



Thursday, November 12, 2009
Griffin Gate
3:00 to 5:00 p.m.

MEETING SUMMARY

Present: Fred Allen, Pam Amor, Steve Baker, John Colson, Sunny Cooke, Tim Flood, Michael Golden, Oralee Holder, Anita Martinez, Jane Nolan, Alba Orr, Shirley Pereira, Tina Pitt, Adelle Schmitt, William Snead, Jim Spillers, Jim Wilsterman

Absent: Jerry Buckley, Danielle Camacho, Janet Castanos, Carrie Clay, Chris Hill, Danny Martinez, Nick Montez, Patricia Morrison, Will Pines, Lynette Wilson

Recorder: Patty Sparks

Meeting Convened: 3:00 p.m.

I. Approval of Planning & Budget Meeting Notes, October 22, 2009

Shirley requested that if anyone has changes or edits to the October Meeting Summary, please send them via email to Patty Sparks. No additions to the Agenda.

II. Accreditation Update

Pam Amor stated that the first Accreditation Steering Committee met today. At the first meeting the Committee was broken into four major groups, one representing each standard.

The Committee discussed developing the mid-term report, addressed timelines and composition of the Steering Committee. The next meeting is scheduled in December and then again in January. After January the Committee will meet every two weeks. The goal is to wrap up the first draft by March 15, and final draft by April 15. The first draft will be available on the intranet in March and will work its way through shared governance groups through the month of May. Bonnie Price will be working on edits through June and July. The final draft will go to the Governing Board in August and sent to printing by the end of August. The goal is to send the final draft to the State in early September.

III. 50th Anniversary Update

Sunny stated that our 50th Anniversary is coming up in 2011. She reported that we did not open our doors until fall, 1961, and it makes sense to celebrate for a whole year - Fall 2011 to Spring 2012. The 50th Anniversary Committee met recently and discussed that one area of focus would be to reconnect with retirees and alumni. This gives context to raising support and awareness about what our college does for the community and also generates support for the college with donations.

Sunny suggested that for a handful of upcoming key events scheduled in 2011 - the 50th Anniversary theme should be attached to the events. She stated there is a year of planning and there are some good ideas being discussed. She further reported that Committee is made up of administrators, faculty, staff, students and retirees.

Oralee Holder asked how the Committee Members were selected. Sunny stated that through the senate groups on campus. Sunny will send the Committee members to this Council.

Action Taken: Sunny to send membership list of the 50th Anniversary Committee to this Council.

IV. Budget Update

- **Burn Rate:**

Tim provided a handout, *Grossmont College Budget Update*, for the Council to review. Realistically we are about 7% under where we want to be if we prorated expenditures over the year. We are 2.1% under what we had expended last year. He stated that we are doing a good job with our supply budgets wherein we spent a little over 45% to date. We are tracking non-salary related expenses which are currently 7.8% of total expenditures, while they were budgeted at 13.5%, so this category is below anticipated expenditure levels. The Council discussed expenditures and budgetary targets. Sunny stated that we need to make sure every dollar goes to necessary needs and if you have funding in your budget, spend it. She explained that as a District, funding was set aside in anticipation for a mid-year give back.

Tim stated that this year we cut and reduced holding accounts that in previous years would be showing up in ending balances. Further, those funds are eliminated so we should see an increase in spending percentages this year. Sunny stated that the reality is, ending balances fund activities for the following year, whatever we have in ending balances fund items already prioritized through activity proposals.

- **Large Class Equivalency (LCE)**

Tim stated that the number of large classes have gone up because our fill rates are so much higher. In 2008 we had 58 sections from fall to summer and for 2009 we have 123 sections. As we are taking additional students we want to make sure that we have the ability to make students comfortable and have accessibility to classrooms. We are within our budget, but we must be mindful that as our fill rates adjust there is a cost dynamic that we do not control and we must strike a balance.

Sunny stated that if we continue we are currently on schedule to be 2,700 FTES over cap as a district. We need to make structurally sound decisions and provide good service to students. In addition we have to be mindful that those extra students have an impact on student services because they each need services for which we are not paid. Tim responded that we need to utilize our large rooms efficiently and realistically look at room maximums to fit the right number of students.

The Council discussed concerns about certain disciplines that use workstations in classrooms and the number of students utilizing them. Tim clarified that there are two types of class maximums, they are, Fire Code Maximum and Class Maximum. The class maximum is driven by the number of workstations and/or desks. He reported that he is working with Risk Management, District Offices, IS, and Facilities to finalize and make permanent Class Max signs to be installed in classrooms.

- **Early word from Sacramento/Assumptions being considered for 2010/11**

Tim provided a handout, *Excerpts from State of California Debt Affordability Report October 2009*, for the Council to review. He explained that over the next two years the State is looking at a structural deficit of \$38 billion. That figure represents the difference between projected available revenues (\$273.7 billion) and expenditures to fund operations and pay service debt (\$311.7 billion). The

percentage of the State's general budget that is going to service debt (voter approved service bonds) will go from 7.7% of the State's budget to 8.81%.

Tim stated that the Sacramento Bee reported that Arnold Schwarzenegger stated there will be a \$7 billion deficit in this year's current budget on top of the \$7.4 billion gap they already knew about. There are rumblings of a mid-year cut, however no confirmation.

