



GROSSMONT COLLEGE
Planning & Budget Council

Thursday, August 28, 2008
Griffin Gate
3:00 to 5:00 p.m.

MEETING SUMMARY

Present: Fred Allen, Jerry Buckley, Janet Castanos, Zoe Close, John Colson, Sunny Cooke, Jim Fenningham, Kats Gustafson, Chris Hill, Tim Flood, Anita Martinez, Dave McDade, Jane Nolan, Roger Owens, Shirley Pereira, Tina Pitt, Brad Tiffany, Adelle Schmitt, Jim Spillers, Jim Wilsterman,

Absent: Pam Amor, Carrie Clay, Alba Orr, Veronica Powell, Marsha Raybourn, Mary Rider, William Snead, Paul Vincent

Recorder: Patty Sparks

Meeting Convened: 3:04 p.m.

I. Approval of Planning & Budget Meeting Notes, May 22, 2008

Shirley asked the Council if there were any changes or edits to the May 22, Meeting Summary. There were no changes stated. No additions to the Agenda.

Sunny reported that for those who did not know, Tim Flood, as of June 11, is the acting Vice President, Administrative Services. He will continue in this role until an interim is hired to begin November 1, 2008. Additionally, there will be a national search for a permanent vice president.

II. Budget Update

Tim Flood provided handouts, *Grossmont College 2008-09 Fiscal Year 5% Reduction* for the Council's review. This document represents where budgets have been reduced. He explained that we are currently operating with a Tentative Budget of \$56,809,977. This amount includes the 3% deficit factor already implemented. He further explained that the 5% reduction scenario has been implemented and currently budgets reflect the reductions. As of now, we are operating with fewer sections, but more students. The overall percentage cuts were implemented as follows:

Academic Affairs – 2.44%
Administrative Services - 8.14%
President's Office - 10.07%
Student Services – 7.14%

Tim explained that the ending balance for 2007/08 is currently \$1.1 million dollars; however, there is \$909,000 in purchase order carry-overs. The Tentative Budget for 2008-09 was balanced with a \$1.998 million deficit.

Tim provided a handout, *Grossmont College 2008-09 Budget, Open Positions Frozen in 3 & 5% Reductions*, for the Council to review. The contract salary savings in this handout total \$382,640. He

clarified that the DSPS position not identified in the handout is for a Test Proctor. Tim reminded the Council that there will be additional savings from the hiring and travel freeze that has been implemented.

Sunny reminded the Council that it was decided to not take 3% and 5% reductions from each budget, but determine collegewide which divisions could be reduced and still be effective. Recommendations from budget managers, vice presidents, and the Cost Savings Task Force determined how the reductions are implemented. She further reported that the remaining open position funding was rolled into the budget. These positions must be scrutinized and determined if they can be held off for an additional six months or even a year. Tim reminded that these 3% and 5% reductions are necessary until the State determines its budget. Should the cuts not be realized at the State level budgets can be restored.

Sunny reported that it is anticipated that the payroll will roll again on September 2, and budget managers will need to review their budgets as it will change. Tim further reported that reductions to budgets have been meticulously accounted for and will help with the prioritization of restoring budgets if funding becomes available for allocation.

III. Accreditation Follow-up Report

Sunny reminded Council that our final draft with responses to the four recommendations is due October 15. We must have the draft document through the shared governance process in a timely manner and before the Governing Board in September. The draft will be posted on the accreditation webpage, and distributed via email. Please be aware of the timeline and provide input to Pam Amor as timely as possible.

Action taken: Edits/input to the Accreditation Recommendations to Pam Amor as timely as possible.

