



Thursday, January 28, 2010
Griffin Gate
3:00 to 5:00 p.m.

MEETING SUMMARY

Present: Fred Allen, Pam Amor, Steve Baker, Michael Berendse, Jerry Buckley, Janet Castanos, John Colson, Sunny Cooke, Angela Feres, Tim Flood, Michael Golden, Chris Hill, Oralee Holder, Anita Martinez, Nick Montez, Patricia Morrison, Jane Nolan, Shirley Pereira, Will Pines, Tina Pitt, Adelle Schmitt, William Snead, Jim Spillers, Lynette Wilson, Jim Wilsterman

Absent: Danielle Camacho, Carrie Clay, Danny Martinez, Alba Orr,

Recorder: Patty Sparks

Meeting Convened: 3:00 p.m.

I. Approval of Planning & Budget Meeting Notes, December 17, 2009

Shirley requested that any changes/edits be forwarded to Patty Sparks via email. If no edits are submitted, the Summary will move forward as final. She requested that the Council introduce themselves and welcome new Council members, Angela Feres and Michael Berendse. Further she stated that Janet Castanos will be sitting as the Acting Vice President of Academic Affairs and Sue Gonda as Acting Dean.

II. Institutional Review Committee (IRC) - Time Line

Chris utilized the smart cart and directed the Council to the Grossmont College Website, specifically the Planning site, www.grossmont.edu/planning. She explained that within the Annual Planning/Budgeting area is where you will find the link to the Action Plan Manager wherein proposals are developed. She reminded the Council that at the Leadership Council Institutional Foci are developed and are used to guide activity proposals. The foci will be utilized in two directions - one direction is planning and progress and reminded the Council that we are in the 2009/10 cycle and planning for 2010/11. The other direction is activity proposals generated for the 2010/11 cycle. The proposals are submitted by each department and/or unit through the Action Plan Manager. She stated that all proposals should be in for the 2010/11 planning cycle. She reminded the Council that if you have any interdisciplinary proposals, divisions may send two that are outside the number of proposals provided by the committee.

Chris stated that the list of proposals submitted to IRC will be ranked and scored and a priority list prepared by March/April, however the departments/units will have a chance to present the details of their proposals prior to being scored and ranked. The priority list will be forwarded to this Council for review and final recommendations sometime in March, April.

Chris directed the Council to the IRC Activity Scoring Sheet, 2009/10 Planning Cycle for the Council to review. She explained that this is the scoring sheet utilized by the IRC. The issue of Program

Review was discussed as some units such as Administrative Services and Student Services have not had program review in the past. Chris explained that the criteria is ranked with a 0 - 3 number system, and although not all units have past program review, or their program review is outdated, the system works as it balances out overall. Tim explained that he personally ran several tests for Administrative Services and because proposals garner points in other areas, it balance out. He stated that test cases allowed Administrative Services to rank equally in most cases.

Chris stated that this is a dynamic process and document. All areas will eventually align. Sunny reminded the Council that to meet accreditation standards we need to focus on the following areas:

- Transfer degrees and certificates Programs
- Career technical education and workforce development
- Basic skills
- Student support services that promote student access and achievement

We chose as a college to address the first three as our areas of focus. Every year we will review and discuss at the Leadership Retreat whether to continue to address the same areas or a different combination of the five as listed.

Chris reviewed the IRC structure and stated it was patterned after the Staffing Committee. After discussion the Council agreed to implement the following changes:

- Add a second Dean
- (5) faculty members - one from each division

The Council agreed to the IRC's structure as implemented above.

III. Planning Website

Chris again, utilized the smart cart and directed the Council to the Planning site, www.grossmont.edu/planning. She explained the website is a work in progress and the goal is to have a one-stop site that has everything to do with planning and program review. She reviewed in detail the following areas: Strategic Planning, Annual Planning, College Plans and Initiatives, and Unit Review. Under each area are links related to those areas. Further she explained that work is being done on where to place the link on the website, but is located at the web address identified above.

Sunny commented that 80 - 90% of general funds go to personnel costs, leaving 10 - 12 % to pay for utilities, supplies, etc. What we have is discretionary funding that has to be maximized for core campus-wide needs. We do this by identifying needs as a college. This process documents our needs and our progress.

It was suggested that the following "hot" links be provided on the website, they are:

- Programs that have accreditation reports
- Construction Website
- Mission and Vision Statements
- FOCI

IV. Room Utilization Task Force (Out of Facilities)

Not discussed.

V. Budget Update

• Burn Rate

Tim provided a handout, *Grossmont College Budget Update*, for the Council to review. He explained that we are at 5.8% under budget in expenditures than we had this time in the previous year. As we are half way through the year and we need to utilize our supply budgets.

Tim reported that on the back of the handout is the Grossmont College Budget, 5000s object codes for the Council to review. He reported that \$1.3 million is in this budget, approximately \$1 million from the ending balance last year, and approximately \$300,000 held from contingency funds. He reminded the Council that he is working to approximate the ending balance amount by March. Further he anticipates getting the payroll forecast out earlier than the previous year. In addition he is looking to determine what the college's critical needs are and by next month.

