



THURSDAY, JULY 23, 2015, 3:00- 5:00 PM, GRIFFIN GATE

MEETING SUMMARY

INTERIM PRESIDENT	Nabil Abu-Ghazaleh (Chair)	√	DIVISIONAL REPS (7)	Adelle Schmitt	
VICE PRESIDENT ACADEMIC AFFAIRS	Katrina VanderWoude	√		Jennifer Bennett	√
VICE PRESIDENT STUDENT SERVICES	Chris Hill (Interim)	√		Michael Barendse	
INTERIM VICE PRESIDENT ADMINISTRATIVE SERVICES	Tim Flood	√		Craig Milgrim	√
SR. DEAN OF COLLEGE PLANNING & INSTITUTIONAL EFFECTIVENESS	Beth Smith (Interim)			Liz Barrow	√
DEAN OF CAREER & TECH ED/WORKFORCE DEVELOPMENT	Javiar Ayala	√		TBD	
DEAN, COUNSELING & ENROLLMENT SERVICES	Martha Clavelle			TBD	
DEAN OF ARTS, LANGUAGES AND COMMUNICATION	Steve Baker	√	BASIC SKILLS REPRESENTATIVE	Corey Manchester	
DEAN, ENGLISH, SOCIAL/BEHAVIORAL SCIENCES	Agustin Albarran	√	SUPERVISORY REPRESENTATIVES (2)	Genie Montoya	
DEAN, MATH, NATURAL SCIENCES & EXERCISE SCIENCE/WELLNESS	Mike Reese	√		Kurt Brauer	
DEAN, LEARNING & TECHNOLOGY RESOURCES	Taylor Ruhl (Interim)	√	CLASSIFIED SENATE DESIGNEE	Rochelle Weiser	
DEAN OF ALLIED HEALTH & NURSING	Debbie Yaddow	√	CLASSIFIED SENATE REPRESENTATIVE	TBD	
ASSOCIATE DEAN OF NURSING/DIRECTOR OF NURSING	Domenica (Dee) Oliveri	√	CSEA REP	Will Pines	√
DEAN, ADMISSIONS, RECORDS & ENROLLMENT SERVICES	Aaron Starck	√	ASGC REPRESENTATIVE	TBD	
ASSOCIATE DEAN, ATHLETICS	Jim Spillers	√			
ACCREDITATION LIASON OFFICER	Chris Hill	√	GUESTS:		
DIRECTOR FACILITIES & OPERATIONS	Ken Emmons				
PRESIDENT, ACADEMIC SENATE	Tate Hurvitz (Co-Chair)	√			
AFT REPRESENTATIVES	Jim Mahler				
	Victoria Curran for Judd Curran				
CHAIRS & COORDINATORS REP	Evan Wirig	√	RECORDER:	Patty Sparks	√



The Meeting commenced at 3:00 PM.

Council members introduced themselves and welcomed new members, President Nabil Abu-Ghazaleh (Nabil), Academic President Tate Hurvitz, CTE Dean Javier Ayala, and Associate Dean Domenica Oliveri.

I. PRESIDENT'S UPDATE

- Committee Leadership Change
Nabil stated that he will attend these very important meetings but would like to resign as chair. He will honor the structure of this Council and will attend these meetings but the Chair membership should be assigned to someone else as this Council is a recommending body to the President.
- Enrollment Management/East County Education Alliance
Nabil stated that enrollment management will play an important role this year. We will discuss as a college about how to become a high performance organization. Discussions will include fiscal responsibility, outreach efforts, and working with organizations such as East County Education Alliance.
- International Student Outreach
Nabil commended the College's outreach efforts to attract international students, but believes we can do better. The costs of educating international students are already being spent. We are not going to displace local students but outreach efforts need to be broader.
- Equity & Student Success
Nabil explained that we will have lengthy conversations regarding student needs and how to better serve our students. We have a strong culture here and we have a competitive draw but we need to examine ourselves as the world is rapidly changing and we need to keep up.

Nabil assured the Council that we will continue to have these types of conversations and this Council must be structured around processes that best serve our students.

II. BUDGET

Tim utilized the overhead projector to present a PowerPoint presentation on the State Budget and FTES Goals and Impacts.

- State Budget

Tim reported there are a few changes since the May revise. Mandated claims came in a little lower at approximately \$9.2 million, and on-going full-time faculty hiring funds, not included in the Tentative Budget (TB) as reported earlier, at approximately \$950,000. The on-going funds do not include new



positions and it needs to go through the funding formula. We did receive an increase in our base however we have approximately \$465,000 in increased PERS/STRS costs. Student Equity funds came in at approximately \$1.3 million and Prop 39 Energy Efficiency Projects at approximately \$520,000. The District hired an energy technician to access the three sites and it is anticipated that the contract amount will be funded through savings identified by the technician.

