

# Spring 2025 Newsletter

## ADMINISTRATIVE SERVICES

February 12, 2025



## Welcome to our Spring 2025 Newsletter!

We are thrilled to share the latest updates in our mission to positively impact our community and campus. In this edition, we aim to provide you with thoughtful insights and updates on the work being done across our Administrative Services departments.

Firstly, we invite you to join us for our upcoming Budget Forum on February 20th. This important session will focus on the current financial status of the district as we embark on budget development for the next academic year. We will integrate insights from the Governor's recently issued proposed budget to ensure a strategic and transparent approach to our financial planning. Our strategic goals are to maximize institutional efficiencies while supporting enrollment growth and providing excellent service to our campus and community.

Additionally, we are excited to announce a project committee has begun working on the implementation of a new work order system and facilities use

rental system, which are anticipated to launch by summer 2025. These systems are designed to streamline maintenance requests and enhance our ability to manage campus facilities effectively.

Lastly, we want to emphasize the importance of collaboration and mindful information sharing as we navigate these initiatives. Together, we can continue to create a thriving environment that meets the needs of our students, faculty, and staff.

Thank you for your continued support and engagement. We look forward to working alongside you as we move through this exciting semester.

Use the bookmarks to the right to jump to a particular department update.

*Sheree Stopper :)*

### Quick links to updates by department:

[Bookstore  
Services](#)

[Business  
Services](#)

[Fiscal Services](#)

[Cashier &  
Student Services](#)

[Facilities,  
Maintenance &  
Operational  
Services](#)

[Food Services](#)

[Print Services](#)

# Administrative Services Updates



## Budget Responsibility

As shared at Convocation budget times are getting increasingly tighter. Please assess all discretionary expenditures carefully and avoid unnecessary spending wherever possible. Let's work together to maintain good fiscal habits as we move into the second half of the year.

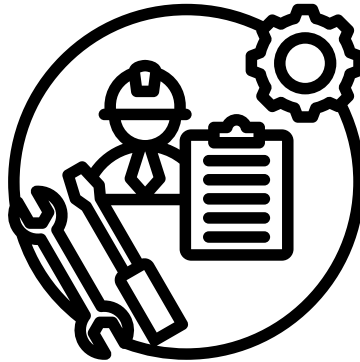
## FOB Access



In the morning, **AUTO UNARM** means that the first person entering the controlled space must use their fob to unlock the door. Once unlocked, the door will remain open for the rest of the scheduled period.

In the evening, **AUTO ARM** ensures the door automatically locks according to the set schedule—no fob required.

Outside of scheduled hours, the system will automatically relock after a fob entry.

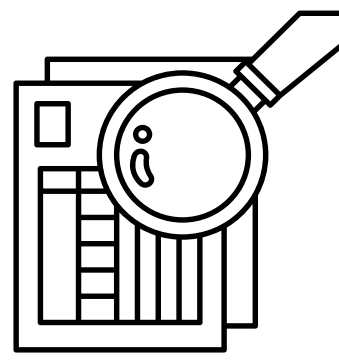


## Facilitron Implementation

Both colleges have initiated the implementation of an automated maintenance work order and facility use system. This system offers significant benefits for managing our facilities more efficiently and effectively.

Key advantages include modernizing facility policies to meet current needs, streamlining maintenance work orders and follow-up communications for timely problem resolution, balancing community engagement with financial responsibility, and leveraging data to enhance transparency and support informed decision-making in campus facility usage.

**System launch is expected summer 2025!**



## Budget Observations

As we reach the halfway point in the fiscal year, I wanted to share some of my **Top Budget Observations** to help guide our spending decisions:

1. Budgeted spend categories are not aligning with operational spending patterns.
2. Some spend categories are overspent, resulting in negative balances.
3. Hourly staff costs are not being appropriately budgeted based on the number of NANCE and student workers hired.
4. Prior year carryover budgets are not being utilized before current year allocations.
5. Spending in certain areas is exceeding the total smartkey budget allotted.
6. A reliance on unencumbered procurement methods (ODP, PCard, Expense Reimbursement, Supplier Invoices) is increasing risk and reducing visibility.

