



Thursday, September 25, 2008
Griffin Gate
3:00 to 5:00 p.m.

MEETING SUMMARY
Open Meeting

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

Absent: Veronica Powell, Marsha Raybourn, Mary Rider, Paul Vincent

Recorder: Patty Sparks

Meeting Convened: 3:02 p.m.

I. Approval of Planning & Budget Meeting Notes, August 28, 2008

Shirley asked if the Council had any changes or edits to the August 28, Meeting Summary to please forward them to Patty Sparks. Shirley reminded the Council that this is an open meeting and greeted guests. Members and guests introduced themselves.

Shirley stated that there was a late addition to the Agenda. Building 41 and 42 - Instructional Equipment Request because of its timely nature.

Building 41 and 42 Instructional Equipment Request/ESW

Tim Flood stated that the Exercise Science and Wellness Department is requesting funds to replace equipment in Buildings 41 and 42. Tim reported that *Prop R* funds allow for a specific per square remodeling cost; however that does not include equipment. The request for new equipment is approximately \$200,000.

Jerry Buckley provided a handout, *Building 41 and 42 Instructional Equipment Request*, for the Council's review. He further reminded the Council that some of the equipment dates back to the 1960's when the campus was first built. The funding will replace and update the following:

- Weight room equipment
- Fitness equipment
- Audio-Visual Technology
- Sound Systems for the fitness, weight training, and yoga classes
- Computer technology for athletics and exercise science classes
- T.V. Monitors for classrooms and film room applications.

William Snead asked if maintenance costs were included in the request. Jerry Buckley stated that the current equipment and any replacement equipment will be maintained in house by Dave Steinmetz

and others. Jane Nolan stated that she has some DSPS Trust Fund money that could be used for equipment purchased for DSPS students. William Snead stated that he has a 50" Plasma television that he can donate. Jim Wilsterman reported that he has a Smart Cart that can be used as well.

Sunny asked the Council to move forward with limited authorization to spend up to the stated amount and research acquisition of other funding and cost reductions as a result of DSPS and equipment donated. The Council agreed to move forward as stated.

Action taken. Exercise Science and Wellness, Building 41 and 42 Instructional Equipment Requests move forward as stated.

II. Accreditation Follow-up Report

Pam Amor provided a handout, *Follow up Report to the Accrediting Commission for Community and Junior Colleges by Grossmont College*, for the Council to review. She stated that there was a last minute edit and referred the Council to page 20, Response to Planning Agenda III.A.1.c, last sentence. The last sentence with edits reads as follows: "The College is currently investigating a mechanism that students can use to evaluate outcomes and assessments."

Pam reported that the Accreditation Visiting Team is scheduled to visit on November 5, for the day. The team will receive the Report with last minute changes by October 8. Additionally the Report will be uploaded to the Website, giving the two visitors access to review it on-line.

Sunny referred the Council to page two of the Report wherein the Steering Group, a mix of classified, faculty, administrators, and district personnel are listed. She stated that if there are questions regarding the report, please contact those listed. The report has made its way through the shared governance process in a consolidated time line. She further stated that the Report has gone to the Governing Board for action.

Action taken: The last minute edits were accepted and the Council agreed to move forward with the Report.

III. Changes in the Planning Process

Shirley stated that one of the recommendations from the last accreditation visit was to streamline the planning process. She explained that last semester she and Chris Hill developed new forms to be used in lieu of the established EMP forms for a pilot program for specific programs and departments. A task force was created from this Council and met on a weekly basis to develop a planning process that works for the college. As a result, a five plus one-year planning process and a yearly planning process was developed. Both planning processes were reviewed at the two Leadership Planning Retreats last semester and a recommendation came to Planning & Budget Council to adapt the new planning process and the three areas of foci for 2009/10 in May, 2008. Chris Hill stated that the planning process is still making its way through shared governance groups and will be presented to Classified Senate and Academic Senate for feedback.

Chris provided a two-sided handout, *Grossmont College – Blueprint for Institutional Planning*, for the Council to review. The annual process is detailed in Figure 2. One of the major differences is that collegewide focus (or foci) have been established and the foci for 2009/10 are Basic Skills, SLOs (this includes SSOs and ASOs), and Workforce Development/Community Partnerships.

Chris explained that rather than have an Educational Master Plan for every department, we will have one Master Plan for the entire college. The Master Plan will be fed by activities that come forward

from each department, discipline, or program. This fall we are developing activities in line with the foci for 2009/10. She reported that some Councils, for approximately two months, will expand and meet together to review the activities and develop a summary of what activities will be forwarded to the Institutional Review Committee.