Tim reported that end of day today, July 23, is the last day for budget transfers. Unfortunately he is unable to provide an ending balance as budget adjustments will continue to the end of next week. In addition we need to prepare for the additional costs associated with PERS/STRS as this is unknown territory for us.

- FTES Goals and Impacts

Tim reported that Summer Enrollments are up a little but short approximately 98 FTES. Summer FTES per FTEF are down 1.66%. Actual summer FTES for 2015/16 is estimated at 572 (711 minus the 139 summer port back). Approximate cost for not hitting our target is approximately \$114,000 and if we wait until spring, approximately \$118,000.

Resident FTES Goals at 2% Growth Target

Resident FTES Goals at 2% Growth Target	
2014-15 FTES Cap	12,615
2% Growth	252
Target at 2%	12,867
GC Target for Growth	12,867
Less Summer FTES (After Port Back)	572
Remaining to Capture	12,295
Fall Resident FTES Goal at 52%	6,393
Spring Resident FTES Goal at 48%	5,902

Tim explained that for every 1% of not meeting our growth we lose approximately \$550,000 of on-going funds. We need to provide efficiencies in the classrooms.

III. ENROLLMENT UPDATE

Katrina reported that her division met for a retreat off campus and a good share of the conversation centered on enrollment management. They reviewed data and discussed data needed. Talks regarding trending within enrollment and scheduling. It is common for the college to roll the schedule then go back later and fix it. She explained that we need a more proactive approach to scheduling. How can we be most responsive to student needs? The deans and department chairs will be asked to explore areas that are not making it to the 80% and even 60% fill rate consistently.



Further she stated that the students per class number will not go below 20 (no exceptions other than already agreed to units). To increase our FTES we must increase efficiencies. There are many challenges to this work: analysis with room utilization, looking at the unit efficiencies, dean reports, waitlists, and access to those students on waitlists. Students have voiced that they want a two year plan and we need to make sure we are offering the right classes. Over the summer we are clearing pre requisites and we are working closely with Brian Nath so instructors have more control in Web Advisor. Brian will be attending AAC soon to provide a workshop to address the usability.

Overall Katrina reported that the retreat was upbeat and positive.

Nabil stated that we should attend to the “easy fixes” immediately, refine the processes and incorporate technology. This is a balancing act and will take time and consistency.

IV. CLASSIFIED STAFFING

Tim utilized the overhead projector projecting the Classified Staffing Prioritized List (New and Replacements) list. He stated that the third item, Administrative Assistant III, A&R, should read Administrative Assistant III, EOPS. We will not know how many, if any, positions will move forward until the Adoptive Budget is ratified at the Governing Board most likely in September.

The Council was provided a handout, *Staffing Process Overview*, for review. The handout is a good as a refresher and a point of information for our newest members.

V. IRC PRIORITIZED LIST

Chris provided a handout, *Grossmont College Basic Annual Planning Process 2015-16 (for 2-16-17 implementation)*, for the Council to review. She stated that we are starting the cycle again. We are in the fall of 2015-16, and looking forward to 2016-17 (planning Activity Proposals), and looking back on 2014-15 (Outcomes). TracDat is currently being upgraded and will be available in a couple of weeks. All the data collected thus far will roll over with the updates. TracDat will be more user-friendly and training will be provided during flex week through September. Chris provided the prioritized Activity List for the Council’s review.

In addition, Chris provided a copy of the updated scoring sheet for review. She reviewed the changes with the Council indicating that some of the ranking scores have changed, specific to weight of the criteria. A criterion was added, number 10 that reads, “Does the proposal include a well-developed implementation plan, including a timeline and steps to completion.” She explained that we ask for an activity proposal but the process to implement the proposal was lacking. The weight associated to this is 10. We must be able to clearly see how a plan is implemented and what steps will be taken.



VI. ACHIEVING THE DREAM (ATD) - UPDATES AND DATES

Nabil stated that we are having conversations to develop and set priorities. We should begin with two, maybe three priorities that will help improve equity gaps and how we better serve those students. We need to talk about structure and how to help with success for all our students. We will have the GCCCD Kick off with ATD Coaches on September 17 – 18, 2015 (more information to follow) and there is a DREAM Conference February 23 – 25, 2016, Atlanta, Georgia.

NEXT P&RC MEETING DATE: August 27, 2015, 3 – 5 p.m., Griffin Gate

VISION: CHANGING LIVES THROUGH EDUCATION