# Districtwide Support Updates



## Public Safety Upgrades

The campus now features newly installed AED boxes.

### [Campus AED Location Map](#)

In addition, Knox boxes have been placed throughout the campus to provide emergency responders with quick access to buildings.

## New District Funded Projects

The District will be conducting several projects over the next few months in support of the College:

- Demolition Building 50
- Demolition Ski Ramp on Athletics Field
- Demolition Putting Green and Repair Driving Range Cage
- Districtwide Replacement of Entry Gates
- Districtwide Boulders Enhancement at Campus Entries



## No Smoking in Restrooms

This is a reminder that smoking in restrooms is strictly prohibited. We need your support in reinforcing this message with students, as this has become a significant concern. During the past year, CAPS noticed a significant increase in fire alarms triggered due to smoking, especially in restrooms.

To help address this issue, the Facilities Maintenance and Operations (FMO) team has placed clear signage in all restrooms. Please direct students' attention to these signs as needed and encourage compliance with Board Policy 3570: [View Policy](#).

Thank you for helping to spread awareness and enforce this important policy.



## P-Card Process Changes

The Purchasing Department is implementing changes to the PCard procedures to improve internal controls and streamline processes. Key updates will include:

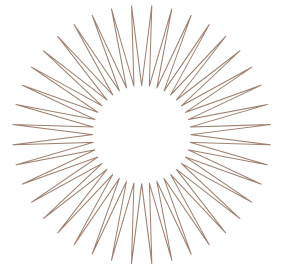
- Enhanced requirements for documenting expenditures online.
- Adjustments to the approval and submission timeline.
- Purchases will no longer be allowed for vendors that take purchase orders

The Purchasing Director will work directly with each department to review these changes and ensure a smooth transition.

### **Important Reminder:**

PCard expenses are **not encumbered** on the department budget. Once paid, these expenditures will directly reduce the remaining budget balance. Please plan accordingly to avoid overspending.

# Genie Montoya Retired



Last November, we honored and celebrated Genie for her incredible journey and invaluable contributions to Grossmont College. Starting in 1996 as an Account Clerk with the CTC/Leadership Economic Development Institute, Genie quickly demonstrated her dedication, talent, and commitment to excellence.

Throughout her career, Genie exemplified the true spirit of service and growth. She transitioned to the Business Services Office, where she became an integral part of the team. Her work ethic, attention to detail, and ability to lead with empathy and professionalism have left an indelible mark.

For the past 11 years as a supervisor, Genie has been a guiding force, inspiring her colleagues and ensuring the success of countless projects. Her leadership has not only advanced the mission of the college but also fostered a sense of collaboration and community among her peers.

Genie's unwavering dedication, spanning nearly three decades, is a testament to her passion for excellence and her commitment to the values of Grossmont College. Her contributions have made a lasting impact, and her presence has enriched the lives of everyone at Grossmont College.

Thank you, Genie, for everything you have done. You are truly one of a kind, and we celebrate you!



Your Grossmont College  
Family





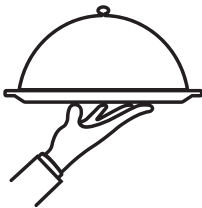
# BUSINESS SERVICES

**Katie Renfro & Christine McInerney**

**Location:** Building 10, Room 125    **Phone:** 619-644-7621

**Hours of Operation:** Monday – Friday 8am – 5pm

**Email:** [Grossmont.BCS@grossmont.edu](mailto:Grossmont.BCS@grossmont.edu)



## CATERING UPDATES:

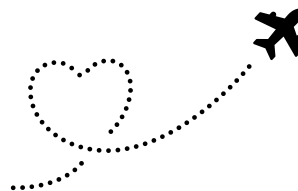
### [Business Services Food Request Website](#)

Genuine Foods has first right of refusal for orders over \$300.

