



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
January 8, 2020, 12:30 – 2:00 PM
District Annex South Conference Room
NOTES

Tri-Chairs:			Budget & Admin Services	Sean Malone	X
VC, Business Services – Sahar Abushaban	X		CAPS	Nicole Conklin	
VC, Human Resources - Tim Corcoran	X		Community & Workforce Partnership	Cynthia Nagura	X
VC, Student and Institutional Success - Sean Hancock	X		Facilities	Ken Emmons	X
Chancellor – Lynn Neault	X		Fiscal Services	Jennifer Fujimoto	X
AVC Research Planning & Tech	Chris Tarman	X	Human Resources	Alyssa Brown	X
AVC Human Resources	Craig Leedham	X		Janet Snelling	
AVC Business Services	Todd McDonald	X	Information Technology	Steve Abat	X
FGCC	Chito Gutierrez			Michael Carr	X
Admin Association	Ron Adams	X		Jerry Williamson	X
Classified Senate	Della Elliott		Marketing & Communications	Anne Krueger	X
Confidential Staff	Stephanie Rodriguez	X	Payroll	Vacant	
CSEA	Patty Sparks		Purchasing & Contracts	Linda Bertolucci	
			Recorder	Myra Lomahan	X

Agenda Item	Summary/Action
1. Welcome and Introductions (Sean) <ul style="list-style-type: none"> Chancellor Lynn Neault 	<p>Sean welcomed members of the council and introductions were made.</p> <p>Chancellor Lynn Neault attended the meeting and members asked questions regarding District Services at SDCCD. Lynn mentioned that SDCCD is more centralized, and has a larger operation. She noted that they are process driven, and do planning from beginning to end.</p> <p>The District Services 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 (just like College Council making recommendations to President's Cabinet).</p> <p>This meeting is held every month.</p>
2. District Services Planning Timeline (Chris) <ul style="list-style-type: none"> April 2020 Date 	<p>Chris reviewed the District Services Planning Timeline for evaluating the past year and planning for the next year occurring at the same time in spring, and submitting resource requests for the next fiscal year in May.</p> <p>A districtwide district services satisfaction survey is completed every 2 years and one was just completed last year (2019). Each department was given their results. Action: Chris will send the surveys to Chancellor and Vice-Chancellors for review.</p> <p>Our next District Services Planning Retreat will be scheduled on Thursday, April 23rd located at an off-campus location. District Services will be closed.</p> <p>Action: Alyssa will coordinate the DS Retreat Planning with RPIE.</p>

<p>3. TracDat Update (Sean)</p> <ul style="list-style-type: none"> • Student & Institutional Success Depts. (IT, RPIE, CWP) • Business Services/ Chancellor & Governing Board Office • Human Resources/ Marketing/ Communications 	<p>Based on the above District Services Planning Timeline, it was recommended that we continuously review our plans and provide updates on progress. All agreed that presentations by departments will be scheduled after the retreat.</p>
<p>4. Building Open/Close protocol (Sean)</p>	<p>Sean mentioned a concern about safety issues and building open/close protocol. The following items were also discussed:</p> <ul style="list-style-type: none"> • If department is closed during business hours, they should put signage on their door when office will reopen and provide contact info • After 5pm, those who plan to work late should lock main doors • If someone works after 8pm and/or on weekends, a VC should be notified • Ken will work on a bid for district building access controls (program automatic open/close main doors) • During 4/10 schedule, we have a hard close on Fridays with the exception of construction. Exceptions must be approved by the Chancellor. <p>Action: Tim will send out a protocol.</p>
<p>5. District Services Board Report (Anne)</p>	<p>Both college sites and district services submits a monthly governing board report that highlights planning, systems, Fun Friday, new employees, etc.</p> <p>The following items were suggested for the January report:</p> <ul style="list-style-type: none"> • New Chancellor • New employees • Foundation Scholarship Breakfast • District Office Building updates <p>Action: Anne will speak to Lynn regarding the board report.</p>
<p>6. Budget Update (Sahar/Todd)</p>	<p>Sahar said the Governor will announce the budget this Friday at 10am. She is also attending the CCCC budget meeting next week.</p> <ul style="list-style-type: none"> • In February, we will receive our first apportionment • We will be updating our data based on the Student Center Funding Formula • CCCC will tell us our revenue in February <p>Todd mentioned that audits are completed and is scheduled to be presented at January's governing board meeting. Auditors will return in March and again in October as part of ongoing audit procedures</p>
<p>7. Human Resources Update – Recruitment Status (Alyssa)</p>	<p>Alyssa mentioned the following items:</p> <ul style="list-style-type: none"> • Gaby Avila Garcia was promoted as the Campus and Parking Services (CAPS) Supervisor • Public Safety Compliance Specialist is hired, HR is finalizing the start date • Director of Payroll (under AVC Business) interviews are scheduled this week • District Services Project Supervisor (HR) recruitment was extended due to small pool of applicants • Two RPIE employees, one at Cuyamaca (starts on Monday), and one at District Services (starts in February)

8. Standing Items	<p>Sean recommends that we review what standing items should be listed on the agenda for this year. The following items were mentioned:</p> <ul style="list-style-type: none"> • District Services Board Report • Budget Update • Human Resources Update – Recruitment Status • Facilities Update
9. Facilities update	<p>Ken provided the following updates:</p> <ul style="list-style-type: none"> • Governing Board approved solar for both colleges in December • DS building 80 will have glass doors installed in the hallways. • Gafcon modular was delivered and they will move back into that space (temporarily located in DS building 80) • Payroll department will be moving back to DS building 80 (in Gafcon's temporary space) • Districtwide door latches and access controls are begin replaced • Alarm panels will be updated • GC building 31 is open for classes • GC building 36 will soon start demolition • IS server room will include new HVAC units • Cuyamaca OH is underway • District Resource Center – Gafcon will be sending an RFP for a design build then will work with the departments to discuss their space needs • Road repair at both campuses will be taking place in stages • Heritage of the Americas Museum is under construction (new roof, windows, and doors)
<p>10. 2020 Events</p> <ul style="list-style-type: none"> • Calendar of Events • Fun Friday events 	<p>Sean shared the updated Calendar of Events and Fun Friday events.</p> <ul style="list-style-type: none"> • The calendar of events includes planning, presentations, workshops, and fun Fridays. • The fun Friday events list shows the fun Friday dates and themes. <ul style="list-style-type: none"> - Fun Friday events are fellowship and potluck lunches for District Services – a voluntary, informal get together where departments host <p>Action: Please email Myra Lomahan any calendar events as well as fun Friday events your team would like to host.</p>
11. Districtwide Calendar Schedule	For your convenience, if you need to schedule a districtwide meeting, you can see what other meetings are held that may impact others.
12. 2020 Meeting Schedule	Attached for your convenience is the 2020 meeting schedule, calendar invitations were sent to members.
13. Next Meeting	February 12, 2020, 1:30-3:00 PM