



**THURSDAY, AUGUST 27, 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.

**I. PRESIDENT'S UPDATE**

- Planning Update

Nabil welcomed the Council to the fall semester. In addition, he reminded the Council that since this Council does make recommendations to the President, he withdrawing as co-chair. He further requested Chris Hill to provide the planning update.

Chris stated that that Faculty Staffing Requests Forms will be available sometime mid-September. Department presentations for staffing will begin late October.

Chris reported that the annual planning process is ramping up and departments should be engaged and discussing goals and developing activity proposals for the 2016/17 fiscal year. The deadline for submitting your 2016/17 activity proposals is October 9, 2015. Further Chris stated that TracDat was updated over the summer. It has a new look and is more user-friendly. There are training sessions available for both new users and refresher sessions for established users. She stated that she can provide working sessions for your departments if needed. Please contact the CPIE office with questions and/or assistance.

Chris requested and encouraged the Council to set aside September 18, 9 a.m. – 3 p.m., location to be determined, for conversations regarding the Achieve the Dream (ATD) initiative. She reminded the Council that this is a national movement to combine energies, allow us to think and act more deeply on the topic of student success and equity. This Council's input would be invaluable. Nabil reminded the Council that accreditation standards have changed regarding student success and there is a new look and feel to Standard 1. More ATD information will be forthcoming.

**11. BUDGET**

Tim provided a two-page handout, *2015-16 Income Allocation Formula*, for the Council to review. He referred the Council to the page reflecting Grossmont College's budget. He stated that our adopted budget is \$66,747,374 and our adopted FTES number is 12,996. He reviewed the budget with the Council indicating that our beginning balance is approximately \$3.7 million. As a reminder we will be setting aside \$1.6 million should we not make the growth numbers. There was an increase in Lottery Funds and approximately \$700,000 for full-time



faculty. As a reminder we moved forward with 10 faculty positions , 8 replacement and 2 new hires. Craig Milgrim asked if an email could go out explaining this process and the availability, if any, for new hires.

Tim also stated that there was a decrease in non-resident veterans' funds but we will gain State apportionment for the same group. Tim reminded the Council that there were increases to our retirement plans as well as the RAF increase. Nabil stated that the State is reluctant to supplement public employees' retirement plans as the public sees it as an overly generous benefit. We will stay mindful of our budget and continue to work diligently to keep it balanced.

### III. STRATEGIC HIRES

#### **Medical-Surgical Instructor:**

The Nursing Department cannot make their accreditation requirements without this position. This position will be vacant due to Tom Oertel retiring. The position is currently in the budget and there will be cost savings as Tom is at the top of the pay scale.

#### **Dean of Arts, Languages & Communications:**

Steve Baker is retiring and leaving us in December. This position is responsible for overseeing eight essential departments. The funding for this position is currently in the budget.

#### **Business Services Specialist:**

Karen Bishop is retiring and her position is responsible for a variety of business service functions including answering the phones, clerical and data entry, key issuance and support to the community, faculty, staff and administrators. This position is included in the budget and there will be cost savings as Karen is at the top of the pay scale.

#### **Child Development Center Assistant Sr.**

This position is vacant due to a resignation. This position is essential as Title V requires student teacher ratios of 3 to 1. There are health and safety priorities as well as essential supervision needs. This position is included in the budget.

The Council discussed the need for these positions and agreed to move them forward.



Nabil would like to have the language looked at for emergency hires.

*Action Taken: The Council agreed to move these four positions forward.*

#### **IV. ENROLLMENT UPDATE**

Agustin Albarran is reporting on behalf of Katrina VanderWoude.

Agustin stated that as you may recall, this Council discussed efforts underway including the rearranging of courses for fall. These rearrangements continue to take place, including the adding of sections intended to yield higher FTES returns. While there have been interventions in the fall semester, the key is not to continue rolling the schedule. Additionally, we are looking to remove some of the barriers to offer more opportunities for students this semester via online and late start courses however the challenges with additional offerings include faculty limitations. We need a process in place that houses/pools pre-qualified adjuncts for this purpose.

Further, it was discussed at the Governing Board meeting last week that a need for a small group/task force implemented to discuss, review, and make recommendations regarding all aspects of the scheduling process and timelines.

Agustin reported that Katrina will approve on a case by case basis, requests from full-time faculty members to teach up to 1.6 with overload for fall and spring semesters only. This will allow time for HR and their new staff to assist with strategically building an adjunct faculty pool. Also, there is a marketing campaign underway via campus print and social media for 2<sup>nd</sup> 8 week classes and intersession. We are also working on a campaign to reach out to students that have not been at Grossmont College in the past few semesters possibly via email and phone banking. Further we continue to look across campus at being intentional on our usage of space and classroom availability.

#### **V. SCORING CRITERIA - INSTITUTIONAL REVIEW COMMITTEE (IRC)**

Chris provided a handout, *IRC Activity Scoring Sheet, 2015-16 Planning Cycle*, for the Council to review. She reviewed changes with the Council and asked for edits and/or suggestions.



**Suggestions:**

- Criteria Scoring Scale 0 – 3, should be more clear, indicate what 1 and 2 would look like.
- Question 1: Should remain a high number weight.
- Question 3: Should incorporate “and legislative plans” and keep number weight high.
- Question 7: Incorporate with question 3 – or wordsmith with what the “mandate” is.
- Question 9: Wordsmith to make clear the steps needed to be taken to complete the proposal, estimated time, and how do you know when it is completed.

Chris and Tate will meet to wordsmith the scoring criteria and bring it back to this Council for review.

Meeting adjourned 5 p.m.

**NEXT P&RC MEETING DATE: September 24, 2015, 3 – 5 p.m., Griffin Gate**

**VISION: CHANGING LIVES THROUGH EDUCATION**