- All food requests must be submitted at least 2 weeks prior to event.
- Detailed list of attendees/sign in sheets are **REQUIRED** and must be sent to Business Services within 3 days of event.

### [Genuine/Caterax](#)

- **Genuine/Caterax orders can be submitted concurrently with the Food Request Form;** Genuine will not move forward with request until BCS has fully approved FRF.
- Genuine orders will always be **“Request BCS to pay”** on the FRF.
- Food is not an allowable purchase on P-Cards.
- Letter of refusal from Genuine **required** to purchase from other vendors.



## TRAVEL PROCESSES:

- New travel policies require employees seeking expense reimbursements for attending conferences to include the conference agenda as part of the substantiation.
- Amendments to fully approved Off Campus Requests funding source or dollar amount must be approved by the Dean and be resubmitted to the forms process for review but not for re-approval by President's Cabinet.

## EXPENSE REIMBURSEMENT

- Expense dates should match receipt; do not lump together separate expenses in a single item.
- Current year mileage is 0.70/mile.
- Prior year mileage is a separate category. this will payout at 0.67/mile.



## FORMS PROCESS:

- [Updated Form Approval Process Link](#)
- [How to create Order Accounts](#)

### [P-Cards Update](#)

- Statements now accessible online through [USBank](#) using OSN CALCRD.
- P-Cards currently issued will soon be consolidated.
- Smartkeys can now be **updated online** before **statement close each month**
  - Business purpose should be added to the comments.
  - Receipts should be attached to the statement.
- Signed card holder activity **statements due to the District by the 10th of the following month.**
- If found in non-compliance three or more times, P-Card will be suspended.

# FISCAL SERVICES

**Team:** Carol Rapolla-Sigler & Ella Matkovski

**Location:** Building 10, Room 110

**Hours of Operation:**

- Monday - Friday 8am - 5pm

**Email:** [Carol.Rapolla@gcccd.edu](mailto:Carol.Rapolla@gcccd.edu); [Ella.Matkovski@gcccd.edu](mailto:Ella.Matkovski@gcccd.edu)

**Phone:** 619-644-7330; 619-644-7331



## REQUISITIONS

- New Spend Category Codes for equipment purchases based on item value:
  - [New Spend Categories](#)
- Services have spend categories that start with a 5xxx; goods have spend categories that start with a 4xxx
- Shipping/Handling to follow expense spend category
- Different items should be different lines
- The linked common spend categories will provide clarity around the appropriate spend category to use for the intended purchase
  - [Common Spend Categories](#)
- FY2425 Last day to submit REQs
  - **April 18th**
- FY2526 First day to submit REQs
  - **April 7th**
- [Year End Purchasing Deadlines](#)



## BUDGET

- Review smartkey budgets for negative balances per line item. Submit budget transfers to clear negatives and align budget with operational need. [Budget Transfer Form](#)
  - Align budgets with expenses plans for the remainder of the year
- Tentative budget planning for FY 2025-26 will take place in March-April with Cost Center Managers (Deans/Directors/etc)
- By the time forms reach the administrative teams, certain expectations are associated with an approval signature:
  - **Dean/Director** – Confirms understanding of the request, verifies that budget resources are available in the designated smartkey-object, and ensures the smartkey is the appropriate funding source for the expense.
  - **Vice President** – Confirms understanding of the operational plan and ensures the request aligns with the college's strategic goals.

