



**THURSDAY, MARCH 31, 2016, 3:00- 5:00 PM, DISTANCE LEARNING CONF. ROOM**

**MEETING SUMMARY**

<b>PRESIDENT</b>	<b>Nabil Abu-Ghazaleh</b>	<b>√</b>	<b>DIVISIONAL REPS (7)</b>	<b>Adelle Schmitt</b>	<b>√</b>
<b>VICE PRESIDENT ACADEMIC AFFAIRS</b>	<b>Katrina VanderWoude</b>	<b>√</b>		<b>Jennifer Bennett</b>	<b>√</b>
<b>VICE PRESIDENT STUDENT SERVICES</b>	<b>Marsha Gable (Interim)</b>	<b>√</b>		<b>Michael Barendse</b>	
<b>VICE PRESIDENT ADMINISTRATIVE SERVICES</b>	<b>Linda Jensen (Interim)</b>	<b>√</b>		<b>Irene Palacios</b>	<b>√</b>
<b>SR. DEAN OF COLLEGE PLANNING &amp; INSTITUTIONAL EFFECTIVENESS</b>	<b>Aaron Starck</b>	<b>√</b>		<b>Liz Barrow</b>	<b>√</b>
<b>DEAN OF CAREER &amp; TECH ED/WORKFORCE DEVELOPMENT</b>	<b>Javiar Ayala</b>	<b>√</b>			
<b>DEAN, COUNSELING &amp; ENROLLMENT SERVICES</b>	<b>Martha Clavelle</b>				
<b>DEAN OF ARTS, LANGUAGES AND COMMUNICATION</b>	<b>Susan Schwartz (Interim)</b>	<b>√</b>	<b>BASIC SKILLS REPRESENTATIVE</b>	<b>Beth Kelley</b>	<b>√</b>
<b>DEAN, ENGLISH, SOCIAL/BEHAVIORAL SCIENCES</b>	<b>Agustin Albarran</b>	<b>√</b>	<b>SUPERVISORY REPRESENTATIVES (2)</b>	<b>Genie Montoya</b>	
<b>DEAN, MATH, NATURAL SCIENCES &amp; EXERCISE SCIENCE/WELLNESS</b>	<b>Mike Reese</b>	<b>√</b>		<b>Kurt Brauer</b>	
<b>DEAN, LEARNING &amp; TECHNOLOGY RESOURCES</b>	<b>Taylor Ruhl (Interim)</b>	<b>√</b>	<b>CLASSIFIED SENATE DESIGNEE</b>	<b>Dana Mints</b>	<b>√</b>
<b>DEAN OF ALLIED HEALTH &amp; NURSING</b>	<b>Debbie Yaddow</b>	<b>√</b>	<b>CLASSIFIED SENATE REPRESENTATIVE</b>	<b>Brian Lam</b>	<b>√</b>
<b>ASSOCIATE DEAN OF NURSING/DIRECTOR OF NURSING</b>	<b>Domenica (Dee) Oliveri</b>	<b>√</b>	<b>CSEA REP</b>	<b>Will Pines</b>	<b>√</b>
<b>DEAN, ADMISSIONS, RECORDS &amp; ENROLLMENT SERVICES</b>	<b>Amir Law (Interim)</b>	<b>√</b>	<b>ASGC REPRESENTATIVE</b>	<b>TBD</b>	
<b>ASSOCIATE DEAN, ATHLETICS</b>	<b>Jim Spillers</b>				
<b>ASSOCIATE DEAN OF STUDENT SUCCESS AND EQUITY</b>	<b>Lida Rafia</b>	<b>√</b>			
<b>ACCREDITATION LIASON OFFICER</b>			<b>GUESTS:</b>		
<b>DIRECTOR FACILITIES &amp; OPERATIONS</b>	<b>Ken Emmons</b>	<b>√</b>	<b>Michael Copenhaver</b>		<b>√</b>
<b>PRESIDENT, ACADEMIC SENATE</b>	<b>Tate Hurvitz (Co-Chair)</b>	<b>√</b>			



<b>AFT REPRESENTATIVES</b>	<b>Jim Mahler</b>				
	<b>Victoria Curran for Judd Curran</b>	√			
<b>CHAIRS &amp; COORDINATORS REP</b>	<b>Evan Wirig</b>	√	<b>RECORDER:</b>	<b>Patty Sparks</b>	√

Meeting commenced at 3:00 PM.

