

Facilities Management Division (FMD) Meeting Form

Meeting Purpose: DGS Custodian-OA JAC		Meeting Date/Time: 04/14/2023, 10:30 AM – 12 PM	
Meeting Location: Teams			
Meeting Presenter: FMD		Attachments? N	
Note Taker: Amanda Mays		Teleconference / Skype Information: (916) 245-8850 / PIN 801 878 287#	
Meeting Type: <input type="checkbox"/> Autocratic <input type="checkbox"/> Consultative <input type="checkbox"/> Consensus <input type="checkbox"/> Delegated <input type="checkbox"/> Democratic <input checked="" type="checkbox"/> Discussion			
Required Attendees			
<input type="checkbox"/> Jemahl Amen	<input checked="" type="checkbox"/> Lucila Gonzalez	<input type="checkbox"/> Nicole Crist (SEIU)	
<input checked="" type="checkbox"/> Leslie Overton	<input checked="" type="checkbox"/> Amanda Mays	<input checked="" type="checkbox"/> Alexis Cooper	
<input type="checkbox"/> Kelly Mackey (DIR)	<input type="checkbox"/> Laura Thompson (DIR)	<input type="checkbox"/> Ken Anyanwu (SEIU)	
<input checked="" type="checkbox"/> Sarah McGinn (SEIU)	<input type="checkbox"/> Kenny Sims (SEIU)	<input checked="" type="checkbox"/> Karen Maddox Long (SEIU)	
<input type="checkbox"/> Michaelo De La Torre (DOL)	<input checked="" type="checkbox"/> Sabrina Aguilar (KCCD)	<input type="checkbox"/>	

#	Presenter:	Agenda Item / Participant Expectations:	Time:
1	Chair	Roll Call	
2	Chair	Roster	
3	Chair	Review of Minutes and Approval	
4	All	JAC Schedule	
5	All	Standards Update	
6	All	RSI for SSA and length of program for SSA	
7	All	Draft Advertisement and Communication Plan	
8	All	Review Application Materials and Test Portal	
9	All	Timeline	

Notes:
<ol style="list-style-type: none"> 1. See roster for roll call 2. See roster (only if changes are needed) 3. Minutes approved by Sarah, seconded by Lucila. 4. Amanda will send out a meeting poll in Outlook for week of 4/17. 5. RSI will be added to Standards in Dual template and will be available after week of 4/17. 6. Sub Office Procedures, Leadership in Communication, Time Management, and Purchasing and Contracting in lieu of Elementary Probability, Intermediate Algebra, and College Algebra; see updated RSI from Sabrina; Sarah entertain motion to approve, Lucila second: RSI for OT, PS, and SSA approved. 7. FAQ and application to be linked back from SEIU site to DGS Intranet 8. Paper application draft same information as online portal; physical applications will be mailed to Amanda Mays at Zig HQ by FFD. 9. Amanda to update <p>N.B. – Kelly unable to attend, Laura delayed (Agenda Item 5 moved to after Item 6).</p>
Next Steps:
<input type="checkbox"/> Sabrina to send out updated SSA RSI
<input type="checkbox"/> Laura to send out updated Standards w/RSI

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Amanda to send Apprenticeship Position Roster

Sarah to send updated advertisement and communication documents to JAC for review, due COB Tuesday, 4/18/2023

Add virtual information session and ad and comm documents, portal, and course sequencing to JAC meet week of 4/17