The Institutional Review Committee (IRC), a new committee, will use criteria to review and explore staffing, facility, and technology costs of the activities and then score the activity using a scoring matrix. The criteria for activities are established and will be distributed; however, the scoring matrix is still being developed. Once the IRC reviews and prioritizes the activities, they will be sent to Planning & Budget Council for review. She reported that if an activity requires funding, but costs needed are unclear, the IRC will have people on it that can estimate/research the funding part. Chris explained that if your activity is funded in the spring, you can move forward with it in the fall. Further, this is an annual process and the funding will match with activities for that year only. Additionally, staffing requires a long term investment, so that process will stay in place. If a project or activity takes more than one year to complete, then the activity will have to go through the annual process for each year.

All other activities not moved forward with funding will be sent to the Resource Development Committee (RDC). RDC will review and possibly identify other sources of funding as well as, serve as a clearing house for grant proposals, and review RFPs and other opportunities.

Chris clarified that we are reviewing last year's (07/08) EMP activities, and reporting progress this year.

Chris stated that at the annual spring Leadership Retreat(s), progress will be reviewed and, if necessary, new foci will be established. Activities should align with the foci of the college and the strategic plan of the college.

Chris reminded the Council that a name change for this Council to Planning & Resources Council was discussed in the May 2008 meeting. She clarified that charge and makeup of the committee stays the same. The Council agreed to move forward with the name change.

Action Taken: The Council agreed to the name change of Planning & Resources Council effective immediately.

IV. Budget Status/Update

Tim provided a handout for the Council that included the slides of his Power Point presentation, *Grossmont College, 08/09 Budget Workshop*. He stated that the budget was built on certain assumptions. We are working with the District to find what the exact distribution will be for each college based upon the recently signed State budget. The budget currently includes the following: the 3% State deficit factor District wide; 2% growth, which is a 1% increase from tentative budget; 0% COLA; and continuing State budget constraints into 09/10 fiscal year. We do know that the COLA came in at .68% which is approximately \$610,000 district wide.

Tim explained that there are budget pressures such as the Adopted Budget is approximately \$2.27 million less than the Adopted Budget last year. Additionally, there is an increase in utilities and personnel costs, as well as the use of one-time allocations for ongoing needs and the ROP transition costs. Essentially the 2007/08 ending balance is fully committed. Tim explained that currently the funding required for ongoing needs is approximately \$1,779,487 as detailed on page two.

Tim stated that CSEA has not settled their 07/08 contract and, the two bargaining groups, United Faculty and Administrators Association settled their 06/07 and 07/08 contracts for more than what had been set aside. He reported that last year we budgeted \$9,761,068 for adjunct faculty, however, spent \$11,797,104 which is significantly more. For 08/09 the College budgeted \$11,372,813 to adjunct faculty due to section consolidation.

A question was asked about amount of classified salaries. Sunny reminded the Council that in January/February the hiring freeze was implemented and adjuncts were already identified and sections started for the fall and spring so instructional funds could not be changed. Shirley stated that managers identified positions both classified and faculty at the Cost Savings Task Force that could be postponed and/or frozen.

Tim explained that the ending balance for 2007/08 reflects a zero balance. He reviewed with the Council the percentages of reductions by divisions. Further, he reported that for 07/08, 62% of the budget was spent on personnel, 17.2% in benefits and 17% on other expenses. Tim explained that the S2 - 08/09 Budget reflects 69% for personnel costs, 18.7% in benefits, and 11.6% for other expenses. Other expenses include object codes of 4300 and down.

Tim stated that because the College as a whole worked diligently with identifying cuts we have a balanced budget. We can meet our needs and reminded the Council that the State came forward with a budget that is better than what this budget was built on. We must be mindful that revenues at the State level are down. We may face another mid-year cut if property tax revenues continue to be short. The State anticipates 09/10 and 10/11 to be bad years. Sunny stated that currently personnel costs are at 90%; Healthy organizations look to be at 80-85%. Realistically operating costs are within 11.6% of the budget for 2008/09.

Dave McDade stated that benefits did not increase as significantly as the District anticipated and asked if the budget reflected that. Tim responded that he met with Bernadette Sampson to review the vacant positions list and asked for those savings in payroll and benefits. It was stated that the State has not deficated 3% and so we are in a much better situation than last spring. Further it was stated that those funds need to come to the college to assist in operating costs. Tim responded that because of the economic uncertainties, some funding may remain deficated in case of a mid-year give back.

Jerry Buckley inquired whether we receive additional funding if square footage for educational means increases. Sunny responded that given the Governor granted growth funds, our District can claim up to 2.19% growth according to the State Chancellor's Office; the College is doing great in enrollment and we could possibly garner that amount. Jim Fenningham inquired about savings from replacement positions not being replaced and replacements at a lower step. Tim responded that there is potential savings in these areas and all areas affected by the hiring and travel freeze. Sunny reported that the District paid \$1.5 million to the State and that we may be able to garner those funds back should the percentage of Prop 98 backfill happen in the approximate range of \$1.2 million. Tim will keep this Council apprised of changes to the budget and thanked everyone for their help during this trying time.

Meeting adjourned at 4:55 p.m.