**I. ATD/STRATEGIC PLANNING – HURVITZ/RAFIA**

Lida reported that ATD is not an initiative. It is a commitment to coordinating various initiatives and grants, such as Basic Skills, Title V, and Student Equity efforts. The biggest priority is to move the college forward. Goals are in place to remedy the disparities within student success (from on-boarding to completion). We are continuing to focus on the following three areas, they are:

- Develop a Comprehensive Outreach Program
- Student Engagement
- Retention

Lida stated we are working on integrating resources to strategically align and build successful processes to better serve our students by adding to the initiatives already in place.

The Achieving the Dream’s Annual Institute on Student Success was held in Atlanta, Georgia and it was very informative. In addition, the Achieve the Dream Implementation Plan is due April 29. The draft Achieve the Dream Implementation Plan will be posted on the intranet April 4. She is asking this Council to review it and provide feedback, if any, to her. We are not looking to make drastic changes to the plan, but to think about what are the biggest things we can do to make the biggest impacts. Think about major interventions. We will have an ATD coaches visit Grossmont College on April 26. She will provide the draft plan to them approximately a week prior to their visit.

**II. ADOPTION OF CANVAS - HURVITZ**

Tate reported that the Online Education Initiative (OEI) is a collaborative effort among California Community Colleges to ensure that more students are able to complete the educational goals by increasing both access to and success in high-quality on-line courses. Canvas is a campus-wide management system selected by the OEI Selection Committee.

Canvas has been endorsed by both Grossmont and Cuyamaca College, including the college technology and distance education committees have endorsed moving forward with a Canvas



implementation. The remaining recommendation should come from this Council. Tate reviewed the next steps with the Council, they are:

1. Obtain approval from President's Cabinet at both colleges and Chancellor's Cabinet.
2. Complete an online form that signifies our plans and intentions to adopt and implement Canvas for the entire district. The information will be reviewed by the OEI and forwarded to Instructure to initiate to the college to be signed. The IPA outlines the terms and conditions of use and includes an Addendum to Subcontract to detail additional terms and conditions. The IPA will be issued on a yearly basis to align with a fiscal year.
3. Identify a district project manager who will be responsible for overall project implementation.
4. Identify college leads that will be responsible for college and communication and implementation.
5. Communicate plan to both colleges and begin implementation.

Tate further provided the proposed 15-month implementation process. They propose migrating courses in phases by identifying faculty members who prefer to migrate first and those who prefer to migrate at a later date. Phase I would be summer courses, Phase II would be fall course and Phase III would be spring courses.

Tate stated that there would be ample training and support. During Phase I and II, we will continue to pay for Blackboard which is approximately \$245,000 annual for the entire District and we will need to pay for Turnitin, a plagiarism prevention services as Canvas does not have an internal system like Blackboard's Safe Assign. The four year cost breakdown is as follows:

Year one, July 16, 2016 through June 30, 2017:

- Estimated cost for Blackboard \$245,000  
**\$245,000**

Year two, July 1, 2017 through June 30, 2018:

- Estimated cost for Blackboard, \$245,000
- Turnitin (\$6459.60 for Cuyamaca, \$14797.20 or Grossmont) \$21,256.80
- Turnitin Training (Four 1-hour virtual trainings – two sessions for each campus) \$2,400  
**\$268,656.80**



Year three, July 1, 2018 through June 30, 2019:

- Turnitin (\$6459.60 for Cuyamaca, \$14797.20 or Grossmont) \$21,256.80  
**\$21,256.80**

Year four, July 1, 2019 through June 30, 2020:

- Turnitin (\$6459.60 for Cuyamaca, \$14797.20 or Grossmont) \$21,256.80
- 20% of \$245,000 to plan for partial funding of Canvas if State situation Changes  
\$70,256.80 **(estimated)**  
**\$174,743.20 estimated savings to be reinvested into local DE programs.**

Katrina VanderWoude stated that there will be additional savings because currently we have to contract service calls for faculty - with Canvas service calls are included. She stated that this system is beneficial and believes it's best for faculty and students users.

Tate asked the Council if they are prepared to make a recommendation to the President to proceed with the implementation of Canvas. No dissent, the Council agreed to move forward with Canvas.

