heritage Museum construction going well</li></ul>
10. 2020 Events <ul style="list-style-type: none"><li>• <a href="#">Calendar</a> of Events</li><li>• <a href="#">Fun Friday</a> events</li></ul>	Fun Friday (dates to be determined): <ul style="list-style-type: none"><li>• April - Chancellor's Office and Business Services</li><li>• May - Foundation</li><li>• June - HR</li><li>• August – SIS</li><li>• October – Purchasing and Contracts</li></ul>
11. Other Items	There were no additional items.
12. Next Meeting	March 11, 2020, 12:30-2:00 PM, DACR