



Thursday, September 24, 2009
Griffin Gate
3:00 to 5:00 p.m.

MEETING SUMMARY

Present: Fred Allen, Steve Baker, Jerry Buckley, Janet Castanos, John Colson, Sunny Cooke, Tim Flood, Michael Golden, Chris Hill, Oralee Holder, Anita Martinez, Nick Montez, Pat Murray, Jane Nolan, Alba Orr, Shirley Pereira, Tina Pitt, Adelle Schmitt, William Snead, Jim Spillers, Lynette Wilson, Jim Wilsterman, Debbie Yadow

Absent: Danny Martinez

Recorder: Patty Sparks

Meeting Convened: 3:00 p.m.

I. Approval of Planning & Budget Meeting Notes, August 27, 2009

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

Shirley stated that as discussed at the last Council meeting it was determined that the membership be revised/updated. It was agreed that there would be faculty representation from each division, and if there was more than one from any division then the division would decide who is to attend. Shirley would like to see the membership updated and new members serve beginning in spring. The Council agreed.

II. Strategic Plan Overview

Chris Hill provided an update on the Grossmont College Strategic Plan Overview. She stated that last year we reviewed and integrated the annual planning process with budgeting. This year we are focusing on, among other things, the 2010-2016 Grossmont College Strategic Plan. A draft plan has been presented to the Chairs & Coordinators, Administrative Services Council and will continue through shared governance committees.

Chris reported that every area of the campus will now be responsible for program/unit review. This includes Administrative Services and all areas of Student Services. She explained that the website www.grossmont.edu/planning/ is divided into key sections: the Strategic Planning section and the Annual Planning/Budgeting section. All annual planning and budgeting information, activities, background information are located within the site. Links for program/unit review will be available on the site soon.

Chris reviewed the draft Strategic Plan with the Council and reviewed the table of contents. One area for review was the Mission Statement.

Sunny stated that the current Mission Statement is lengthy and doesn't immediately resonate with employees or standards. She stated that within the plan there are statements that are relatively short and easy to recall. She encouraged the Council to review the Mission Statement options and pick statements that best fit our college and its mission. She explained that the statements came from visioning activities, our current mission, best practices from other colleges, and ideas expressed college wide.

Chris stated that there are five district-wide areas of focus and each college as well as District Services, are developing six-year individual strategic plans. Those five areas of focus are: Student Success; Learning and Student Success; Robust Fiscal and Physical Resources; Economic and Community Development; and Value and Support of Employees. Under each focus are emerging trends and strategies to help lead in planning. The idea is to tie in the district wide areas of focus into each department's six-year strategic plan and further as we plan activities on an annual basis.

Chris stated that the 2010-2016 Strategic Plan can be found on the intranet at: www.grossmont.edu/intranet/. There you can review the draft Plan and appendices and provide comments. The site will log feedback that can be collected and reviewed.

Sunny reminded the Council that the 2010-2016 Grossmont College Strategic Plan is making its rounds through the shared governance groups, but asked that department supervisors ask all staff including classified employees to review the plan as well and get their feedback.

Steve Baker stated that currently we have major infrastructure projects occurring and expressed concern that those projects might get lost within the scope of the Strategic Plan. Chris stated that those concerns and issues are addressed through the Facilities Committee. Oralee Holder stated that there is a short time limit to get the six-year plan in and is concerned that issues may arise once the plan has been submitted, and asked specifically if there was flexibility with the plan. Shirley stated that there is flexibility however at the same time please think through the six year plan. The intent is to not focus on detail but more of an overview. Your strategies and activities are more specific to detail.

III. Budget Update

- Burn rates

Tim disseminated two handouts, Grossmont College Budget Updates for July and August. He stated that he updated July's handout to accommodate the Adopted Budget. As of August we have expended just under 12% of our available budget, and currently we are 5% under our prorated budget. Overall our expenditure rate is higher than last year, but is still tracking under our prorated budget. September and October expenditures will help us establish our first set of tracking trends. Tim asked the departments to use their supply budgets for necessary items, and ensures they are expending their funds and not starving their areas.

- Categorical Budgets and Impacts

Tim stated that he has been meeting with categorical managers and although the state has not confirmed the percentage of reduction per budget, they are working on different percentage reduction scenarios. Discussions regarding program mandates, staffing, and student needs are on-going. Currently we are approximately \$542,000 short to meet mission critical needs and to be able to cover contract staff. As we continue to work with the program managers to reduce expenditures, we will also look district wide for resolutions to meet those needs. Tim stated that once the numbers are finalized he would like this Council to consider what it would take for us to support categorical

programs and potentially the need to utilize contingency funds. Tim will follow-up with this Council at the next meeting with information from the State as to reductions and the impact to programs.

- 09/10 FTES

Tim stated that we needed to reduce FTES by approximately 1006 from where we were last year (08/09). Cuyamaca College needed to reduce approximately 949. Sunny stated that because last year Cuyamaca grew by approximately 10%, they were now faced with cutting nearly as many FTES as we had to. She explained that in 09/10 Grossmont College had a dollar target to hit as well as an FTES target. Though we may be above the FTES target, we fall within the dollar target. In addition our fill rates are at 90%.

