



**Thursday, December 17, 2009**  
**Griffin Gate**  
**3:00 to 5:00 p.m.**

**MEETING SUMMARY**

- Present:** Fred Allen, Pam Amor, Steve Baker, Jerry Buckley, Janet Castanos, John Colson, Sunny Cooke, Tim Flood, Michael Golden, Chris Hill, Oralee Holder, Anita Martinez, Patricia Morrison, Jane Nolan, Shirley Pereira, Will Pines, Tina Pitt, Adelle Schmitt, William Snead, Jim Spillers, Jim Wilsterman
- Absent:** Danielle Camacho, Carrie Clay, Danny Martinez, Nick Montez, Alba Orr, Lynette Wilson
- Recorder:** Patty Sparks
- Meeting Convened:** 3:00 p.m.

**I. Approval of Planning & Budget Meeting Notes, November 12, 2009**

Shirley reported that the November Meeting Summary will be sent at a later date. Once it is sent, please send any edits or changes to Patty via email.

**II. DL Technology Committee Update**

**Technology for Teaching and Learning Committee (TTLC)**

Chris reported that the original Instructional Computing Committee has transitioned to the Technology for Teaching and Learning Committee (TTLC). Currently the primary structure is to report to this Council, but also report to the Academic Senate. Janet Castanos asked if the Chair of the Committee should sit on this Council and Chris is requesting the chair to attend these meetings.

Shirley stated that they are still working on the rollover piece for equipment needs and suggested that piece be placed within the Facilities Committee. This would allow for needs to be identified, cataloged and planned for through the Facilities Committee. Tim stated that he does have large equipment needs documented, however medium sized equipment needs and lab rollovers need to be documented. It was agreed that the Facilities Committee work with the deans to identify equipment needs. The Facilities Committee will report to this Council with both large and medium equipment needs.

Michael Golden suggested that whether discussing Technology or Distance Learning that IS be involved. Chris reported that the co-chairs on the TTLC will be involved with the District's Instructional Technology Committee.

Sunny stated that in the Chronicle of Education there was an article that discussed how universities and colleges are moving away from large computer labs and computer spaces because current student populations are increasingly owning laptops. Currently we lag behind that trend as our student demographic is such that not all of our students can afford or have their own computer. We should be looking ahead and what we see coming as an emerging trend.

*Action taken: Chris suggested that the chair of the TTLC sit on this Council as a member. The Council agreed to change the composition to this Council's members.*

*The Facilities Committee will be charged with large and medium sized equipment needs of the campus and report back to this Council.*

### **III. Strategic Planning**

Sunny stated that the College's Strategic Plan is available on the College's website and also in hard copy. The process of developing the Strategic Plan started more than a year ago and it began with the environmental scan performed by the Institutional Research Office as well as our own environmental scan looking out three to five years in critical areas to determine emerging trends. We had a vision activity as part of our convocation exercise and a strength and weakness survey. District wide our colleges would focus on five things, they are: Student Access; Learning and Student Success; Resources; Our role in economic and community development; and employee relations. She explained, for example, under Student Access, we are experiencing an influx of immigrant students and noted veteran student populations growing. Our goals are to better serve under prepared populations and respond to the changing community needs. Under that, strategies are listed, which align with specific activities and funding that tie back to the goals for the next six years. The Strategic Plan will take us through 2016.

Sunny stated that during the Leadership Retreat in March 2010, we will discuss activities from the previous year and consider requests for 2010-2011. The goal would be to review critical strategic activities funded by this group and have departments deployed and ready to go when they get back in August. Those goals will align with an area of focus in our Strategic Plan. We expect to report back to the college every semester on how we are doing on key performance indicators via convocation, shared governance and email updates.

The Council agreed to have a few hard copies available for Convocation but prefer to view the document on line.

Sunny reported that the survey results for the Grossmont College Vision Statement and Mission Statement as follows:

Vision: Changing lives through education.

Mission: Grossmont College is committed to providing an exceptional learning environment that enables diverse individuals to pursue their hopes, dreams, and full potential and to developing enlightened leaders and thoughtful citizens for a global community.

This truly defines that we provide an exceptional learning experience and environment here at Grossmont College. She explained that the additional bullet points under the Mission Statement are requirements of the Accreditation Commission and help further define our mission. The Values listed are results of the visioning activity.

The Council discussed the pressures of incoming students and the ability to serve them. Sunny stated that 37% of our classes were filled the first day of open enrollment. Further she believes that by the time we leave for winter break we will be at 60%. Fundamentally we may not have room for all our students. Another interesting fact is that universities are starting to offer Associate Degrees. National University is going to offer a Public Administration Associate Degree. Private universities are going to start to capture the audience that we cannot fill. She stated that continuing students will

have first priority and we must teach our students that if they want to stay in school next semester, they have to register earlier.

The Council recommended that given the current situation of workload reduction and being over cap, faculty should not accept more students than course max and would like to see course maximums met on census day being careful to not under enroll classes.

Adelle stated that there appears to be a glitch in the system regarding closed classes and wait list issues. John stated that he is meeting with IS and this issue is being discussed/worked on with a fix hopefully for the fall semester.

*Action Taken: Employees can obtain a hard copy of the Strategic Plan if requested, otherwise the Plan can be found on the District website. Sunny will craft an email with guidelines to faculty regarding course max expectations that the Council recommended.*

#### **IV. Planning Update**

Chris reported that the next step in the process is for divisions to prioritize their proposals and forward them to the Institutional Review Committee (IRC). She explained that if you have any interdisciplinary proposals, divisions may send two that are outside the number of proposals provided by the committee. The IRC will be meeting in February to review and back to this Council in April with its prioritized list of proposals. She anticipates more proposals this year than last and explained that activities can again be defended to the IRC.

#### **V. Budget Update**

- **Burn Rate**

Tim provided a handout, *Grossmont College Budget Update*, for the Council to review. He explained that we spent 1.2% less of our budget than we had this time in the previous year. Currently we are 5.6% under where we should be prorated overall. Further he stated that the current year budget has increased by \$308,927 which is the recognition of the AARA funds (federal bailout funds) in the general unrestricted fund.

Tim reported that currently we are working on our ending balance projections. He explained that there are unexpected general funds existing. Those funds are from: savings from utilities; cutting summer sessions by 50%; and vacant positions that did not fill as timely as expected. These savings can be considered to fund: critical needs campus wide, facilities issues, college priorities/activity proposals as well as taking a look at equipment needs. He explained that by late January we should have a good number that represents our ending balance. Within that we still have our contingency account that we set aside as a college for a possible mid-year give back. We need to allocate and spend funds to this year's needs to meet increasing student needs.

Tim reported that he is looking at next year's budget and working on budget scenarios. One scenario is working with the same amount of funding as we did last year, but take into account that we had some one-time monies and AARA funds. In addition, we have to take into account that this scenario will actually be a reduction as we anticipate a utilities increase, fixed costs such as step and column and benefits. We are looking at scenarios of staying flat, worse and worst case scenarios. Further he stated that we are looking at reductions in sections for summer and consideration of further section reductions for fall.

Sunny reported that there is discussion statewide about raising tuition in the fall. She stated that if there should be an increase, colleges statewide are insisting on three conditions: a moderate,

reasonable increase; notification to colleges ahead of fall registration; and the revenues come back to the colleges. She reiterated that we have to focus on general education transfer degrees, basic skills, and workforce development and less recreational things as these are the areas of focus statewide.

Meeting Adjourned: 5 p.m.

**Next Meeting Date: January 28, 2009, Griffin Gate**