• Updates from Sacramento - Budget Planning

Tim provided the January 8, 2010 update from Scott Lay, for the Council to review. He reported that that there is some good news in the Governor's proposed budget, it includes 2.2% growth funding which represents \$126 million. It reduced apportionment in selected Categorical programs by \$22.9 million and a negative COLA of 0.38%. They are suggesting \$10 million of additional cuts to EOPS, and \$10 million reduction to part time faculty compensation. It increases Career Technical Education by \$20 million, however maintains all categorical cuts and flexibility allowances approved in 2009/10 year of which the average reduction was 42%. It proposed to suspend the Cal Grant program with no new awards beginning in fall 2010. Realistically the State has an approximate \$9 billion deficit this current year and a projected \$12 billion deficit next year. Although the Governor proposed funding 2.2% growth, the prospect of the college seeing those funds is unrealistic. He stated that recovery not only at the State but here locally is going to be a long process, maybe 4 - 5 years. We truly need to look for a plan to get through this utilizing a systematic process.

Tim reminded the Council that if we begin next year flat we lose approximately \$4 million. That \$4 million represents structural increases (step and column, etc.), utility increases, and no ARRA funds to back fill categorical programs. Although the State is committed to education, there is not a lot of money to fund it.

Sunny reported that she with a team of community college leaders attended the CCLC Conference in Sacramento. They met with legislators as a SDICCA group to go over issues piece by piece and discuss impacts to community colleges. The meeting was positive however fees are likely to go up. Community colleges are pushing for a moderate fee increase and requested that the funding comes back to the colleges, however that is unlikely. She explained we are going to have to be creative and work differently as an organization as unfortunately this seems to be our new "norm."

• Categorical Overview

Tim stated provided a handout, *Grossmont College Categorical Reductions 2009/10*, for the Council to review. He explained that the college received \$5.7 million in 08/09 for categorical programs. In the fiscal year 2000/10 we received approximately \$3.3 million in categorical funds which represents a reduction of approximately \$2.4 million. He reminded the Council that we received one-time ARRA backfill funds of \$308,000 and Grossmont College allocated a one-time augmentation of \$311,000 from the general fund as well to backfill some categorical programs, however it left a \$1.78 million shortfall. This reduction represents a number of students we were unable to serve including the elimination of services such as drop-in counseling appointments and outreach. Potential litigation especially in the DSPS area is a concern, by law we must maintain some services with or without funding.

Tim stated that the categorical program managers provided impact statements which are included in the handout. Some examples of reductions, the CARE meal program was reduced by 20% and adjunct counselors were eliminated or reduced by 50%. DSPS is reducing cart service by 50%, and reduced hourly employees working in alternate media production. EOPS reduced 450 students. He reported that services being provided are being reduced and some eliminated.

It was discussed that faculty get involved and after discussion this issue will be brought up at Academic Senate.

VI. Committee Updates

Facilities Committee:

Health and Sciences Building FFE Shortfall

Tim stated that there is a \$440,000 Health and Sciences Building FFE shortfall. Tim explained funds from the following will back-fill the shortfall, they are:

- \$119,000 from College & Community Relations
- \$146,000 from Unallocated FFE
- \$130,600 from VATEA Nursing
- \$44,000 from VATEA POST

Sunny reported that the College & Community Relations budget had already been cut significantly and would like to acknowledge Rick Griffin for his contribution of additional funds to areas of the colleges with greater need.

Utility Savings

Tim reported that thanks to the efforts of all staff on campus we have utility savings. He would like to apply those savings to Landscape Educational Zones. He reported that long grass panels will be transformed with drought and water resistant plant species, be aesthetically pleasing and more importantly an Educational Zone for students. Further he reported that Padre Dam is increasing fees by 30%. Tim asked for consensus from this group to award \$200,000 for the Landscape Education Zones. The Council agreed.

Tim stated that he recently met with Padre Dam and in that meeting recycled water was discussed. Unfortunately the savings is approximated at 10% however he would have to pay to pump the water and purchase water fixtures and meters.

Scheduled Maintenance

Roofing Schedule - Estimated Costs \$870,000

Tim reminded the Council that it agreed to a roofing maintenance schedule and we currently need to complete the following to complete the 1 - 3 year scheduled maintenance plan:

- Building 42 - \$273,000
- LTRC - \$149,000
- GC Roofing Renovation/Repair \$450,000

Room 220

Tim explained that room 220 will be our largest lecture room on campus for the next 6 - 10 years. He would like to upgrade that room. The funds, if this Council agrees will come from Classroom maintenance and Administrative Services. The Council agreed to \$200,000 for Room 220 Upgrades.

Classroom Maintenance

Tim is requesting consensus to transfer funds for the following projects:

- Tennis Courts - \$40,000
- Classroom painting - \$25,000
- Ceramics Outdoor Kiln Covers - \$20,000 (Additional funding transferred from Administrative Services)

After discussion the Council agreed with Tim's recommendations as listed above.

VII Information Items:

Leadership Retreat

Shirley asked the Council to please hold the following dates for the Leadership Retreat held at the Ronald Reagan Community Center:

- April 16 and 23, 2010

Next Meeting Date: February 25, 2010, Griffin Gate