Tim reported that we are more efficient in teaching more students with fewer class offerings. The increased student count has increased the workload on staff, especially in the student services area. Grossmont College's goal was 12,517 FTES. The summer census was 1,231 FTES, fall census (approximate) was 6671.15 and if we were to hit our cap, total remaining FTES for spring would be 4,614. Last spring we hit 6,315. If we just approximated what we did last spring, we would be 1,736 FTES over what the state is funding. Our goal for section reductions is 300 for the 09/10 year. Currently we have cut 18 sections in Summer, approximately 147 sections in Fall, 100 sections in Spring, and we still need to reduce 45 more sections overall. Cuyamaca is expected to reduce a total of 264 sections.

Sunny stated that we do not want to offer sections and have to cut them later. She stated that departments must pay close attention to their line sheets and discuss section reductions as a department, then as a division. Tim stated that once all line sheets are loaded we can send an update to departments for discussion.

Sunny stated that with the State Budget we may see another workload reduction in the range of 3 - 4% next year. She further stated that statewide survey responses from half the colleges surveyed are either going to close summer session or drastically reduce summer offerings. We have to start discussion soon regarding summer 2010. Currently there is analysis on a four-day work week for the summer, so we need to look at four day summer schedules.

Tina reported that at IAC, summer session was discussed and it was decided that members will bring options back to IAC, and then eventually come to this Council with recommendations. Sunny recommended that IAC involve Student Services in those kinds of discussions. Chris asked if there is some kind of data that gives us a better understanding of who our summer students are. Jerry will retrieve that information and share it with this Council.

Tim stated it is important to note that as other institutions are shutting down summer school students will be coming to us from other areas because there are no other opportunities elsewhere. Sunny stated that it is imperative that when the decision is made about when and how we schedule summer that there are contingencies in place. We will be impacted by other colleges and although it won't cost from a section standpoint, student services will be affected as far as increased workload and morale issues. Sunny further stated that it has never been this District's philosophy to shut down summer offerings. We are going to try very hard to offer something that is valuable to students. Fred stated that we should be working closely with our sister college ensuring duplicate classes are not being offered. Sunny stated that the presidents will be working closely together regarding sections and how to operate effectively and efficiently.

- Budget Website

Tim stated that the Adopted Budget can be found on the District's website under District Business Services. Both colleges and the district are also working on a District Website that will link to the Frequently Asked Questions (FAQs), the Income Allocation Formula, the Economy of Scale formula, and links to both colleges Planning & Resources Meeting Summaries and Agendas. We are trying to make the website as easy to use as possible.

IV. Critical Staffing Needs - Replacements and Transfers

Sunny brought the critical staffing needs to the Council (see grid). She reported that last year there were seven deans and currently we have two and a half deans, Fred Allen, Janet Castanos and Jerry Buckley who is now working half-time as dean and half-time in Institutional Research.

Sunny reported that the Dean of Counseling and Dean of Admission and Records both took the early retirement incentive. We are not able to fill both positions, so for Student Services the recommendation is to hire a Dean of Counseling and Enrollment Services - that person shepherds both sides. The Dean of Arts, Humanistic and Global Communications needs to be filled as Steve Baker has been in that position as an acting dean for nearly a year. Kats Gustafson took other employment, which leaves us without a dean in the LRC/TechMall. Vice President of Administrative Services has had an interim for over a year and a half. For these positions we are going to do a national search.

Sunny explained that the Printing Supervisor position has been vacant since December 2007. We are down five custodians and we need to hire at least two. She explained that the Health Services Nurse position is a down grade from Nurse Practitioner and is solely funded by student health fees. She reported that we have had increased emergency calls and this is a critical need. The Financial Aid department is down four positions and their need for a Financial Aid Assistant is critical.

Sunny stated that two adjunct faculty who were hired as long- term subs have since been hired full time due to an error with their length of employment. Discussion ensued about procedures to prevent this situation happening again. She further stated she understands that most of the critical need replacements are for administrators and some staff, however expressed the dire need for them. Chris reminded the Council that there are processes in place to hire replacement and new faculty positions, but the need is counter to the 450 sections cut and many adjuncts displaced. This point was reiterated by Michael Golden in an effort to share the available classes with part-timers. However, a commitment long term to adequate full time faculty was reaffirmed by the Council. After discussion the Council supported these critical needs campus wide.

V. Committee Updates

- Facilities

Tim stated that the pool is now being used however there are a few punch list items to be completed. Today there was sign off from elevator inspectors for room 575. The ramp will be removed and the lift is installed and running. Currently the Facilities Committee is discussing room 370, the next large lecture hall. The design plans are in for the accessible restroom in the North 300 Building to meet requirements as well as plans to finish the 500 North restrooms. The road down by the football field around the side of the track and up to the baseball field will be updated with a concrete road.

- Parking Structure

Tim stated that he has met with Joel Javines and a paint contractor to discuss striping lanes for all three levels. There will be three areas painted "Stop" and the staff parking spaces will be repainted in black and white to stand out more. We are just waiting for a time frame to get the work done.

Informational Items

- District Wide Forums

Sunny announced that all sites will have open budget forums. The goal is to have a short presentation on each site's budget and then a question and answer session. Vice Presidents from each location, as well as Sue Rearic and Sahar Abushaban will be there to discuss the budget and answer questions. She is encouraging everyone to attend at least one of these meetings. The schedule is as follows:

- Grossmont College - September 30, 1 - 2:30 p.m., Rm. 31-370
- Cuyamaca College - October 1, 1 - 2:30 p.m., Rm I-207, Student Center
- District - October 2, Rm 38F101, Portables by the Tennis Courts

Meeting Adjourned: 5 p.m.