



**Thursday, December 18, 2008**  
**Griffin Gate**  
**3:00 to 5:00 p.m.**

**MEETING SUMMARY**

**Present:** Fred Allen, Pam Amor, Jerry Buckley, Janet Castanos, John Colson, Sunny Cooke, Jim Fenningham, Kats Gustafson, Chris Hill, Tim Flood, Anita Martinez, Dave McDade, Jane Nolan, Alba Orr, Shirley Pereira, Tina Pitt, Brad Tiffany, Mary Rider, William Snead, Jim Spillers, Lynette Wilson, Jim Wilsterman

**Absent:** Zoe Close, Roger Owens, Marsha Raybourn, Adelle Schmitt,

**Guest:** Ernie Ewin

**Recorder:** Patty Sparks

**Meeting Convened:** 3:04 p.m.

**I. Approval of Planning & Budget Meeting Notes, November, 2008**

Shirley asked the Council if there are changes or edits to the November 20, Meeting Summary. No changes.

**II. Budget Update from Sacramento**

Jerry Buckley reported that he just received an update from the State regarding the State Budget. He stated that a compromise has been discussed; however, there is no agreement between the Assembly and the Senate and the Governor may not sign the draft proposal. The proposal provides for reducing the growth dollars but not eliminating it. As the proposal stands, there will be no give back as the general fund will not be reduced. Sunny stated that we will face another bad year next year, so the set aside for 2008/09 can be used for any potential give back in 2009/10. There are noted loopholes in the tax increase portion of the proposal which delays the agreement for the State Budget. Tim will keep this Council up to date with information as it comes in.

**Hourly Projections, 2008-09**

Tim provided a handout, *Hourly Projections 2008-09*, for the Council to review. He stated that we anticipated that expenditures for this month would be approximately \$5.4 million. Currently we are at \$5.6 million. If we had the exact numbers of sections as last spring, and applied the salary increase of 11% to costs of last semester, our part time hourly costs for this year would project \$12.2 million. If we do not cut or consolidate sections, we will be approximately \$328,000 over budget. We originally budgeted \$11.87 million. Based on the current budget and the forecast we would need to reduce sections to meet the budget as allocated.

Tim explained that we are receiving notices from the State that construction has stopped because the State cannot sell GO Bonds and make the apportionments. The good thing is, although they stopped all construction, it has not affected any community college construction projects. The only project that would be potentially affected here at the College would be the Health and Physical Sciences as that has a State match. The Lot 5 Parking Structure is 100% Bond funded and we should be okay. The only thing that could affect this is the loss of interests in the funds set aside for projects. If we had to extend them until the Bonds were sold that would be the only true cost to us. The parking structure is on schedule and should be finished by the end of July.

Sunny stated that it may be good news that the mid-year cut is off for this year, however, the next two years will be tight. We need to focus on maximizing long term efficiencies.

### **III. Growth Targets for 2008/09**

Sunny reported that the last information that we had, based on the Fall Census was that because they had adjusted the previous year, our cap and our growth number shifted a bit. We are looking at fall numbers including projections for spring and summer and we are approximately 600 above cap. She reminded the Council that there is a long period of time between now and the end of the year, so we must remain diligent. The growth number from the last update from the State was reduced by 12% for community colleges.

### **IV. Enrollment Information for Spring and discuss deadlines for Summer '09**

- How many sections offered in spring '09 vs. spring '08

Tina Pitt reported that in the spring of 2008 we had 1998 sections; and for spring 2009 there are 2013 sections being offered. If we are going to support 1998 sections for spring '09 we would have to cut 25 sections and cut again to gain for any potential give back funds.

- How many sections in spring '08 ran with low enrollment

Tina stated that in the spring '08 low enrollment did not play as big a role as it will for 2009. The student cap was not scrutinized as it will be for this semester.

