

Classified Senate – District Services VP Report
June 01, 2014

DSL: DISTRICT SERVICES LEADERSHIP COUNCIL		
Notes on May 07, 2014		
Attendees: Amy Leasure; Anne Krueger; Brian Nath; Christopher Tarman; Dale Switzer; Jack Davidson; Janet Zullo; Jennifer Danks; Jerry Williamson; John Valencia; Kim Frost; Linda Bertolucci; Linda Jensen; Marsha Edwards; Sahar Abushaban; Sally Cox; Sue Rearic; Tim Corcoran; Victor Perry		
Disclaimer: <i>The notes presented herein are not intended to be the official minutes of the meeting nor are they intended to be a complete detailed account of all discussions. Amy Leasure</i>		
1	Strategic Planning	<ul style="list-style-type: none"> ◆ Mr. Chris Tarman announced the 2nd Annual DSL retreat has been scheduled for July 30, 2014. A save-the-date email will be forthcoming. Some of the planned items to be discussed are: 1) The departments accomplishments, departments new goals. Various data gathered and compiled by Institutional Research will be made available for use for the planning workshops. 2) He also advised that the departments need to prepare (update) their current plans for this retreat. 3) He also noted there will be discussion on the ERP system, budgets, etc. 4) Sue requested that Mr. Tarman brainstorm with the management team to develop a theme for this year's retreat.
2	Tentative Budget Update	<ul style="list-style-type: none"> ◆ Sahar announced that the workshop for the tentative Budget 14-15 is scheduled for June 10.
3	Human Resources Update	<ul style="list-style-type: none"> ◆ Marsha Edwards reported that she had received good reviews from last month's DEI summit.
4	Strategic Staffing Plan: Revised Strategic Hire Quick Reference/Request form	<ul style="list-style-type: none"> ◆ Sue noted the staffing plans consultants (College Brain Trust) had met with all three sites and a report should be forthcoming the middle of summer. The study will provide a comparison with similar community colleges and districts in staffing levels, best practices, evaluation systems and processes. The consultants on site were Drs. Jean Malone and Walter Packard. This study was prompted by the Accreditation report. ◆ She also noted the Emergency hire process follows the same process as the Strategic Hire Request process but only at a faster pace so as to meet the emergency need. There had been questions raised and she wanted everyone to know that there were no special exemptions from the norm.
	Strategic Staffing Plan: New Critical staffing requests	<ul style="list-style-type: none"> ◆ Linda Bertolucci brought forth two positions for Strategic Hire: The warehouse supervisor position which will need to be backfilled as the current supervisor was scheduled to retire on August 3, 2014. The second position is the Inventory Control Technician also in the warehouse. This position had been on the hiring freeze list. Linda added that the physical inventories had been significantly reduced during the staffing reduction. Additional information can be found on the intranet, DSL page.
	Strategic Staffing Plan: District Services recruitment status	<ul style="list-style-type: none"> ◆ Marsha Edwards said there were several interview committees progressing through the process.
5	California Public Records Act (CPRA) requests	<ul style="list-style-type: none"> ◆ Sue said she wanted to confirm the public record requests will continue to be routed through Jennifer Danks. Jennifer Danks will establish a routing process as who will receive the requests. Legal will assist to identify the appropriate needs to meet the records requests. Linda Bertolucci stated this would be a good time and place to remind departments the need for pertinent information often requested by Purchasing and Contracts. Sue asked that Chris Tarman ask the extended cabinets to carry this request to their councils.
6	Procedures/Quick References/forms	<ul style="list-style-type: none"> ◆ Jennifer Danks reported the Accreditation process brought forth a recommendation on the AP and BP updates even though it was demonstrated to Accreditation that this is an on going project. The process will now document a date as to when the item was reviewed and deemed current as is. ◆ Jennifer also requested recommendations for reviews be sent to her. The APs and BPs are listed on the intranet: http://www.gccd.edu/governing-board/policies-and-procedures.html ◆ Jennifer also requested that if anyone had any recommendation for items to be reviewed to contact her. The APs and BPs are listed on the intranet: http://www.gccd.edu/governing-board/policies-and-procedures.html
7	Department updates	<ul style="list-style-type: none"> ◆ Brian Nath reported the ERP committee had requested costs and as a result Workday requested to meet with GCCCD areas so they could work up their proposed costs. These will be scheduled for next Tuesday and Wednesday. He did not say if the other requested the same.
8	District Services events and workshops: Fun Fridays & Holiday Events	<ul style="list-style-type: none"> ◆ The next fun Friday will be hosted by Information Systems on July 17 with a Beach party theme.
	District Services events and workshops: District Services events and workshops	<ul style="list-style-type: none"> ◆ Brian Nath reported the Windows upgrade was pushing through. Though Arleen Satele was having trouble accessing the citation appeal system. It will be calling her to work this out.
	District Services events and workshops:	District Services Appreciation - May 21, 9:00 a.m.
9	Items from the floor	<ul style="list-style-type: none"> ◆ John Valencia announced the start of the Foundation's 6 week campaign 2014 Give the Dream Music Video Fundraiser. "Give the Dream provides emergency grants of up to \$500. to allow students with an unforeseen financial hardship to continue with their studies and not be distracted by a distressing crisis that might otherwise cause them to suspend their studies." For additional information see foundation@gccd.edu. John asked that everyone share this via their own social networks such as Facebook.
10	Next meeting	Wednesday, June 4, 2014 - 10:00 - 11:30 am. District Office South (annex) conference room

Diversity, Equity & Inclusion (DEI) ♦ DEI Summit May 05, 2014

Classified Rep: Pam Wright

At the summit, there was a student panel who talked about their experiences and their needs. We worked on updating our DEI Strategic Plan and setting goals for next year. We also had cultural competency training from Raad Jerjis.

**District Accreditation Coordinating Council (DACC)
Staffing Plan Workshop
April 28, 2014, 8:30 AM – 10:00 AM
Cuyamaca College Student Center, I-209**

Classified Senate attendee: Angela Johnson

Based on accreditation recommendations, it was determined that the District needs to have a staffing plan in place. As a result, *consultants Drs. Jean Malone and Walter Packard* from the College Brain Trust were brought in my Marsha Edward's to develop a strategic staffing plan. The plan was outlined as 3 phases:

1. Info Gathering
2. Assessment, Process Evaluation & Best Practices
3. Implementation

The consultants will be developing a timeline and determining who they will be meeting with to collect information for analysis. Timeline is forthcoming.

**Human Resources Advisory Council (HRAC)
District Annex Conference Room**

HR Council meeting was cancelled.

**Institutional Research and Planning Committee
Workgroup Only Meeting in March**

Next Regular Meeting (w/entire committee): September 8, 9:30-10:30 a.m., CC