Sunny stated that we have some college funds set aside and the district has set aside funds as well. Tim responded that we have prudently set funding aside to ensure we will be able to endure a mid-year cut, however, next year we will begin the new year approximately \$3 million short due to the loss of one time funds, ending balance amounts, and structural increases. Sunny stated that our best strategy is, if we have remaining funds at year end, we commit it to specific needs to offset next year's increases.

V. Committee Updates

• Facilities Committee

Theatre Project: Tim stated that Grossmont College's Theatre project is residing on the list of projects that will go out for the 2010 Construction Bond. We are listed in Plans and Working Drawings column. Steve Baker stated that the project will be funded approx 75/25, the State paying 75% of the project.

o Allocation Recommendation of Facilities Issues Funding (Action Needed):

Tim reported that the Exercise and Wellness, FF&E project is completed as approved by the committee (\$220,000).

He is bringing forward the following projects as recommendations for allocation.

- Building 51 Restroom and ADA Accessibility \$300,000
(Next step in updating student restrooms) Tim reminded the Council that the 500S and 300S restrooms are done.
- Science Building Fume Hood \$ 53,000
- Football Field Turf Replacement (2 years at \$50K a year) \$ 100,000
- Roofing Replacement (based on roofing condition report) \$ 450,000
- Building 31 - Large Lecture Classroom 370 \$ 400,000
- Building 55 - Single Zone Air Handler/Fan Coils \$ 200,000
- Building 36 - Secondary Effects - Allocate remaining Funds

Tim is recommending that we take the remainder of the \$2.4 million and allocate it towards Building 36 (300N Building remodel). When Health & Physical Sciences move to their new complex, we will have science lecture classrooms that will be transitioning to a third of the area, as well as CTC1, geography and geology. We still have 2/3^{rds} of that building vacant and Tim would like to develop a task force to discuss/plan space usage. Tim is asking this Council to allocate the remainder of the \$2.4 million to reclaim Building 36.

Shirley stated that she will meet with Marsha Raybourn to discuss and gather data from the previous committee that directly dealt with allocating space on campus. This Council can discuss whether the committee will develop from this Council or through Facilities Committee.

- Parking & Circulation Renovation/Repair and Accessible Walkways

Tim stated that the District allocated \$708,954 to Grossmont to take care of sidewalks, directional wayfaring and parking issues. First and foremost, the access road going down to the football field

and up to the baseball field is a priority. The asphalt down by the track is deteriorating rapidly and is working its way towards the new track surface. We need to resolve safety issues; improve accessibility; and protect the new track. The budget for this renovation is \$345,867.

- 500 N Building sidewalk

Tim reported that the sidewalk on the north side of Building 51 is badly damaged and needs to be replaced. Tree roots have lifted and broken the walk way creating trip hazards and is starting to affect the door openings and thresholds. Funding for this project which includes removing tree roots and running utilities underneath the sidewalk over to the temporary Sodexo location is \$240,862.

- Parking Lot 1, second half

Tim reported that the parking lot is a critical area that needs to be replaced. Unfortunately we are allocating only \$121,000 on a \$727,000 project. We can go back to the District wide Parking Committee to request additional funds from parking fees generated from students.

The Council agreed to all recommendations from Facilities Committee as discussed above.

- **Project updates**

- Scheduled Maintenance Projects:

Tim reviewed the scheduled maintenance projects that have been funded with the committee. Tim stated that there are remaining funds from the 500 Building project to apply to replace the 100 Building boiler. Those funds will become a part of the funding dedicated for Student Center Renovation and Repair.

Completed Projects:

- Air handlers above ceramics
- 300S bathroom upgrades
- Resurface pool deck

Summer Projects

- Roof Replacements (summer project) Tim will provide a roofing package
- Sewer and Underground Electrical (will start once analysis is complete)
- R & R Cracked and Damaged Sidewalks

Tim stated that there is difficulty with side walk accessibility issues when renovating. The DSA looks at paths of travel and cohesiveness between new and existing walkways. The council acknowledged the projects and priorities and approved them to move forward.

- **Update on Search Committees & Hiring**

Sunny updated the committee on the following critical positions:

Health Services Nurse

This position is funded out of Health Services Fees. This position is critical as this person will be a first responder to incidents on campus.

Dean of Counseling and Enrollment Services

As discussed previously this position is in reality a combination of two vacant positions, Dean of Counseling and Dean of Admission and Records. The hiring committee has met twice and the position will advertise over the holidays with a placement date sometime in March.

Dean of Humanities and Fine Arts

Janet Castanos is the chair of that committee and have met at least once. The goal is for placement sometime in January.

Dean of LTRC

Tina Pitt is chair of this committee. The position closes early January and the Committee is ready to paper screen applications.

Vice President, Administrative Services

John Colson and Shirley Pereira are co-chairing this committee. The committee met and discussed a tentative timeline with a permanent hire date in March.

Custodian

It was agreed to replace two custodians. A hiring committee is established and proceeding.

Printing Supervisor

No movement to report.

Health Services Nurse

Interviews have been held and the position will be offered.

- **Planning Update**

Shirley stated that Planning Website is up and running. In addition there is a workshop on Friday, November 20, 9 - 11 a.m. to review activity proposals and data entry.

Sunny stated that an email survey with two questions regarding the Vision and Mission Statement has been distributed district wide. Please, if you have not taken the survey, do please do it.

Meeting Adjourned: 5 p.m.

Next Meeting Date: December 17, 2009, Griffin Gate