



Thursday, April 15, 2010
Griffin Gate
3:00 to 5:00 p.m.

MEETING SUMMARY

Present: Fred Allen, Pam Amor, Janet Castanos, John Colson, Sunny Cooke, Angela Feres, 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: Steve Baker, Michael Berendse, Jerry Buckley, Danielle Camacho, Carrie Clay, Chris Hill, Danny Martinez

Recorder: Patty Sparks

Meeting Convened: 3:00 p.m.

I. Institutional Review Committee (IRC) - Action Needed

Tim reported that the IRC reviewed and scored 43 Activity Proposals (APs) submitted for 2010-2011. The APs were reviewed utilizing the scoring matrix (scoring criteria/matrix is available on line). He utilized the overhead monitor to review the APs, and stated that normally we set aside \$300,000 to fund APs. If we funded the prioritized APs as listed, we would fund the top 10. Some of the APs could possibly be funded by alternative funding sources such as college wide basic skills initiatives and the technology or computer roll-over plan. If some of these APs can be funded by other means/funds we could move farther down the list. Tim is requesting that the top 10 APs be approved, as well as send the top 20 APs back to departments for cost refinement.

Sunny reported that John Colson is a co-chair on the Student Success Committee and is charged with taking APs that could possibly be funded by Basic Skills funds for review. Eventually, the Resource Development Council will help to identify outside sources of funding via grants and community outreach. Further, Sunny stated that on the April Governing Board docket you will see an additional \$50,000 from the State for the 2008/09 Basic Skills Initiatives fund.

Sunny suggested that this Council meet in the next two weeks to hear about the 2009-10 AP Proposals that were funded and how they aligned with the Strategic Plan.

Action Taken: The Council agreed to send the top 20 APs back for cost refinements. Patty to schedule a Special P & RC Meeting to review the 2009-10 APs.

II. Update on Accreditation Institute

Deferred to next meeting.

III. Budget Update

- **FTES/Section Reduction Information**

Tim reminded this Council that the FTES goal for 2010-2011 was established at cap plus 5%. He disseminated a 3 page handout, *Grossmont-Cuyamaca College district FTES/Section Calculations*, for the Council to review. Currently our 09/10 Grossmont College FTES projection is 14,518, and approximately 21,000 FTES as a district. If we reduced to cap we would need to reduce our 10/11 FTES to 12,517. We have reduced summer sections by half, 615 FTES. To meet cap in 2010/11 we would need to reduce 1,385 FTES, which means we would need to reduce an additional 371 sections. If we reduced to cap, we would save approximately \$1,934,856 district wide.

Tim explained that if we met our goal of cap plus 5%, our 2010/11 College FTES goal would be 13,142, 18,954 District wide. With summer reductions, we would need to reduce an additional 203 Sections. That gives us a district wide savings of \$1,062,071. He provided a handout, *Grossmont Funded FTES vs. Actual FTES at Cap Plus 5%*, for the Council to review. This line graph shows the actual FTES funded versus the difference of FTES that is unfunded. Tim referred the Council to the handout that depicts the number of sections for years, 2008/09 through 2010-11. He explained that this bar graph shows the reductions made to date and why it is so difficult to reduce more sections.

Sunny stated that as a college, traditionally we have taken more students than we are funded for. If this trend continues this fall, we will have to cut more sections in spring, and that means letting go adjuncts. We are trying to make our best decisions up front for the entire year. She reminded the Council that emails were sent to faculty asking them to run their classes at course max on census day. She will again send the same message to chairs and coordinators and faculty. Michael Golden suggested that the message to faculty be strongly communicated regarding course max.

Sunny reminded the Council that the upcoming high school graduating class will be the largest in California history. In addition SDSU informed 1,400 students that were accepted that they cannot attend classes in the fall. She informed the Council of conversations at SDICCA and district wide of capping units, helping to spread units to more students. There are also students with 60 - 75 accrued units with not much more we can do for them. There is nothing set or decided, but these are the kinds of conversations happening not just here but statewide. There are some SDICCA colleges with unit caps currently established.

Sunny reported that tax revenues came in higher than expected over the last three months. While this helps it is not enough to affect the scope of the actual deficit, however there may be some growth funding and back-fill funds for categorical programs at the community college level.

Action Taken: Sunny will send another email strongly communicating the expectations of faculty's responsibility regarding class caps on census day.

- **Computer and Technology Replacement**

Sunny stated that we do not have a Dean of Learning & Technology, but we have had some help via Connie Elder one day a week. We revamped the Technology for Teaching and Learning (TTL) committee, now chaired by Angela Feres. Our Technology Plan has expired and there is varied needs across the campus. Currently, 25% of our computer equipment on campus is three years over the five year warranty. Tim responded that we have 1,100 computers in labs and another 628 in offices around campus.

