



Thursday, March 24, 2011
Griffin Gate
3:00 to 5:00 p.m.

MEETING SUMMARY

Present: Steve Baker, Michael Barendse, Janet Castanos, John Colson, Sunny Cooke, Angela Feres, Tim Flood, Chris Hill, Oralee Holder, Sue Gonda, Kerry Kilber, Anita Martinez, Jane Nolan, Shirley Pereira, Cheryl-Anne Phillips, Will Pines, Gregg Robinson (for Michael Golden), Adelle Schmitt, Jim Spillers, Wendy Stewart, Jim Wilsterman, Debbie Yadow

Absent: Fred Allen, Barbara Blanchard, Patti Morrison, Nick Montez Alba Orr,

Guests: Janet Carter, Beth Kelley, Pat Murray (Classified Senate) Jim Symington

Recorder: Patty Sparks

Meeting Convened: 3:00 p.m.

Shirley Pereira announced that Gregg Robinson is attending on behalf of Michael Golden and welcomed him to the meeting.

I. Budget Update

Tim provided a handout, *A Defining Moment, an update from Scott Lay*, for the Council to review.

Tim provided a PowerPoint Presentation for the Council and explained that the information will again be updated after Monday's DSP&BC meeting. He further reminded the Council that all budget related meeting summaries from DSP&BC, DEC, and this Council are available on the District's website.

Tim explained that our projected income will more likely relate to scenario B or C, or an approximate 10% or 15% reduction. Scenario B's approximate projected income is \$87,692,230 with projected expenses of \$110,473,222, giving us a shortfall of \$22,780,992. Scenario C's approximate projected income is \$83,173,510 giving a shortfall of \$27,299,712.

Tim explained that we can apply our growth funds from this year of \$2.3 million and the 4% deficit we held onto for possible mid-year cuts, and we received some mandated cost revenue. There is some vacant position funding that we can add back into the budget. The State has told us that we will see a workload reduction equivalent to \$400 million. We are expecting a section reduction totaling \$2,242,024. With the allocations and reductions as explained, scenario B will leave us with an approximate \$4.9 million shortfall and scenario C will leave us with an approximate \$9.4 million shortfall. We will be discussing these shortfalls at DSP&BC on Monday.

Sunny reminded the Council that we have back to back budget meetings on Monday, March 28, beginning with Enrollment Strategies, then FTES Task Force, and then DSP&BC. Further anyone can attend these meetings and are encouraged to.

Grossmont FTES Synopsis

Tim reported we have an estimated update projection for Spring's FTES numbers. We initially estimated FTES at approximately 13,500 and are now at 13,392 FTES. Our projections are about 200 over where we think we will come in at spring, which is helpful. Our cap remains at 12,710 FTES and to get to scenario B we need to reduce FTES to 11,566 (9%), and scenario C 10,930 FTES (14%). This will change if/when our dollars change. We will obtain firm numbers after Monday's budget meetings.

Tim reported that Grossmont's reductions required to meet scenario B and C are as follows:

- Scenario B
Reduce 1,826 FTES and 473 Sections
- Scenario C
Reduce 2,462 FTES and 638 Sections

Shirley suggests that the above information be forwarded from the Chairs and Coordinators to their departments specific to scenarios B and C for these reductions.

Possible Additional Reductions

Tim stated we are looking to reduce or stop all non-essential purchases, reduce or suspend deferred maintenance projects, and re-evaluate critical and emergency hires.

Tim reported that with our section reductions our international students fee income, which is dedicated income directly allocated to Grossmont, is reduced by approximately 10%. We garnered approximately \$4 million last year, and with the reductions we estimated our international student income at \$3.6 million and thus far we collected approximately \$3.2 million. We will be looking at these numbers again after summer.

Summer Schedule

Sunny reported that San Diego City College is not having a summer schedule at all. We are all struggling with news coming from the State. Oralee inquired about our summer schedule. Sunny reported that the recommendations are leaning towards offer what we absolutely have to and no more than 25% of what we did last year.

II. Update – Educational Master Plan Process (EMP)

Chris Hill stated that for those not familiar with the EMP, it is a much longer planning document spanning 15 – 20 years. Our Strategic Plan is a six year plan and is specific to short term goals and how we plan to meet those goals. Our Educational Master Plan is a big picture plan and what may impact us long term and how we deal with those impacts. The plan also includes facility and funding goals. There is an EMP Task Force at the District level made up of staff from district services and staff from each college. She related that each of us read newspapers, have internet access, receive information through journals, educational publications and like media. Most of us have read or heard something that might affect us later on down the pike and now we have an opportunity to gather that information. The Chancellor sent an email through Lynne Davidson to the campus asking staff to

send relevant articles of interest and attached a form (*Educational Master Plan Information Submission Form*) to cite the information.

