



**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**  
November 12, 2020, 10:30 – 12:00 PM  
<https://cccconfer.zoom.us/j/96473698650>

**NOTES**

<b>Tri-Chairs:</b>			Budget & Admin Services	Sean Malone	
VC Business Services – Sahar Abushaban	x		Public Safety	Nicole Conklin	x
VC Human Resources - Tim Corcoran	x		Community & Workforce Partnership	Cynthia Nagura	x
			Facilities	Ken Emmons	x
			Fiscal Services	Jennifer Fujimoto	x
AVC Human Resources	Craig Leedham			Karen Kline	
AVC Business Services	Todd McDonald	x	Human Resources	Alyssa Brown	
FGCC	Dana Rivers	x		Anaid Northcraft	
Admin Association	Vacant		Information Technology	Steve Abat	x
Classified Senate	Daryl Johnson			Michael Carr	
CSEA	Patty Sparks			Jerry Williamson	x
Confidential Staff	Stephanie Rodriguez		Marketing & Communications	Anne Krueger	x
			Payroll	Kristine Ogden	x
Recorder	Jane Galarnau	x	Purchasing & Contracts	Linda Bertolucci	

<b>AGENDA ITEM</b>	<b>SUMMARY/ACTIONS</b>
1. Welcome	Tim welcomed the group to the final meeting of 2020. He added that normally there is a research standing item however, with Chris and Sean gone there is no update at this time.
2. Budget	Sahar reported that there is currently no State update but that we should be getting that in at the beginning of the year. She mentioned that it is looking like Prop 15 is not going to pass which will impact our numbers for 2021.
3. Human Resources	<p>Tim announced two positions in the works, Payroll Technician and CAPS Specialist, both application periods for those recruitments have closed. He also announced the recruitment for Grossmont College President to replace Nabil whose last day is Jan 3<sup>rd</sup>. He said that there is a very detailed Board policy which was approved at the last Governing Board meeting. The expected start date for this position will be July 1, 2021 and they are planning for interviews and forums sometime in April 2021.</p> <p>Sahar added that they have just started the process of recruiting for a Sr. Director of Purchasing and Contracts to replace Linda Bertolucci who will be retiring in December.</p> <p>Lastly Tim reported that there will be another recruitment coming to replace Pat Setzer, VP of Instruction at Cuyamaca College who will be retiring in February 2021.</p>

4. Facilities	<p>Ken reported on building 36 construction, the building is completely gone and will be replaced with a new 2-story building. He added that building 51 and 55 are in design phase and will be remodeled rather than replaced. The hope is to move everyone to the village for this remodel which is projected to begin in about a year and a half.</p> <p>He announced that a solar project will begin in July. Also, the Ornamental Horticulture project will be complete in December and the greenhouse project will begin. Cuyamaca College Student Center will have a groundbreaking in January and building F is currently in the design phase.</p>
5. Open Enrollment	<p>Tim announced that open enrollment will be from November 23<sup>rd</sup> to December 3<sup>rd</sup> and encouraged the group to announce to all because this is a very short window to make changes. He encouraged everyone to go into Workday to review all your benefits, beneficiaries, address updates, if needed. He also let the group know that if you have flex accounts you will need to go in and reenroll each year. Anne will add this info in her weekly report.</p>
6. Sexual Harassment Training	<p>Tim reported that the State law requires all employees to go through the Sexual Harassment Training, he said that the HR department will continue to send reminders and that we currently have about 650 employees who have already taken the training. He encouraged everyone to please take this training before the December 31<sup>st</sup> deadline.</p>
7. Evaluation Status	<p>Tim reminded the group to stay on top of their evaluations since last year the accreditation team noted that we needed to improve in that area. He said that District Services is currently at about 70% completion rate. He added that Cuyamaca College is at about 80% and will likely get to 100% completion rate.</p>
8. New Covid Guidelines	<p>Tim announced that the State will be enacting stricter Covid rules with regards to tracking and notifications, those stricter rules will take effect on January 1, 2021. We are continuing to do temperature checks for anyone on campus. Some areas that are doing the testing are CAPS, Chancellor's office, Human Resources (38H) and the warehouse.</p> <p>Tim added that, as a county, we are now heading into the purple tier so some rules will be changing beginning at midnight on Saturday. Our college will not be able to do lecture classes, but labs are still ok.</p>
<p>9. Dates to Remember</p> <p><b>Thanksgiving</b> Thurs, Nov 26<sup>th</sup> and Fri, Nov 27<sup>th</sup></p> <p><b>Final Paycheck</b> - Dec 18<sup>th</sup></p> <p><b>Winter Break</b> Dec 24<sup>th</sup> – Jan 3<sup>rd</sup> – Campus Closed</p>	<p>Tim announced some dates to remember for the remainder of the year. We will be closed on Thursday, November 26<sup>th</sup> and Friday, November 27<sup>th</sup> for the Thanksgiving holiday. We will also be closed from December 24<sup>th</sup> through January 3<sup>rd</sup> for the winter break. Lastly, he announced that the final paycheck for the year will go out on December 18<sup>th</sup>. Kristine added that the final payout for vacations will be on December 23<sup>rd</sup>.</p> <p>Tim said that this year, due to Covid, we will not be hosting the holiday party as usual.</p> <p>Lastly, he announced the name of the District employees who will be taking advantage of the SERP and retiring in December, those people are Linda Bertolucci, Susan Bender, Barbara Hashiguci, Amy Leisure and Doug Platt. Sahar added that Maria Briney will be taking over some of Linda's duties and Gina Zambelli will be working out-of-class for Barbara's position and the District will not be backfilling Doug or Susan positions.</p>

10. Next Year's Meetings	Next year Sahar and Rosie will be taking over this meeting and the new schedule for 2021 has just been sent out.
11. Other Items	None
12. Next Meeting	January 13, 2021 – We are planning to stick to the schedule, meeting the 2 <sup>nd</sup> Wednesday of every other month unless there are objections. This meeting may be rescheduled.