# Bookstore Services

## The Hybrid Model Bookstore

Spring 2025 will be our 3rd term under the new Hybrid Bookstore Model. As an overview of the **Hybrid Bookstore processes:**

- All Faculty / Bookstore communication should go through [Michael Gilchrist](#)
- **Adoptions** – Summer & Fall 2025 adoption requests will be emailed to you after the 2nd schedule draft is entered into Colleague by the Master Scheduler. Adoptions are rolled over from prior terms (if available). You can change your adoption by emailing [Michael Gilchrist](#) or you can log into our Adoption and Insight Portal (AIP) system to check out past history and one-click readopt using [this link](#).
  - (AIP utilizes your GCCCD email single sign on so no logins or passwords to remember)
- **For your students** – All textbook / course material sales are now funneled through the Grossmont College bookstore website where students can select in-store pickup or shipping to their home. Store pickup web orders are delivered to the Grossmont store within 24-48 hours and shipping orders are mailed directly from our off-site warehouse to whatever address the student selects.
  - All communication will be sent via email including order confirmation, any issues and when the order is ready for pickup or shipment tracking.

**Commencement 2025** – In March, you will begin receiving emails asking if you plan to participate and need the bookstore to order your regalia. Please reply to those emails ASAP so that everyone will be properly attired.

## Hours of Operation

### First Week of each Semester:

- Monday - Thursday 9:00am - 6:00pm
- Friday 10:00am - 2:00pm

### General Store Hours:

- Monday - Thursday 9:00am - 3:00pm
- School spirit, supplies, food & drinks available

### Contact Us:

- Website: <https://grossmont.bncollege.com/>
- Email: [Michael.Gilchrist@gcccd.edu](mailto:Michael.Gilchrist@gcccd.edu)

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Assist Students in  
Ordering Their  
Classroom Books and  
Supplies with This Link:  
“[Web Ordering Made Easy.](#)”



[Grossmont.bncollege.com](https://grossmont.bncollege.com)

# COLLEGE CASHIER & STUDENT SUPPORT

## College Cashier

**Team:** Caroline Althaus & Melissa Murphey

**Location:** Building 10, Room 110

**Hours of Operation:**

- Monday - Thursday 8am - 5pm
- Friday 8am - 1 pm

**Email:** [Grossmont.Cashier@gcccd.edu](mailto:Grossmont.Cashier@gcccd.edu)

**Phone:** 619-644-7660

The Cashier's Office offers a variety of services to students, faculty, and staff. Payments for the following items can be made at the office:

- Student enrollment and tuition fees
- Parking citations
- Transcripts
- Library fines
- Field trips
- Childcare
- Other miscellaneous district funds

Please note that Parking Permits will **not be required for students** during Spring 2025.

For approved categorical programs that provide students with gas or gift cards, Purchasing has revised the procedures. The Cashier's Office will now manage the distribution of these cards and the collection of audit logs.

For more information on **Gift/Gas Card**

**Policies**, please see pages 31 - 33 of Reference Guide 2024, [here](#).



## Student Services

**Team:** Irene Bauza

**Location:** Building 10, Rm 110 next to the Financial Aid Counter.

**Hours of Operation:**

- Monday - Thursday 9am - 5 pm
- Friday 9am - 1pm

**Email:** [Irene.Bauza@gcccd.edu](mailto:Irene.Bauza@gcccd.edu)

**Phone:** 619-644-7603

- Support for ASGC and student club finances, including guidance on club deposits, payment requests, and account reporting.
- Discounted monthly and semester **bus passes** available for students enrolled in 7 units during fall or spring, or 3 units during intersession or summer.
  - Complimentary bus passes for students presenting vouchers from Basic Needs, CARE, EOPS, and other programs.
  - **Single day passes available for \$7**, cash only.
- Sales from outside vendors to benefit Inter-Club Council activities.



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# Facilities, Maintenance, & Operations

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As we prepare for the start of the Spring 2025 term ...

Grossmont College has received good news; the State has approved a matching fund project (Prop V) to replace the gymnasium with a new one. The task force and design will start this semester, and construction is anticipated to start in the summer of 2027.

Buildings 51 and 55 (Prop V State funding match) are well into the demolition stage of their renovation, and the project completion is anticipated in the summer of 2026. Buildings 52, 53, and 54 will also be reopened with a little refresh.