Sunny stated that we are taking an outside approach rather than an internal approach to the EMP. If you run across something you think will help move this institution forward, please fill out the form and send it to the Institutional Research Office. There will be scan teams focused on six taxonomy areas, they are:

- Society
- Technology
- Economy
- Environment
- Politics and Legal Issues
- Education
- Other

The scan teams are participating but not completely responsible for writing the EMP, as discussed previously the consultant, Phyllis Sensenich will take on that responsibility. We are not asking anyone to do new research, just identify information you already have or that you encounter during the search period, March 21 through April 25, and bring it to the attention of the scan teams for review. We will be asking for volunteers to fill teams from each college and from district services. If you find that you are interested in one of these areas, please let Chris know. We would like to have the scanning done by April/May. Over the summer the consultant Phyllis Sensenich will write different scan team summaries. There will be a trend analysis available for review and presentation to the college when we get back in the fall during flex week. We will have organizational meetings through September with community partners, student groups, and through the collegiate shared governance for feedback. We will hopefully have something ready to go and finalized in January 2012.

Sunny stated that the Educational Master Plan will ultimately drive the Facilities, Resource, and Technology Master Plans. She encourages people to get involved as this is a professional opportunity and is very important work.

III. BRIC Project

Chris explained that BRIC is short for, Bridging Research Information and Culture. Our District (the only District involved in the initiative) has a unique opportunity to participate in a statewide initiative working with other colleges. One of the benefits is we have access to a technical assistance team to meet with us throughout the year. One of the things we decided to focus on was Program Review, not the process - but the data we involve in the process. Rob Johnston, from Skyline College, the lead on the technical assistance team said that his mantra has become, is the process meaningful and actually used to move the program forward, is it reasonable, and thirdly is it captured systemically. These are the three things that are driving our conversations on data. We are working hard on what are the types of things we need to know on a regular basis, how we can make the information easily accessible, and have it available from year to year.

IV. IRC – Update on Progress

Tim reported that we have heard all the activity proposals and scoring is completed. We will be meeting on Friday, March 25, to go over the tabulations and report to this Council at the next meeting

with a prioritized list. Shirley stated that the presenters were grateful for the opportunity to present their activity proposals and the interaction was great.

Sunny reminded the Council that even in this current budget climate, we must continue to drive this college forward. We do this through planning. We begin each year with staff that left us for whatever reason, which means we normally have lapse salary money. This is one-time money we can utilize to fill our college needs in a timely manner. These are not large pockets of money but can be used to fund proposals and move the college forward.

Chris reminded the Council that planning does not always equate to spending money and we make good planned decisions. Tim further related that this Council makes decisions on how funding is spent, it behooves us to communicate our decisions to our departments.

Oralee questioned whether we would be able to fund any proposals at all since our budget will not be established until after June. Sunny suggested that the IRC follow-up with proposals regarding when the proposal begins or if it can be done in the spring and not fall. Tim responded that last year the IRC did request more data from the top 25 prioritized proposals.

V. Matrix of Committee Members

Shirley stated that we decided as a Council to implement terms of service for both faculty and deans of this Council and its sub-councils. She is working with Patty Sparks to develop a matrix of members and their time served. Further she is talking with classified to involve them on the matrix so new classified staff can participate as well.

Co-Chair for P&RC

The Co-Chair position will be open after this year. Sunny stated that anyone who would like to be considered should contact her or Shirley. The Council discussed criteria for the position. Shirley responded that it should be a faculty member who is already on the Council or a veteran co-chair.

VI. Committee Updates

Facilities

Tim reported that the major construction on campus is on schedule. We are hoping to move the 100 Building staff into their offices in December and the Student Center staff into their new facilities in January.

Coffee Kiosk (near the gym)

We have had some issues with the new coffee kiosk opening. We are waiting for the Health Department to review documents. We are hoping for an opening at the end of this month.

Educational Landscape Zones

Tim disseminated copies of the plans for the Educational Landscape Zones for the Council to review. The Facilities Committee will be reviewing the plans for final approval. He explained we worked with the science departments, our grounds crew, specialists from the San Diego Native Plant Society as well as our own architects. We will be working with the Campus Art Committee to incorporate exterior art within the landscape zones. We considered cost savings in the plant selection itself. We will have to get the water resistant plants established over the summer, but they will need little or no water once matured.

Class Max

The Facilities Committee will be visiting our classroom maxes. The State Chancellor's Office is reviewing where they want the assignable square footage per student to be set. There are other areas for us to review internally as we are not compliant with the State's fire code in some of our classrooms. In a class max of 50 the State requires two exit doors, by reducing the class max to 49, we are compliant. This will be a deeper conversation at Facilities Committee and we will bring back a recommendation to this Council next month.

Gates on Campus

The construction for the gates will begin during spring break. The hours for closure are scheduled for 11 a.m. to 4 a.m., Monday through Sunday. Public safety will be in charge of the gates.

Staffing Update

Sunny reminded the Council that we have prepared critical hire lists and if we go to scenario B and C we would not be able to move forward with the hires we agreed to. There are positions that we will move forward with internally (internal postings) and positions necessary to meet accreditation requirements. We have people working out of class and those will move forward as internal hires. We have a number of vacant positions in the Child Development Center that are funded via grant funds however the State is reducing those funds by 25%. We may have to take spots away from our most needy students. We are very fluid and if we have to go to scenario C there will be no hires at all.

VII. Other

Sunny stated that she would like to hold open forums (after Monday's FTES Task Force and DSP&BC meetings) in April and May. These meetings will allow people to react and ask questions about the direction and recommendations for the college.

Meeting Adjourned: 4:25 p.m.