- Process for reviewing fill rates in January and possible cancellations

Tina reported that we want to determine the average cost to run a section. Right now the number is approximately \$5300 per section with 15 students. She explained that a 15 student cap appears to be cap most people are comfortable with. Further, two weeks before classes start she and the deans will review sections that have less than 15 students enrolled, and again in the week prior to classes. She stated that it will be determined before classes start whether a section is cut due to low enrollment. This will allow students to enroll in another class. The goal is to not cancel sections during the first week of school. She explained that typically in a normal year, we will cancel 50 – 60 sections through the second week of classes.

Tina stated that she is working to determine fill rates and right now we are at about an 80% fill rate. We need to be effective and bring the fill rate up to 90%. Sunny asked about specialty courses we offer and how that affects the fill rate. Brad Tiffany stated there is a problem using percentages as we are highly dependent on what the maximum number is and what they represent in reality. Tina stated that she would like to only include classes that we pay for and run fill rates on that information only, however is unsure how that will affect the percentages. In addition, she stated that for sections offered only once a year or twice a year that are required for students to obtain their degree can be reviewed and discussed if there is low enrollment.

Tina commented that we do not want students to drop if sections are cancelled. William Snead asked about help for instructors who need assistance in filling their sections. Tina stated that communication between departments is important. Jerry Buckley reminded the Council that Tammy Huston has done a tremendous job in working with counselors to call students who have classes cancelled and getting them placed in other classes. She has moved students from waitlists to classes and is very effective.

Tina reiterated that we are not slamming the door on sections that do not make the 15 student cap however, sections will be scrutinized for efficiencies.

- Current numbers for intercession and projection for FTEs

Brad stated that the 2008 intercession ran 44 sections and collected approximately 145 FTEs. The fill rates were approximately 79.2%. This intercession we had 46 sections and the fill rate is 79.7. Given all the information we should collect approximately 150 FTEs. Currently the head count is up 6% and 5.3% in units. He further stated that if he had to guess headcount is approximately 17,650.

Sunny stated that rumors for tuition may go up to \$26 a unit in January and we will have to track students and ask them to pay the additional \$6. Fortunately, that was not addressed on update from the State issued today.

Brad further stated that not unlike intercession, early summer historically carries more like a 52% fill rate and we only get 37-40 FTEs. If there was a place to look to consolidate courses early summer may be a place to look. Chris Hill stated that she understood the Calendar Committee determined that early summer/spring bonus classes are not going to be offered. Sunny asked, do we as a college have an intercession officially, and what do we do with the sections that are scheduled if there is no official intercession. The Calendar Committee will need to communicate with Instructional Operations and notice the community on sections offered and timelines.

Tina asked what the impact was when the last fee increase was issued and if there was a decline in enrollment. Pam Amor responded that there was an impact and sections were cut.

Jim Wilsterman stated that he has contacts at UCSD and instructors are telling students to take classes at Grossmont because sections are unavailable. Sunny stated that the State Chancellor realizes that UCs and SCs will be turning students away, and community colleges will feel the impact. There is no way to serve all displaced students with the difficult budget situation we have to deal with.

Tim Flood stated there used to be a time where the college provided for scheduled breaks wherein maintenance, custodial, and groundskeepers could work and make real repairs to the college. He explained that the schedule is impacted and we cannot provide the repairs and services needed campuswide. If we have the opportunity to consolidate sections to provide for small breaks, more necessary work can be done. Kats Gustafson stated it is problematic to upgrade computers as Blackboard is running 24/7.

## **VI. Committee Reports**

Jim Fenningham will provide a staffing report at the January meeting.

## **V. Other – Osher Scholarship Endowment Campaign**

Ernie Ewin provided a handout, *Grossmont College/California Community College Osher Scholarship Endowment Campaign*, for the Council to review. He asked the Council to think of a student or students with a financial need who has demonstrated success and dedication of course work, has completed at least 24 units of degree applicable studies, enrolled in at least six units currently, and qualifies for the Board of Governors Fee Waiver. If anyone comes to mind that meet this criteria he has good news. Within the last 18 months, there was a gift given to the California Community College Foundation for \$25 million from the Bernard Osher Foundation. What this means is that \$274,265 is the amount set aside for Grossmont College. It is currently earning interests at a minimum of 5%. The goal is to maximize that amount. Starting in the fall of 2009, there will be \$1,000 scholarship given every year. These scholarships are forever and not one time.

