

**DSL – 09/10/2014**

Next meeting Wednesday, October 8, 2014

**Jennine Boschock**

Senator

**Strategic Planning update**

- DSL's retreat at Mission Trails in August which discussed planning, goals, ERP implementation along with ways to get communication out to both campuses on what DSL is/does.
- Chris Tarman asked for feedback on retreat; main issue was scheduling of the retreat, suggestions included planning further in advance so people can get it on calendars.

**Budget update**

- Board approved adoption budget and a few items were funded (i.e. IS training, carts for Electrical Maintenance, and a new van for the Warehouse). Working on transferring the carts that are in better shape from CC to GC, this will occur with the delivery of the new carts.

**HR update**

- Manager/Supervisor training took place week of 9/10/14.
- Open enrollment costs were low.
- Health fairs in October for both campuses.
- Work Day implementation – in the process of training.
- AFT contract – hoping to wrap up negotiations in Oct, still working on Admin contract.

**Strategic Staffing Plan**

- Paula Matthews in Accounting is retiring, with new system and implementation position is needed to be filled, preferably by January 1. No budget impact, taking to DSPB&C in Oct. Sue to expedite due to late meeting.
- Employee Relations position has been expedited, currently a classified sub is in position.
- Employees doing out of Class include: Pam Wright as the Interim Dean of Student Affairs at CC; Kimberly Gioscia as Admin Asst III/Employee and Labor Relations at DS.
- Status on open positions: Business Analyst final interviews; Senior Recruiter offering position to an applicant week of 9/10/14; Warehouse Supervisor back out; CAPS Supervisor final interviews scheduled for September; VCHR final interviews to be completed upcoming month.
- Linda Jensen inquired how can we get someone to do OOC opportunities, Tim Corcoran responded with they are working on procedures for OOC and will be sending the info out.

**Department Updates**

- Safety Taskforce will be doing a workshop Active Shooter (1hour) in September for District Services
  - In October taskforce will come to each department to assess and advice for active shooter.
- CPR Training scheduled for late December.

**District Services events and workshops**

- Fun Friday scheduled for October 17<sup>th</sup> sponsored by Business Services/Chancellor's Office, no theme yet.
- Halloween event October 31<sup>st</sup> will be a morning event.

**Items from Floor**

- Sue Rearic discussed possibility of a late summer event for District Services, like convocation for DS. Looking for ideas on what we can call the event. There was discussion on possible dates and Jennine Boschock suggested an early June date.
- District Services scheduling of conference rooms was brought up and double booking of rooms. Sue and Tim to look into and restrict rights of those able to book rooms to minimize over booking of rooms.