The Arts and Communication complex is in design for the renovation of buildings 21, 24, and 26 to start construction in the summer of 2026.

The Perimeter Road Phase II project completed much of the work before school started and will have a few remaining areas of work, such as the road on the east side of building 60 and 100s, starting February 8.

FMO has worked hard to prepare the campus for this semester. Several extra projects and repairs were accomplished, such as HVAC in Bldg 30, fire inspections and repairs, athletic field renovations, pest control, and preparing the temporary meditation/reflection room in building 60-116.

FMO will soon have a work order system. The district has contracted with Facilitron for a centralized system that will support both colleges and standardize the process. Facilitron is anticipated to go live by Summer 2025.

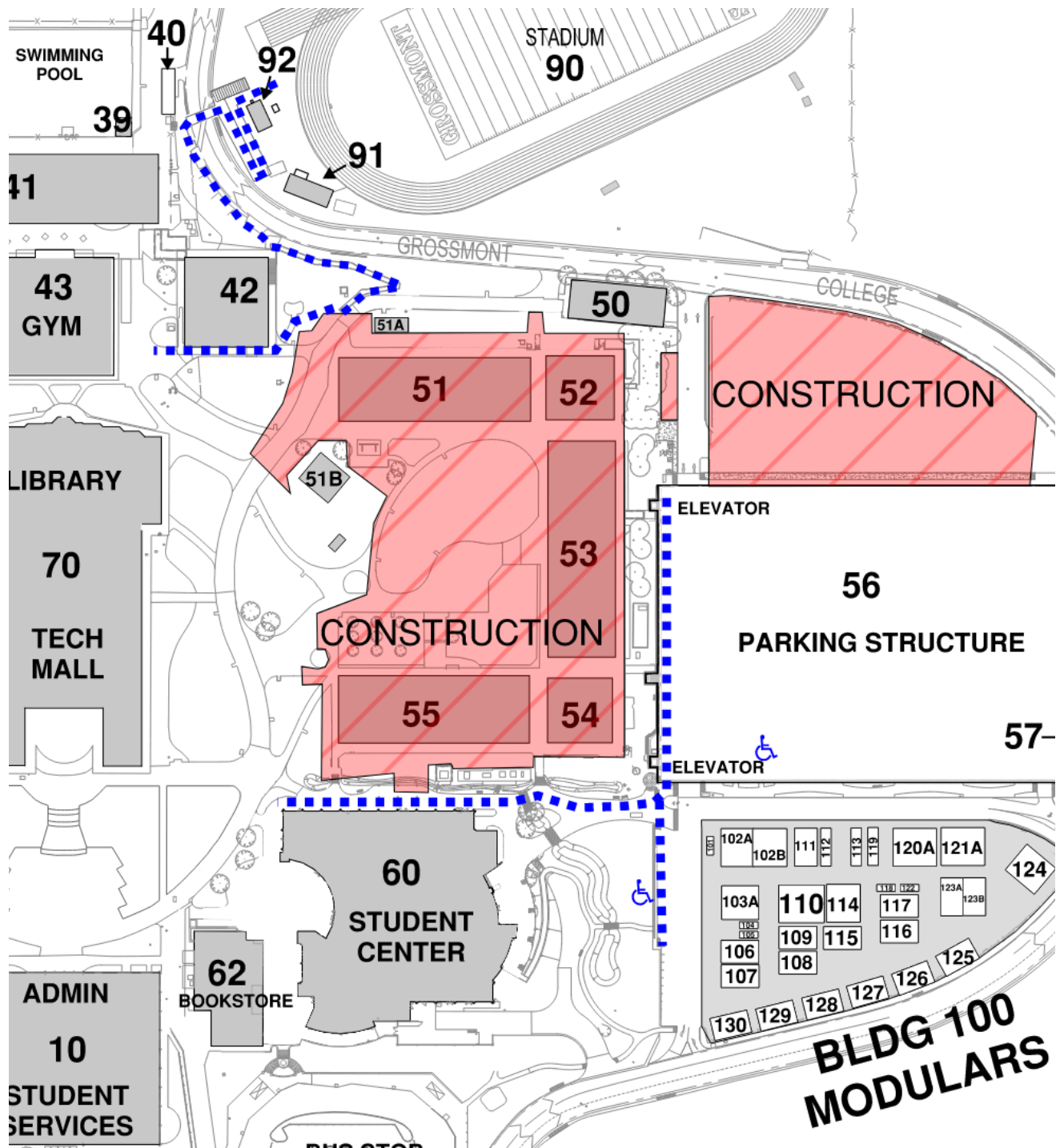


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**To report any campus facility issues, including custodial  
and grounds, please email:  
[Grossmont.FMO@gcccd.edu](mailto:Grossmont.FMO@gcccd.edu)**

# FACILITIES UPDATES

Construction will continue around the 50's complex for buildings 51/55 renovation until summer 2026. The blue dotted line indicates the ADA path around the project. The shaded red areas are prohibited access to fenced construction zones.



# MAINTENANCE HIGHLIGHTS

No down time this winter...



## Project List includes:

- Campuswide - preventative maintenance and testing:
  - HVAC Systems
  - Fire Alarm Systems
  - Sprinkler Systems
- Building 27 - Painting & Ceramics exhaust system installation
- Building 42 - gym repairs of the floor and ceiling, and new HVAC equipment
- Building 51 & 52 - HVAC connection to main chiller plant completed
- Building 30 - Damper system repairs
