



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

THE HR PULSE

Vision Statement: Provide Services and Strategies that assist GCCCD in achieving World Class Status
Mission Statement: Create Human Resources systems that assist the District's mission of "The Way Forward."

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From the Vice Chancellor



For the last several months, I have had the pleasure of facilitating three committees comprised of a number of employees from the district and both colleges: the Classified Staff Development Committee, the Leadership Training and Development Committee (Administrators), and the Staff Diversity Committee. Look for more information in this issue and in future announcements as plans and programs are implemented from each of these committees.

Employment Services

Have a New Job or Planning to Retire?

Are you or one of your employees leaving the District? There are several steps that need to occur to end employment with the District:

1. **Fill out a Notice of Resignation/Retirement** and give it to your supervisor who will send it to Employment Services. Employment Services can then coordinate with other departments so that Benefits can notify you of your benefits continuation rights, Payroll can properly pay your final check and cash out any earned vacation time, and retirement plans can be notified. Even hourly workers have a retirement plan, and we need to tell them how to access their money. If you are a retiring member of STRS or PERS, you should contact them before submitting an official resignation date so you have no surprises with your pension payments.
2. **Fill out the Check Out Form.** This form should be completed with your supervisor to sign off that all GCCCD materials, i.e., keys, permits, equipment, have been returned.
3. **Fill out the Exit Questionnaire.** We in Employment Services want to hear about your experience working for GCCCD. The Exit Questionnaire is confidential, and is sent by you directly to Employment Services.

All three forms above can be found on the District Section of the Forms Depot, under "C" for Check Out Forms.

Human Resources

There's a Whole Lotta Committees Going On!

Classified Staff Development Committee (Vision and Mission)

Vision: To promote personal and professional preparedness through comprehensive training which provides classified employees with opportunities for growth and development.

Mission: STARS (Staff Training and Readiness Seminars) is a program designed to promote personal and professional growth within self and community for classified employees at the Grossmont-Cuyamaca Community College District.



Classified Staff Development Committee:

Marci Jahn
Pat Murray
JaQ Osborne
Jan Recktenwald
Rocky Rose

Leadership Training & Development Committee:

Janet Althaus
Vivian Bogue
Kurt Brauer
John Colson
Bob Eygenhuysen
Linda Haar
Bob Hertel
Joel Javines
Jennifer Lewis
Francis Steindorf

Staff Diversity Committee:

Tim Buckles
Pam Camp
Amber Green
Linda Jensen
Danny Martinez
Yvonne Reid-Hairston
Julio Soto
Roxanne Tuscany

If you have a topic or question you would like to see addressed in THE HR PULSE, please contact Marci Jahn at extension 7572.

Leadership Training & Development Committee (Philosophy)

As leaders, it is our responsibility to align our core values and objectives with those of the district and to promote an environment that supports the development of faculty, staff and students – creating a community where people are valued.

In the process of attaining these goals, leaders model and communicate outcomes that are supported by the following core values: trust, loyalty, integrity, courage and fairness.

Collaborative efforts are more effective than individual efforts when supporting *The Way Forward*. As a team, administrators, faculty and staff are responsible for motivating others to take ownership and responsibility for their actions.

As visionary leaders, we serve the colleges, the district and our community – embracing the challenges of today and tomorrow.

Staff Diversity Committee (Vision and Mission)

Vision: The Grossmont-Cuyamaca Community College District is committed to fostering mutual respect among all members of the community. We believe in providing an educational environment that embraces our differences in an atmosphere of appreciation and understanding of the value, uniqueness and dignity of every individual.

Mission: Our commitment to diversity is more than the act of recruiting diverse peoples to campus or celebrating ethnically themed events or holidays. The Grossmont-Cuyamaca Community College District will not tolerate discrimination against any person because of age, ancestry, color, disability, national origin, race, religious creed, sex, sexual orientation, or education and socioeconomic status. It is a commitment that all district members have a responsibility to make the campuses welcoming and inclusive, and that we honor the importance of differences in others.

Labor Relations

PERB – A Definition

The **Public Employment Relations Board** (PERB or Board) is a quasi-judicial administrative agency charged with administering the collective bargaining statutes covering employees of California's public schools, colleges, and universities, employees of the State of California, employees of California local public agencies (cities, counties and special districts), trial court employees and supervisory employees of the Los Angeles County Metropolitan Transportation Authority. The Board is composed of five members drawn from California's public and private sectors. PERB is headquartered in Sacramento, and maintains regional offices in Oakland and Los Angeles.



Risk Management

Emergency Preparedness

The District, Cuyamaca and Grossmont colleges have plans and procedures in place designed to ensure the safety of students and staff each day as well as in the event of an emergency. Drills to test emergency procedures are conducted on a regular basis. Additionally, the District is an active participant with the task force for Disaster Resistant California Community Colleges (<http://emergency.cccco.edu/>).