Michael Golden suggested computer equipment (keyboard/monitor) versus stand alone computers. Patty Morrison responded that the library has some "Thin Client" technology and are conducting a

test of the system. There are approximately 20 stations using the “Thin Client” equipment and the idea is to work out all the bugs before replacing the stand alone computers.

Tim stated that with approximately 1800 computers on campus, we would need to replace about 280-300 computers a year within a six-year cycle. Tim is recommending that we invest in our technology by having the college set aside \$200,000. We are looking to fund this priority utilizing the money set aside this year for fiscal uncertainty. This request will ensure timely responses to pending equipment needs until the TTLC establishes a sustainability plan and processes. Sunny stated there are a level or operational issues and recommendations that the new dean can provide to TTLC. Further we have to prepare setting aside funding year after year to invest in technology, equipment, replacement/repair of our existing technology.

Action Taken: The Council agreed to fund \$200,000 for technology and computer needs.

- **Ending Balance Summary**

Tim reported that 2009/10 estimated ending balance is approximately \$2.4 million. He explained that actual costs and encumbrances to date from each of our line items total \$57,185,475. Our year end projection total is \$57,970,624. That leaves us with an estimated \$2,460,730 ending balance, approximately 4% of the beginning balance. Tim reminded the Council that the ending balance includes the remainder of the \$1.2 million of fiscal uncertainty funds that Planning and Resources had not allocated. He informed the Council that the projected ending balance encumbers 95% of the supply line item, so please spend your supply budgets to maximize student success and services.

Sunny reminded that Council that we did some important things this year; we planned for strategic initiatives, some technology rollover, and roofing all of which have long term benefits. We were able to do this with a long-term focus despite these challenging times.

IV. Kingsborough Community College Partnerships

Deferred to next meeting.

V. Staffing Considerations

- **Re-thinking staffing**

Shirley Pereira stated that prior to Jim Fenningham retiring he met with her and Tim Flood to discuss the processes as established. Shirley stated that both Faculty and Classified Staffing Committees will meet soon to discuss and review staffing processes. She will report back to this Council on progress and any changes, as well as changes in membership. Tim stated that the processes in place work, however the idea to analyze data and improve processes by adding a new macro level. Sunny stated that any changes to the structure/membership of established committees must come from the committee, then to ADSOC. When funding comes back to the college and we need to add sections back, we have to consider staffing appropriately but more specifically a comprehensive look at what it takes to teach a student. We need to look at technology, library and tech mall services, tutoring, and also traditional student services. The idea of putting a position on a list that may not be realized for years does not serve students. Trends, programs, and community needs are every changing and we need to have the processes and systems in place to meet those dynamic needs.

Action Taken: Shirley will report back to this Council on progress and any changes, as well as changes in membership for the Faculty and Classified Staffing Committees.

Status of Open Position & Searches

Sunny announced that Pam Amor is retiring. The search for Counseling and Enrollment Services Dean was not successful and is open again. Jim Fenningham has agreed to come back as an interim until that position is filled.

- **2009/10 Planned Hires**

Sunny stated that both colleges looked at their staffing needs and made recommendations. A memo from the Chancellor to the entire district was sent indicating the staffing needs in October. Sunny reminded the Council that this memo was sent after the Early Retirement Incentive. Grossmont College was looking to replace two instructional deans, a Vice President of Academic Affairs, a Dean of Counseling and Enrollment Service, Printing Supervisor, Custodians, and one Financial Aid Assistant. A health services nurse to serve in the Health Services Office will be paid through restricted student health fees. She reviewed the staffing recommendations of Cuyamaca and District Services. Some of these positions are in the process of hiring.

- **09/10 Unanticipated Staffing Needs**

Sunny reported that Cuyamaca also consolidated their deans in Admissions & Records and Counseling. The current Admissions and Records Dean, Susan Topham, agreed to align with Grossmont having one dean overseeing both Admissions and Records and Counseling. They are hiring a supervisor in A & R, again to align with Grossmont. Their VP of Student Services needs to be replaced and they need a grounds/maintenance worker. Our list is small, Vice President Academic Affairs. The District does not have any unanticipated staffing needs.

- **2010/11 Critical Hires**

Sunny stated that there are 149 vacant positions across the district, which is a result of the early retirement incentive and changes since last year. She reminded the Council that the criteria for hiring are: accreditation mandates; health and safety issues; appropriate supervision for students; and falling below a critical threshold of staffing. She explained that after the colleges prepared their critical hire lists. She explained that the positions listed below meet the criteria for hiring, they are:

- **Nursing Director**
- **Health Professions Specialist**

These two positions are in the nursing area and both are accreditation requirements.