IV. Committee Reports

Student Center/Student Services Update (Building Plans)

Tim provided handouts, *Student Center Cost Breakdown (Funding Plan and Floor Plans – Student Center (6 pages)*, for the Council to review. He stated that the Facilities Committee recommended that the funding plan move forward. The handout indicates that the cost of the building model is more than originally estimated; however, some unexpected funding was made available from the refinancing of Series A and B, and interest income from *Prop R*. Additionally, the Lot 5 Parking Structure total cost came in lower than anticipated which allowed for more savings. Tim reviewed the breakdown of costs with the Council and explained that the previous set aside funding for this project and the additional unexpected funds allows for \$36,250,000 for the project. Tim reviewed the remaining funds for Secondary Effects and Theatre Match with the Council. He explained that there is \$1,926,510 of unallocated funds.

Tim asked if this Council can move forward with the funding plan for the Student Center/Student Services project. The Council agreed.

Action Taken: Council agreed to move forward with the Funding Plan as presented.

Room 575

Tim provided a handout, *Room 575 Remodel Construction Cost Estimate 90% Drawings*, for the Council's review. He reported that this Council approved the 575 remodel and funding was set aside for the project; however, the money was given up during the reduction process through Administrative Services. The project cost is estimated at \$363,277. Tim explained that there is \$130,000 remaining from the \$400,000 that was originally set aside. Tim is asking the Council to utilize \$233,377 from unallocated funds. He estimates that the remodel will be done over the winter break. He reminded the Council that Room 575 is the lecture lab that will serve as a model for all lecture labs. The Council agreed to move this remodel forward.

Action Taken: The Council agreed to move forward with the Room 575 Remodel.

Transportation Issues

Tim reported that he is working closely with the owner of the shuttle service provider to ensure they stay on schedule. He will continue to address concerns and challenges as they occur. He reported that the parking for adjunct and quick turn-around parking will continue to be monitored for usage, if spaces are underutilized, spaces will open to students. Currently, Gillespie Field Parking Lot has an average use of 200 spaces of the 500 available. The soccer was reevaluated and spaces were opened to students. Tim stated that parking will continue to change throughout the year and he will continue to monitor and evaluate for better usage. Adelle asked about extending the hours of Gillespie Field. Tim responded that that would entail negotiating with the County and coming up with funding to pay for additional shuttle service. Adelle asked about shaded areas and Tim responded that due to the parking lot being so close to the airport, the shaded areas must be fixed to the ground. Sunny stated that due to the budget reductions, it is unlikely the College could endure further costs for parking off site.

The Council discussed MTS and asked if they would offer staff discounted semester passes. Tim responded that the only discount is offered currently to students. There was discussion on getting MTS semester passes for staff either through the Foundation or through some kind of fundraising efforts.

Sunny stated that her office has received numerous calls from neighbors of the college. Most are outraged over their streets being overrun with parked cars. Sunny requested that if you know of anyone parking in the neighborhood who is not a student, please ask them to reconsider parking at Gillespie as we need to save as many spaces for students as possible.

Staffing Committee

Jim Fenningham provided a handout, *Classified Staffing Committee Final Ranking – Spring 08*, for the Council's review. He stated that this document prompted the question on what to do next? Sunny questioned whether the Staffing Committee has a process to address situations like a hiring freeze, and/or the ability to justify a final ranking after months/years have passed. Jim will call together the Faculty Staffing Committee in September and report back to Planning & Budget.

Action Taken: Jim will report back to Council in September regarding positions.

V. Informational Items

Basic Skills Update

Chris provided a two-page handout, *Matriculation Committee and Student Success Steering Committee*, for the Council's review. She referred the Council to the Matriculation Committee page and stated there was a name change only and is being provided as an informational item.

Chris referred the Council to the Student Success Steering Committee page. This is a new committee. The charge and composition have already been approved by ADSOC and is currently making its way to President's Cabinet and Academic Senate.

Other

Sunny reminded the Council that those who have chosen to get to campus using alternative modes, other than the shuttles, and as long as they are not parking their vehicles on campus (the LDS Church Parking Lot or Soccer field included) they can participate in the daily raffle and weekly raffle.

Meeting adjourned at 5:09 p.m.