Sunny reported that this is the largest gift ever given to higher education and further stated that the Osher Foundation researched and ran a pilot program in May before they decided to move forward. The goal was to not only support our needy students, but to challenge California community colleges to generate infrastructure and processes to be fishing, that is to be at the table with the big players, and ask for money from industry and private citizens. Most community colleges do not have staff to generate funding and reminded the Council that most universities staff 25 to 30 people to bring in funding. This challenge is to help us build infrastructure and bring revenue in.

Ernie explained how the program works, who is involved, and how the fund will grow. The potential for Grossmont College is a minimum of 50 annual scholarships or \$50,000 a year. There is a guarantee of a 5% return on the fund however if the return is greater, that amount will be reapportioned among the colleges that chose to participate.

Ernie reported that the first Osher Scholarship was granted by the Foundation Board at the Foundation Gala in October. He encouraged the Council to take the "Latte" challenge. Page three of the handout, *"The Value of a Latte"* outlines how the challenge would work. Ernie stated that if administrators, faculty, and staff participate, the goal can be reached and reached prior to the deadline. Jim Wilsterman asked if there is an account set up

for donations. Ernie responded that he will provide that information and also stated that the donations are tax deductible. Further the donations will be managed at the State, but all monies generated for Grossmont College will be for Grossmont College. It was suggested that coffee cups and coffee cans be utilized as banks to collect funds.

Ernie thanked the Council for their time.

#### Update – Environmental Scan Teams

Sunny provided the Council with a handout, *Grossmont College Environmental Scan Teams*, for the Council to review. She explained that the various members are charged with obtaining information in their particular trend area. The asterisks on the handout indicate the co-chairs of that particular trend area. The scan teams are charged with collecting information and streamlining what they see as trends and come to consensus about them. She stated that the Council can help by keeping the trend areas in mind and provide information as it fits to the particular trend. The information should be forwarded to the co-chairs.

Tina requested that those who are serving as co-chairs, when they do receive information they document where it was published and who sent it. Sunny responded that the scan team has specific forms to fill out where and who they received their information.

Dave McDade asked if there will be a brief overview of what is collected from the scan teams prior to the Leadership Retreat in June. Sunny stated that they will meet prior as the goal is to incorporate trends into the Strategic Plan.

#### Planning Process Update

Shirley provided an update on the Planning Process. She utilized the computer and large screen to show the Council what the website looks like. She reported that Robert Gillespie designed and created the website and database. Sunny stated that there will be a brown bag lunch the second week of January for those who will be impacted directly or indirectly with the website.

Shirley stated that once you are on the website, a log in is required. Currently, department chairs and some Student Services staff have access. Most users will be a “College Viewer” and unable to edit text. In addition, questions are provided to guide the user with data input. She explained that there are links provided, i.e., in some instances if a box is checked that relates to Basic Skills, a text box appears and the user must identify and write how the activity impacts basic skills. In addition, if the user needs more information regarding the Basic Skills Plan or other plans there are links provided to review specific plans. There are questions on the website that ask if the activity is supported by a program review recommendation and if the user selects yes, a text box appears and the user can quote from the recommendation. It also asks when last time there was program review for the department. The department chairs and coordinators will provide one action plan for each department.

Tina reported that the chairs and coordinators work closely with their departments to determine needs and develop an activity. They then input the activity. The deans can review drafts but cannot make edits. This will allow for better communication between the chairs and deans.

Sunny stated that after reviewing previous EMPs she noted that departments ask for everything and nothing gets done. With the new process, the departments meet and discuss needs and then plan an activity. Further she stated that the more the activities align with the institutional foci, the more effective planning is going to be.

Tina reminded the Council that this is a pilot website and welcomes suggestions, edits and/or ideas for the website.

Meeting adjourned at 5 p.m.