### **III. COMMITTEE TERM LIMITS – VANDERWOUDE/ABU-GHAZALEH**

Katrina queried the Council on their thoughts regarding term limits on this Council. The Council the issue and expressed benefits and concerns. One concern is that the Council may lose its historical value if too many members are replaced but it was clarified that the replacements would be staggered. A Council member stated that it takes up to a year to feel comfortable with the Council's charge as there are so many acronyms and unfamiliar areas addressed. It is a lot of information to take in. Beth Kelly suggested that a worksheet/guide be developed for new members and acronyms be defined for reference. The Council discussed the need for history and not all committees/councils are equal as some like this Council needs the institutional memory.

Nabil stated that we have had conversations regarding our governance structuring. The flow of information is in reality there to fulfill the strategic goals of the college. Staggered terms are normal and the charge is a big part of the process. He further stated that he is urging this Council to start taking a stronger leadership role. This is a "top-level" Council and the committees that flow to us should work for us.

### **IV. BUDGET UPDATE - JENSEN**

Linda Jensen thanked the divisions for getting their payroll forecasts in timely. She further reported that the Tentative Budget worksheets are due to VPs today, March 31, 2016. She stated that if anyone



needs assistance to please not hesitate to ask. We will know more about our adopted budget when the May revise is published. She reminded the Council that there will be a difference in funding from Tentative Budget (TB) to Adopted Budget (AB). She explained that TB is built off assumptions, estimates of what we think the Governor will allocate. In June we estimate what the TB will be and we build from there. The budget will be Tentative until the Governing Board ratifies it, usually in June.

Nabil stated that enrollment demands across the State of California are shifting. The State says that for 2016/17 there is 2% growth available. We are already scrambling to grow over summer to make this year's growth. Next year we will have a 5% target. We need to look at how we are spending our dollars. He reminded the Council that 85% of our budget goes to personnel costs. This Council is responsible for making hard decisions and recommendations to the President. Enrollment Strategies is addressing issues of enrollment.

Beth Kelly stated that the number of students is shrinking but the needs are increasing. There is \$30 million dollars available from three different grants being offered currently, but they are tied to performance. We should be thinking structure, technology, and looking at new programs.

## **VI. STRATEGIC HIRES/STAFFING**

Positions discussed were:

- Student Engagement Coordinator (Aaron Starck, Lida Rafia)

This position has not been classified as of yet, however will be funded through Equity funds. This position coordinates the successful implementation of high quality educational and leadership development programs and will report to the Director of Student Activities.

- Student Success Specialist (Aaron Starck, Lida Rafia)

This position will provide individual student interventions targeted at increasing overall student success.

- Administrative Assistant II (Marsha Gable)

This position is vacant due to an unexpected resignation. This position organizes and manages the day-to-day activities in Athletics and reports directly to the Associate Dean of Athletics.

- Nursing Instructor (Katrina VanderWoude)



This position is currently filled until June 30, 2016, however the instructor is moving out of state. This position is critical and fills an accreditation requirement. The nursing program would lose accreditation if this position is not filled.

The Council discussed the need to have another process developed to move forward emergency hires like this one preventing entire programs at risk of losing accreditation. The Council agreed this is a true emergency and agreed to recommend this position move forward as an expedited hire.

- Tutoring Center Specialist (Katrina VanderWoude)

This position is a .475 FTE and not in the current general budget, but funded by the Equity Plan. This is however a critical position that supports the critical threshold of educational or support services. This position will cover evening hours as there is no coverage now.

- Admissions & Records Specialist – Veterans (Marsha Gable)

This position provides a wide variety of specialized and complex clerical duties involved in the interpretation of laws, rules and regulations related to veteran student programs within Admissions and Records. The position is currently funded in the current budget.

- Library Operations Coordinator (Katrina VanderWoude)

This position is filling a restructured vacancy with a new job title. This position creates a supervisor for the library side of the LTR and will report directly to the Dean of Learning & Technology. This position will supervise and coordinate the daily operations of the library. There is currently no supervision in the library for classified staff other than the Dean. The position was created by repurposing of a vacancy created by a retirement. The position is funded in the current budget.

*Action taken: The Council agreed to recommend these positions move forward and is recommending the nursing position be expedited.*

**NEXT P&RC MEETING DATE: April 28, 3 – 5 p.m., Building 70, Room 066**

**VISION: CHANGING LIVES THROUGH EDUCATION**