



Thursday, October 22, 2009
Griffin Gate
3:00 to 5:00 p.m.

MEETING SUMMARY

Present: Fred Allen, Steve Baker, Jerry Buckley, Danielle Camacho, Janet Castanos, Carrie Clay, John Colson, Sunny Cooke, Tim Flood, Michael Golden, Oralee Holder, Anita Martinez, Nick Montez, Patricia Morrison, Jane Nolan, Alba Orr, Shirley Pereira, Will Pines, Adelle Schmitt, William Snead, Jim Spillers, Lynette Wilson, Jim Wilsterman

Absent: Chris Hill, Danny Martinez, Tina Pitt

Recorder: Patty Sparks

Meeting Convened: 3:00 p.m.

I. Approval of Planning & Budget Meeting Notes, September 24, 2009

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

II. FTES Update

Sunny stated that the FTES Task Force usually meets in the latter part of the spring semester as it drives budgets and how we allocate dollars. This year realizing that there is less funding from the State, the FTES Task Force has been prompted into action in the fall. She reported that projections for 2009/10 indicate that as a District we are likely to be 2,700 FTES over. She reminded the Council that we have cut sections two years in a row and this is prompting us to identify FTES targets sooner. In order to maintain our fall and spring with integrity we are looking to reduce summer significantly. The choices are to cut deep in the summer and try to maintain spring and fall. We normally generate about 1200 FTES in summer and if we cut summer by half, we would be reducing 500 - 600 FTES. That leaves us with approximately 1100 FTES remaining to attempt to reduce. We will need to try our best to cut spring and fall realizing that it will be our third consecutive spring session cut by 150 sections.

The FTES Task Force asked that modeling of 50% - 60% section reduction scenarios for summer be projected. IAC is working on scenarios.

- **Section Cuts - Summary**

Tim explained that from summer to summer we cut 18 sections, fall to fall we cut 134 sections and from spring to spring 141 - thus far giving a total of 293 section reductions. Our minimum goal was 300 sections needed to be reduced this year.

Tim stated that currently, as we look at the summer 2010 schedule there are several start dates. He explained that most of the sections are consolidated in the six and eight week sessions. If we only

offered a six week session we could eliminate approximately 243 sections, meeting the 50% reduction.

Sunny reminded the Council that there are 61 open positions on this campus, many of which are in student services and the Library/Tech Mall. Though we have reduced sections, we have increased our headcount by 1000 students. Each of these students have an impact on student support services all across campus despite our reduced staffing.

Sunny stated it is being analyzed and discussed District wide to have a four-day work week and further stated she would encourage that no classes be scheduled on Friday, Saturday, and Sunday. John Colson reminded the Council that during summer 2010 the staff in the 100 Quad and Student Services will be moving to temporary modular buildings which will further impact services.

Sunny stated that we should establish a six week summer session. Should there be a need for an eight week session it would have to have a strong educational justification and be approved by the dean and vice president. The session should be offered Monday through Thursday only. The issue of offering a second four week session was discussed and rejected. A four week session would add an additional burden to our systems because it would have different census dates, faculty and large class bonus dates, TA Hours, scheduling impacts with Instructional Operations, drop dead dates, and last date to apply for pass/no pass. The Council agreed to have a six week session for summer 2010. Nick Montez stated that tentatively the start date for a six week summer session will be June 14 and run to July 22.

- **Analysis of Summer Demographics Pulled by IR**

Sunny stated that at the last meeting the Council asked about the demographics of our summer students. Jerry reported 25% of our summer students are recent high school graduates. Shirley stated within the math department for summer she has a lot of San Diego State students. Jim Wilsterman stated that San Diego State is not offering low division classes because they reduced their adjunct faculty and believes this will change the percentages drastically.

III. Budget Update

- **Burn Rate:**

Tim provided a handout, *Grossmont College Budget Update, September 09*, for the Council to review. He explained that we are spending the same percentage of our budget as we did at this time last year. Currently we have expended approximately \$11.7 million. We are going to see a decline in projections to the 1300 and 1400 object codes, but expect to see them even out as we get through October and into November. Further if you look at both expenses and encumbrances, we spent a little over \$15 million dollars which is about a quarter of our \$60 million budget. Some encumbrances are for a year's worth of supplies, i.e. SDG&E and Padre Dam. Anticipate that we will see a requisition cut-off date mid-May, however for this year this is a hard close date with little or no exceptions so make necessary expenditures soon.

