



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
September 9, 2020, 1:00 – 2:30 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			Community & Workforce Partnership	Cynthia Nagura	X
VC Student and Institutional Success - Sean Hancock	X		Facilities	Ken Emmons	X
AVC Research Planning & Tech	Chris Tarman		Fiscal Services	Jennifer Fujimoto	X
AVC Human Resources	Craig Leedham	X		Karen Kline	X
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			Michael Carr	X
CSEA	Patty Sparks	X		Jerry Williamson	X
Confidential Staff	Myra Lomahan for Stephanie Rodriguez	X	Marketing & Communications	Anne Krueger	X
			Payroll	Kristine Ogden	X
Recorder	Myra Lomahan	X	Purchasing & Contracts	Linda Bertolucci	

AGENDA ITEM	SUMMARY/ACTIONS
1. Welcome	Sean commenced the meeting at 1:02 PM and welcomed the members to the fall semester.
2. Return to Campus Planning	<p>Sean mentioned the DEC-ERPG meeting reviewed the updated GCCCD Repopulation Plan which was revised over the weekend.</p> <ul style="list-style-type: none"> • The plan now includes a section on non-compliance with public health requirements, page 7 • We are the beginning of Phase I – those who cannot perform their full range of duties remotely. The next step of Phase 1 will for those employees who wish to return with prior approval <ul style="list-style-type: none"> ○ Making sure we have protocols in place including sanitization and social distancing • Phase II will bring in a few more employees that need to provide limited services such as student services and bookstore • Phase III is a full reopening of the campus following county and state guidelines – all employees will return with some in-person classes • You can find updated information at this link • Emergency Telecommuting Agreements must be sent to Cheryl Detwiler
3. Department Plans	Sean reminded the council department plans should be entered in Nuventive (formerly Tracdat)
4. Classified Senate	<p>On behalf of Daryl Johnson, Sean mentioned District Services Classified Senate meetings have been resumed monthly</p> <ul style="list-style-type: none"> • Last meeting was on August 25th with 8 attendees <ul style="list-style-type: none"> ○ They discussed FY19-20 accomplishments, FY20-21 goals, and general check-in • Next meeting scheduled for September 22nd
5. Budget	<p>Sahar said they are almost done closing books for 2019-20 and getting ready to build the adoption budget</p> <ul style="list-style-type: none"> • State approved budget but included deferrals

	<ul style="list-style-type: none"> • State will not be paying our apportionment in whole for the year in which it is earned due to deferrals, therefore we will need to borrow money <ul style="list-style-type: none"> ○ We will work with CCLC's program to borrow money • Todd and Sahar have been working on cash flow statements • We will be building in a 4% contingency • We will continue to evaluate positions that were froze and some deferred hiring <ul style="list-style-type: none"> ○ Critical hires were sent this morning: payroll technician & campus and parking services specialist • We are working on a retirement program, materials were sent to all eligible employees (at least 10 years with district and 55 years old) – deadline to submit is October 2nd <ul style="list-style-type: none"> ○ Once we know who is participating in the program, an analysis will be done to see how much the impact is and the board will determine if we want to move forward • Todd mentioned we will not be doing any budget transfers until the adoption budget is approved • The audit is scheduled on November 30th • Jennifer reminded the council to make sure to review the invoice and the PO in Workday has the right amount of funds before it goes to Accounting
<p>6. Human Resources</p>	<p>Alyssa noted the following:</p> <ul style="list-style-type: none"> • Sexual Harassment Prevention training through the CCCCCO Vision Resource Center is required by all employees and due December 1st – Alyssa will send reminders mid-semester • Performance evaluation is due on October 1st for Administration Association • Performance evaluation for CSEA is due depending on the employee's anniversary date
<p>7. Facilities</p>	<p>Ken and Sean mentioned the following:</p> <ul style="list-style-type: none"> • Grossmont building 36 is demolished • Grossmont building 51 and 55 is in process for design • Temporary Wi-Fi in the parking lot 4 for Grossmont and parking lot 5 for Cuyamaca <ul style="list-style-type: none"> ○ Colleges are putting together a plan on the impact of Wi-Fi – hours, CAPs services, and student resources while on campus
<p>8. Other Items</p>	<p>Institutional Effectiveness Partnership Initiative (IEPI) Partnership Resource Team (PRT)</p> <ul style="list-style-type: none"> • Chancellor requested to participate in the IEPI PRT to look at district services and make recommendations to better serve the colleges based on our processes, procedures, and structure • PRT is put together based on their expertise in the area • The VCs will work with their managers and identify those from district services who will be interviewed by the PRT on October 6th • PRT will also interview the colleges to receive constructive feedback to determine where we have gaps, how to better service the colleges, and what is important • The PRT will present their findings and recommendations on their 2nd visit, scheduled on December 11th, and will work with a selected drafting group who will write the Innovation & Effectiveness Plan (IEP) • The district will receive \$200K to implement the plan and a follow up visit will occur next year <p>Communication</p> <ul style="list-style-type: none"> • Anne has been focusing on updating the repopulation plan as needed and following county and state guidelines. <p>Workday</p> <ul style="list-style-type: none"> • Karen said Workday Release 2 will be happening this weekend (bi-annual update) with no significant changes that require communication <p>Special Task Force on Campus Safety update</p> <ul style="list-style-type: none"> • The task force just met and is tasked to recommend a safety and security plan for the district They will be looking at other models and best practices from other districts as well as conduct forums at both colleges (students, faculty, staff)

	<p>Congratulations</p> <ul style="list-style-type: none">• Chris' last day with GCCCD is this Friday, September 11th. He will be going to MiraCosta College as their Dean, Research, Planning, and Institutional Effectiveness.• Sean's last day with GCCCD is Friday, September 25th. He will be the President of Cerro Coso Community College (part of Kern CCD).
<p>9. Next Meeting</p>	<p>Thursday, November 12, 2020 at 10:30 – 12:00 PM via Zoom</p>