

**DSL: DISTRICT SERVICES LEADERSHIP COUNCIL**

**Notes on February 04, 2015 Meeting**

Attendees: Amy Leasure, Anne Krueger, Brian Nath, Carmen Coniglio, Christopher Tarman, Doug Jenson , Jennifer Danks, Jerry Williamson, John Valencia, Linda Bertolucci, Nicole Conklin, Randy Clark, Sally Cox, Sue Rearic, Tim Corcoran, Victor Perry

1	Strategic Planning	<ul style="list-style-type: none"> <li>◆ Chris Tarman collecting information for the upcoming DSL retreat. He was reminding everyone to get their items to him as soon as possible.</li> <li>◆ He went on to report the new district survey will be forthcoming around March 3. He anticipated the survey would be out for two weeks with the results going out to the department managers for review by DSL at the May DSL meeting. He notes that CAPS would be included in this year’s survey. Foundation was being considered but no definite decision had been made on including them in the survey. He also thought the survey would be rearranged in alphabetical order.</li> <li>◆ He also reminded everyone to get their budget requests in through the TracDat system so that it could be presented to DSL in March. Sue interjected that this would be a good time to think of how Workday will impact our record retention practices and how that might impact the individual departments for peripheral equipment such as scanners or the photo machine for the HR system.</li> </ul>
2	Budget Update	<ul style="list-style-type: none"> <li>◆ Sue referred to the big picture as presented by the Chancellor at her State of District representation. She said the big message being that going forth is tied heavily to the budget. She said this will probably mean filling vacant positions will more than likely require an extra layer of screening of the needs. However, this does not mean layoffs or salary cuts. She stated “there will be NO layoffs and there will be NO salary cuts”. She went on to say that more than likely the natural course of reduction will be via attrition.</li> <li>◆ She asked if DSL would like to see an overview of the budget formula process to see how it was done. No one commented that something they would want to see.</li> <li>◆ She also reported Prop V would not fall into the District’s budget plans as that must follow established plans which have already been approved by the Board. She also wanted everyone to know the District office was in the feasibility stage.</li> <li>◆ She concluded the State of the District presentation received an overwhelming positive feedback so the plan is to continue to present these in either January or February of every year.</li> </ul>
3 and 4	Human Resources Update and Strategic Staffing Plan: --New Strategic staffing requests --District Services recruitment status	<ul style="list-style-type: none"> <li>◆ Tim Corcoran updated the status of the various recruitments which can be seen in its entirety at <a href="http://intranet.gcccd.edu/staffing-plans/documents/Status_of_Approved_Recruitments.pdf">http://intranet.gcccd.edu/staffing-plans/documents/Status_of_Approved_Recruitments.pdf</a> . He also presented the strategic hire request which can be seen at <a href="http://intranet.gcccd.edu/district-services-leadership-council-dsl/documents/dsl-2015-mtgs/2.4.2015/Strategic_Hire_Request_Director-HR_Prof_Dev_Spec.pdf">http://intranet.gcccd.edu/district-services-leadership-council-dsl/documents/dsl-2015-mtgs/2.4.2015/Strategic Hire Request Director-HR_Prof_Dev_Spec.pdf</a></li> </ul> <p>He explained that the HR department will be revamped or reorganized with two HR directors. One for each college and these two positions will serve as contact points for each site. He also reported the Professional Development Specialist position will be filled which has been on the plan but has never been filled. Filling this position will require defunding two positions (Asst VC and assistant) that are currently vacate.</p> <ul style="list-style-type: none"> <li>◆ Sue noted the restructure would not affect RAF. She explained that any changes affecting RAF would first have to go the Union.</li> <li>◆ Tim reported that Wendy was working on healthcare for Adjuncts for those eligible with over 50% and two terms taught.</li> <li>◆ Tim also announced that Christy Larson will be returning to help with the staffing plan sometime in March.</li> <li>◆ Tim concluded there will be additional hiring workshops but it will no</li> </ul>

		longer be called SmartHire. He clarified for Amy the committees will still be called screening committees as opposed to hiring committees. And that HRSA (?) will be part of the process as faculty requested input in to the process as a voice from the colleges in the HR process.
5	Advancement & Communications	◆ John Valencia presented his organizational chart identifying positions and what they do. He also reported on their partnership with East County Alliance and encouraged everyone to visit their website at .COM, .ORG or .NET. These domains were all owned the Alliance. He concluded his presentation by presenting an overview of the department's Contract Training program.
6	Wellness Champion Training (San Diego County Office Education/VEBA)	◆ Tim Corcoran reported that Wendy was working on this to determine what the best fit would be for the District.
7	Classified Senate Update	◆ Jennine was unable to attend. ◆ Sue reported the Classified Staff Day was scheduled for March 23 at Cuyamaca.
8	Department Updates	◆ Sue reported that there were items in the planning phases for various workshops such as the Sheriffs' personal safety training. And that DEI was developing plans for a presentation. She also stated that she would like to see a workshop on records retention.
9	District Services Events and Workshops	◆ Next fun Friday is March 6.
9	Items from the floor	◆ John Valencia announced the first ever DEI new employee brown bag lunch will be on February 27 in the South Annex Conference Room. He said the first would include all those who wanted to come and have lunch. ◆ Brian Nath announced the new password format for logons will be more complex which will include alpha, numeric and special characters. He also reported the new Windows 13 will be coming out sometime in April. The procedure to install will be as before. There will be notices forthcoming on these two issues.
10	Next meeting	Wednesday, March 4, 2015 - 10:00 - 11:30 am. District Office South (annex) conference room