- Building 86 - HVAC equipment replacement and door locks rekey
- Building 62 - HVAC equipment replacement
- Rebuilt volleyball court sand barriers
- Renovated the baseball field
- Replaced the roof on the softball shed
- Replaced the broken windows of PVAC and Building 34
- Building 43 - Re-sealed caulking around the gym
- Building 60-116 - Painted and prepped for temporary meditation/reflection room
- 16-hour O&M asbestos training



## Asbestos Training



Do you need to contact maintenance personnel?

Email: [Grossmont.FMO@grossmont.edu](mailto:Grossmont.FMO@grossmont.edu)

# GROUPS HIGHLIGHTS

## Completed:

- Building 34 - Rodent control and landscape management
- Building 26 - Rodent control
- Building 36 VRC - Rodent control
- Building 22 - Landscape management
- Weed abatement of the field across the street from Lot 7

## In Progress:

- Gopher/squirrel infestation mitigation at softball and baseball fields.
- T-Mobile Cell Tower repairs

## Rodent Season

Integrated Pest Management (IPM) through the CA State Department of Pesticide Regulations (DPR) under the Environmental Protection Act (EPA) states to use pesticides as a last resort, especially as there are young children in the Child Development Center on campus.

Here is how you can help:

- Keep food in sealed containers. Sweet smells attract rodents, even if it's not food.
- Take food trash to an outside trash can.
- Keep breakroom refrigerators, tables, counters, sinks, and garbage disposals clean throughout the day.
- Be sure to have your trash set out before the weekend. Building 10 trash needs to be set out by Thursday.
- Let FMO know if trash is not taken out or floors need to be cleaned. [Grossmont.FMO@gcccd.edu](mailto:Grossmont.FMO@gcccd.edu)
- [Here is a link to the EPA website](#) that can be of help called "Do you really need to use a pesticide?"