- **Categorical Updates**

Tim reported that although there have been several communications from the State, nothing was concrete until today. He utilized the overhead light to display the estimated State and ARRA 2009 allocations. He reported that for next year as we start to plan expenditures and staffing, note that the anticipated level of ARRA funding will not be included. Whatever the State gives us each year is approximately 95% the previous year's budget for a start, less the ARRA funds. Tim displayed an additional document on the overhead, a spreadsheet that provides a breakdown of the allocation to categorical programs. He will provide both of these documents via email to program managers.

There are a couple of areas in the deficit, they are as follows: \$15,449 in EOPS; \$303,038 DSPS; and \$3,019 CARE. The approximate dollar deficit for Grossmont College based on categorical reductions to date is \$321,506. He explained that on the State Chancellor's website there is a Disabled Student Services FAQ page. The website clearly outlines our responsibilities as a college. If a service is mandated, we have to provide that service, even with less or no funding. Tim will provide the link via email to this Council. After discussing this issue at length, the Council agreed to use contingency general fund monies to back fill the programs as Tim explained after making every effort to reduce expenditures.

Action Taken: After discussing this issue at length, the Council agreed to use contingency general fund monies to back fill the programs as Tim explained after making every effort to reduce expenditures.

IV. Planning Process

Shirley stated that she and Chris have met with departments and units who are busy working on their six year department plans. There will be a couple of training workshops for the website training to enter activities. Additionally they met with Robert Gillespie, data base programmer who helped with the planning website to discuss improving the site. We are hoping to have the site up within the next week. Further, we are working on integrating the planning piece with the College budget piece.

Sunny explained that the last piece of strategic planning is to select one new Vision and Mission Statement. As explained last month sample statements are available for review on the website. We are looking for clear concise statements. A college wide survey allowing employees the opportunity to vote for their choice of the Vision and Mission Statements will be conducted shortly.

Sunny stated that there has been a lot of work done to meet accreditation requirements over the past 3 - 4 years. One of the things we are going to do as a college is to assess our climate periodically. Chris is working with Pam and Sunny to pull questions from the survey taken three years ago, during the last self-study, and address the climate again now. The survey will have approximately 20 to 30 questions however we are asking and encouraging everyone to participate in taking the survey.

V. Committee Updates

- Facilities

Tim reported that we are moving forward with funding projects previously discussed. He stated that there was significant savings from Room 575 that roll into the Facilities Issue Fund. Tim stated the next project will be to remodel of the 300 North Building. Staff in the ACE, CTC1 and CTC2 classrooms will be moved to the portables nearest the tennis courts.

Tim stated the science lecture classes will move into their new permanent location in the 300 North Building. He reported that the need for science lecture classrooms is as follows: two large lecture classes, which would hold a three section course and would give increases in our total large classroom space; two medium spaces, one of which is a multi-use room; and one small lecture space. Walls will be removed to accommodate the lecture spaces and he is working with architects to utilize the entire space efficiently. Tim utilized the overhead to show the Council the initial sketches and stated that the lecture rooms will be placed on the east end of the building. Once the drawings are more defined he will bring the plans for this Council to review. Michael stated that for science, the large rooms would need to accommodate 96 students to be used for triple sections. Tim will take Michael's concerns to the Facilities Committee to see what we could do to expand that area. Tim reported that no classroom space will be lost and reminded the Council that this is the last space on

campus for remodel. Further it was discussed that departments could better serve students if departments were localized.

Shirley suggested that it would be best to look at all buildings on campus to better group departments. Sunny stated that there was a task force years ago that dealt with these kinds of issues (creatively utilizing all spaces effectively on campus). Shirley stated that she will identify the name of the task force and whether it was housed under Facilities or Planning & Resources.

Meeting Adjourned: 5 p.m.

Next Meeting Date: November 19, 2009, Griffin Gate