- **Dean -Assoc Dean Student Affairs/Evening Division**

Pam Amor's position will likely be replaced at a lower position level, like an Assistant Dean or Director.

- **The Creative Services Support Specialist** - This title may change.

This position falls under the health and safety criteria as there is not any full-time support in the Tech Mall after 5 p.m. even though there is tremendous traffic in the area.

- **General Maintenance Worker** - Grossmont College is experiencing a 28.5% reduction in maintenance staff at a time when facilities increased by 172,500 gross square feet. This has led to doubling gross square feet per person from 59,194 to 117,376.

The colleges were asked at the District level what are the positions we cannot live without. The initial response is all positions are critical, however the reality is Cuyamaca lost as many positions and obtaining every position on the list is near impossible. She stated that the positions above are the most critical and non-optional. These positions will move forward for hire.

The following positions are positions she will continue to work for, they are: General Maintenance worker, we are down three positions and one on long-term disability; Facilities Director, We have \$60 million worth of projects pending and it is not sustainable for Tim to continue doing both; Admission and Records Assistant, we are down in the evaluations area, which affects our veteran students; Library Position - Title unknown, this is a necessary position in the library at the help desk as well as distance learning; Account Clerk Senior, this position will assist with the increasing grant applications and restricted funding management; and Custodian, this position will assist with the new buildings. Sunny stated she is pushing to get these positions filled next year however it looks more like a year and a half for these hires.

Sunny reported that the Cuyamaca was asked what positions they cannot live without and their list is as follows:

- **Business Instructor**

This position is critical to move their program forward; this position was on their plan two years ago, however budget issues interfered with the hire.

- **Associate Dean, Athletics**

Cuyamaca has 11 co-ed teams and again this will align with Grossmont's structure.

- **Supervisor, Counseling and Assessment Center**

This position will align with Grossmont's structure.

The following positions are Cuyamaca's critical hires that did not make the list, they are: Financial Aid Supervisor, to deal with Federal Regulations; Media technician, to help with the ongoing needs in the Performance Theatre; Writing Lab Assistant, as they have no one in that area; and an Admission & Records Specialist.

Sunny reported that the District's critical hires are: Information Systems Program and Analyst, this is a position we currently contract out; the Sr. Director of Institutional Research and Planning, this used to be an Associate Vice Chancellor's position; Purchasing & Contracts worker, they are down three positions and contracts have increased; Business Financial Analyst, this position is a three-quarter position was reorganized from the Comptroller and Associate Vice Chancellor. This is the list from the District and will hire accordingly with the availability of funding, hiring one or two of these positions.

Sunny stated that through the Auxiliary area a grant coordinator would help identify and facilitate grant opportunities for both campuses. There will be two proposed Grant Writers at .45 each, one would be dedicated to each site. The goal is once they are self sustaining they can take on a full-time load. The Cuyamaca Foundation would like a full-time employee and they will fund it through an investment over three years as we did here. This is a sense of where we are in critical positions and what we have agreed to districtwide. These positions were discussed through DSP&BC as well as DEC and they will be available on-line as well.

VI. Committee Updates

- **Facilities**

Tim stated that he is asking for \$486,000 for roofing. He reminded the Council that he presented a roofing analysis that was done three years ago. The analysis was constructed on roofs that needed to be replaced in 1 - 3 years, 4 - 7 years, 8 and 10 or more years. We had 26 roofing projects that we

had to do between 2007 and October 2010, we completed 24 roofing projects. Currently, over the next four years, we have nearly \$2 million of roofing projects pending. Over the next four years we will need to invest \$486,000 per year to maintain the roofs on campus. There are 17 roofing projects pending. He is suggesting that we take funding from the \$1.2 million of fiscal uncertainty funds. The Council agreed with Tim's recommendation to fund roofing projects for the next four years at \$486,000 per year.

Action Taken: Council agreed to fund Roofing Projects at \$486,000 per year for four years.

- **Room Utilization Committee (RUC) Update**

Tim reported that the committee members are established and meetings are held on the fourth Monday of every month, 3:30 - 4:30 p.m. The first meeting is scheduled for April 26. The members are: Bonnie Schmiede, Oralee Holder, Jenny VandenEynden, Malia Serrano, Fred Allen, Reyna Torriente, Karen McCoy, Marsha Raybourn, Student Representative, Danielle Ramirez and Tim. He will report back to this Council next month on their first meeting.

- **Enrollment Strategies Committee - Update**

Janet Castanos stated that this Committee is scheduled to meet on April 26, 1 - 3 p.m. The membership consists of faculty from each division, as well as deans, and representatives from Counseling and Admissions & Records. Sunny related the importance of the RUC and Enrollment Strategies Committee to work closely together.

Meeting Adjourned: 5:06 p.m.

Next Meeting Date: May 27, 2010, Griffin Gate