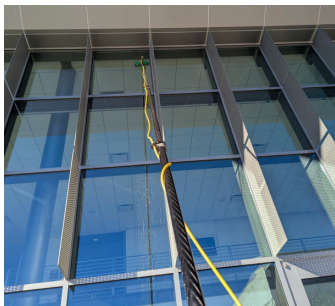
Our goal is to ensure our campus grounds are maintained and beautifully cared for. Remember this is your campus too! Send us an email if you see an issue that needs to be addressed at [Grossmont.FMO@gcccd.edu](mailto:Grossmont.FMO@gcccd.edu)



# CUSTODIAL HIGHLIGHTS

## Campuswide Improvements:

- Classroom/common areas carpet cleaned by ATI Restoration
- Scrubbed hallways and lobbies
- Floors scrubbed/refinished
- Replaced burned out lamps
- Building 22 window cleaning (interior/exterior) both floors
- Restrooms Refresh:
  - Scrubbed student restroom floors
  - Stalls partitions wiped clean
  - Tile/painted walls scrubbed and wiped clean
  - Toilet/Urinal rings/stains removed
  - Scrubbed out sinks
  - Cleaned mirrors
  - Cleaned stainless steel
  - Replaced discolored toilet paper dispensers



Do your part and help keep our campus clean!  
We are in this together.

# REDUCING WASTE MANAGEMENT FEES

Grossmont College is incurring additional Waste Management fees due to overfilled dumpsters and contaminated recycling. These unnecessary costs add up, and we can eliminate them with a little extra attention to how we dispose of waste.

To help reduce these charges, please follow these three simple guidelines:

## Three Basic Rules

Knowing these rules and putting them into practice will help you recycle more efficiently and ensure more materials find a second life.



### RULE 1

**Recycle bottles, cans, paper and cardboard**



### RULE 2

**Keep food and liquid out of your recycling**



### RULE 3

**No loose plastic bags and no bagged recyclables**

Your cooperation will make a significant impact in keeping our waste management costs under control. If you have any questions about proper disposal practices, please reach out to: [Grossmont.FMO@gcccd.edu](mailto:Grossmont.FMO@gcccd.edu)

What Goes Where?... see [here](#).

- Please break down boxes
  - Remove inner foam packaging
  - Use blue recycle containers/bins
  - For larger materials, place discreetly and nearby, and notify the custodian on duty for assistance.

**Thank you for your attention to this matter, it is greatly appreciated.**

# FOOD SERVICES

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## New Hours:

- Java Market: 7am - 10am
- Griffin Grill: 10am - 2pm
- Breakfast favorites from the Grill will be sold in Java Market, and coffee will be served in the Grill.

## Meal Vouchers:

- Participating categorical programs across campus offer meal vouchers to students at the Griffin Grill. Last spring there were over \$13,000 in meal vouchers redeemed by students.

GENUINE  
GOOD FOOD DOES GOOD

## On Campus Catering:

- Genuine is now first right of refusal for catering orders over \$300
- A refusal letter is needed on the food request form to order from outside vendors.

## Student Survey:

- A student survey will be conducted this term to assess how well the campus food options meet students' preferences and needs.

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## Canteen Vending Machines:

Occasionally the vending machines on campus have glitches and students pay for a vending item that doesn't release. Resolution contact information based on the billing description can be found using [this link](#).

canteen

# PRINT SERVICES

Staff: Holly Phan, Crystal Hong, Regan Tu & Maria Soriano

Location: Building 70, Room 115

Contact Us

## New Office Hours

- Monday - Thursday: 8:00 AM - 5:00 PM
- Friday: 8:00 AM - 1:00 PM

January 27 to February 10, 2025

No Walk-In Duplicating Services

Turn Around Time: Two Business Days

Print Job and Supply Pick-Up Only

## What's New:

- **Reminder:** Fee Schedule was updated August 2024. Be sure to review the latest pricing. [fee-schedule](#)
- Online Supplies Ordering Available: Submit your request online and pick up your supplies at the Printing Office. [supplies](#)
- We are expecting the arrival of two new color copiers in the Spring 2025. New features and printing options will include:
  - Print with gold toner to add sparkle to your print.
  - Print indoor signage, 3-panel brochure and more.
  - Specialty paper such as: Synthetics, presentation folders, beverage coasters, door hangers, decals, heavy cardstocks, table tents, name badges, ID cards and much more... **please come to us with your specialty needs first!**

