



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

July 8, 2020, 12:30 – 2:00 PM

<https://cccconfer.zoom.us/j/96473698650>

NOTES

| Tri-Chairs: | | | Budget & Admin Services | Sean Malone | X |
|--|---|---|-----------------------------------|-----------------------------------|---|
| VC, Business Services – Sahar Abushaban | X | | Public Safety | Nicole Conklin | X |
| 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 | | | Karen Kline | |
| AVC Business Services | Todd McDonald | X | Human Resources | Alyssa Brown | X |
| FGCC | Sally Cox | X | | Janet Snelling | X |
| Admin Association | Vacant | | Information Technology | Steve Abat | X |
| Classified Senate | Daryl Johnson | X | | Michael Carr | X |
| CSEA | Patty Sparks | | | Jerry Williamson | X |
| Confidential Staff | Myra Lomahan for Stephanie Rodriguez | X | Marketing & Communications | Della Elliott for Anne Krueger | X |
| Recorder | Myra Lomahan | X | Payroll | Kristine Ogden | X |
| | | | Purchasing & Contracts | Linda Bertolucci | |

| AGENDA ITEM | SUMMARY/ACTIONS |
|------------------------------|--|
| 1. Welcome and Introductions | Meeting commenced at 12:32 PM. Sean welcomed new members, Daryl Johnson, representing Classified Senate and Kristine Ogden, Director of Payroll. Sahar mentioned that this council would need a new AA representative. |
| 2. Return to Campus Planning | <p>Tim reviewed the return to campus planning:</p> <ul style="list-style-type: none"> • If interested in returning to work and approved, employees must follow the protocols addressed in the districtwide email he sent last week, July 2. <ul style="list-style-type: none"> ◦ Emergency Telecommuting Agreement must be turned in by end of the month and can state, "Address on file." • Weekly reminder emails on information for returning to campus will be sent along with the COVID-19 Daily Checklist and training videos. This will also be on Workday. <ul style="list-style-type: none"> ◦ Temperature may change on the checklist, based on county guidelines. • Employees must work with their manager to ensure social distancing and sanitation protocols. • Chancellor is working on a repopulation plan. • Manager training will be provided on guidance for how to handle those not wearing a mask and crowd control. More information will be provided next week. <ul style="list-style-type: none"> ◦ For any issues, contact HR and CAPS. • Students not wearing a mask, or wearing inappropriate face coverings, will be handled according to the student code of conduct. • HR will address employees not wearing a mask, or those deemed inappropriate. <p>Other items discussed:</p> <ul style="list-style-type: none"> • Nicole and her team, along with facilities, posted signs on doors and high touch areas. • Facilities put up sneeze guards in specific areas and social distancing stickers have been |

| | |
|---------------------------|---|
| | <p>placed on floors.</p> <ul style="list-style-type: none"> • Nicole mentioned that facilities have checked the air systems and properly clean them regularly. • Action: Ken will check building 83 for any social distancing issues. • No access to all vending machines, they will be turned around. |
| 3. Budget Update | <p>Sahar provided budget updates:</p> <ul style="list-style-type: none"> • 2019-20 P2 <ul style="list-style-type: none"> ○ At P1, there was a 3.7% deficit (about \$4.3M for the district) and at this time they haven't collected property taxes and other fees. ○ P2 was released two days ago and showed an 8% deficit which equates to about \$9.5M for the district. ○ State Chancellor's Office is stating that some revenue was not available and they will send a revised P2 in July or August to reduce the deficit amount. • 2020-21 Tentative budget <ul style="list-style-type: none"> ○ We built the budget in May based on the May Revise, which included the 8% reduction in revenue (about \$9.3M for the district). ○ We assumed the deficit at 2019-20 at 1% (about \$2.1M for the district). ○ We are going to proceed with the tentative budget based upon the May revise, then adjust the budget based on the revised P2 and revised approved state budget that we receive in July or August. <p>Other budget items discussed:</p> <ul style="list-style-type: none"> • In the May Revise, there was a major cut in community college budget. • We need to borrow money due to the revenue deferrals from the state, which will cost the district. • We are doing a detailed cash flow analysis and based on this we will start the conversation of borrowing funds. • We made cuts in operating expense for district services and have a few vacant positions on hold/delayed hire. • A budget workshop is scheduled on July 21 at 4:15 PM. <p>Sahar provided the following update regarding the sheriff contract:</p> <ul style="list-style-type: none"> • The district is negotiating the sheriff contract to reduce services and eliminate the sergeant and only have two deputies (one at each campus), since we do not have a lot of students and few employees in fall. • The Chancellor wants to create a workgroup to come up with a safety and security plan for 2021-22. <ul style="list-style-type: none"> ○ It was recommended that the Districtwide Public, Safety, and Emergency Preparedness Council take the lead. |
| 4. Human Resources Update | <ul style="list-style-type: none"> • Alyssa noted that the only outstanding position is the Administrative Director in the Chancellor/Governing Board office and that recruitment is underway. • Sexual harassment training is a legal requirement for every employee to complete an hour of sexual harassment training, and managers must complete two hours of training. <ul style="list-style-type: none"> ○ HR is tracking and managers should monitor and ensure completion by December 31st. • Performance evaluations launched in Workday. <ul style="list-style-type: none"> ○ An area of compliance for accreditation. <ul style="list-style-type: none"> ▪ Grossmont is required to do a follow up report and site visit to demonstrate that we introduced the system and evaluations were completed. ○ Managers and their employees will be notified to complete the employees' evaluation. ○ CSEA evaluations are available for those employees with anniversary dates in May, June, and July. ○ Admin Association evaluations are launched in July every year. • Managers are required to do a diversity, equity, and inclusion 12-hour training – next round in September. |
| 5. Facilities | Ken mentioned the following facilities updates: |

| | |
|-----------------|---|
| Update | <ul style="list-style-type: none">• District IS server room (AC) has been finally completed.• Facilities and Gafcon moved out of building 80 and into the trailer.• Payroll department is relocated to building 80 and has brand new workstations.• Building 80 departments now have glass French doors.• Working on a new construction update for solar at both Grossmont and Cuyamaca. |
| 6. Other Items | <ul style="list-style-type: none">• Department plans need to go into Nuventive Improve (formerly Tracdat) and were due on June 30. Contact Sam or Chris for assistance.• A poll was taken to determine the frequency of the meetings. It was agreed that the meetings would be held every other month.<ul style="list-style-type: none">○ It was recommended that the months we do not meet, a short communication email be sent out if necessary. |
| 7. Next Meeting | Wednesday, September 9, 2020 at 12:30 PM via Zoom |