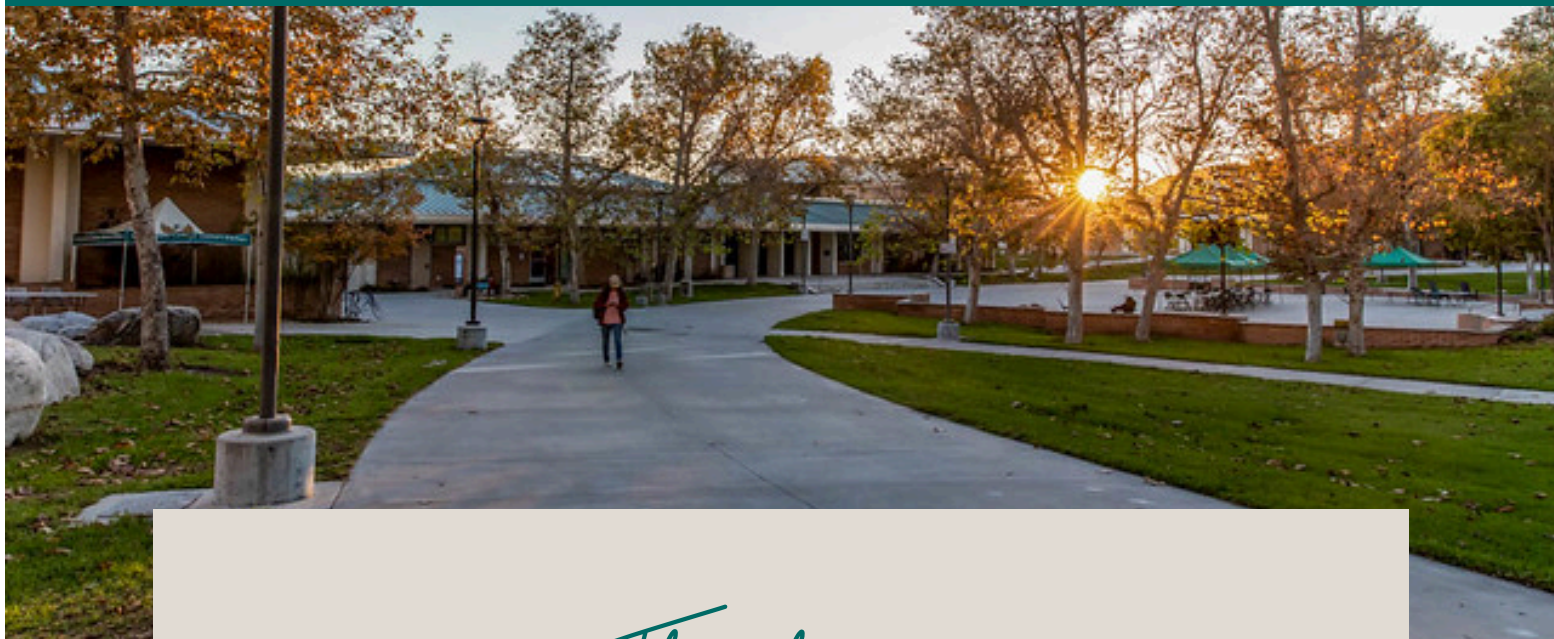
## Online Submission

\*Please visit the online page to get instructions for new users and policy guidelines

**Ricardo Macias**, has retired after 21 years of service.  
*Congratulations on a well-deserved retirement!*







◆ *Thank you* ◆

"Thank you for taking the time to read the second edition of our bi-annual newsletter. We truly value your hard work and commitment to our college community. Your input is important to us, so please feel free to share any feedback or suggestions for future editions.

Thank you for your continued dedication and all that you do for our students and college."

*From the Entire  
Administrative Services Team*