



Thursday, September 23, 2010
Griffin Gate
3:00 to 5:00 p.m.

MEETING SUMMARY

Present: Fred Allen, Steve Baker, Michael Barendse, Jerry Buckley, John Colson, Sunny Cooke, Jim Fenningham, Tim Flood, Chris Hill, Oralee Holder, Kerry Kilber, Anita Martinez, Patti Morrison, Jane Nolan, Alba Orr, Shirley Pereira, Will Pines, Jim Spillers, Lynette Wilson, Debbie Yaddow

Absent: Barbara Blanchard, Janet Castanos, Michael Golden, Nick Montez, Adelle Schmitt, William Snead

Recorder: Patty Sparks

Meeting Convened: 3:00 p.m.

I Budget

Brief Summary of Adopted Budget

Tim provided a handout, *Adoption Budget 4 Year Comparison*, for the Council to review. The handout states how we got to the current Adopted Budget and the difference from the Tentative Budget. He explained that we have almost the same budget as we did in 2007/08 however we have incurred structural increases as well as salary step and column increases. Sunny reminded the Council that we have had significant cuts in place for the past couple of years and yet we have tried as best we can to maintain services to students. As indicated on the handout, we went from Tentative Budget at \$59,284,976 to Adopted Budget of \$62,105,310 leaving a difference of \$2,820,334. Tim explained that difference is allocated to fund the following: Purchase Orders Carry Over (\$1.31 million), College Fiscal Uncertainty (\$1.16 million); and Completed College Roofing (\$350,000).

Recommendations for Fiscal Uncertainty Funds

Tim explained that this Council is tasked with determining how to best allocate the College Fiscal Uncertainty Fund of \$1.16 million. These are one-time funds and cannot be allocated to on-going needs. He stated these funds could be used to replenish supply budgets, hourly workers, various operational needs, as well as augment tutoring and lab support. Sunny reported that Tim researched requests for one-time funds through the old year-end augmentation process, as well as requests for Foundation and ASGC Mini Grants. The results proved that we were funding requests and operational needs with augmentations when they should be on-going line items. We have made changes to our on-going line items to rectify some of these issues, such as pool chemicals, lab roll-overs, and stadium bleachers. Further as we free up our operational dollars and allocate them appropriately, it allows us to utilize the mini grant processes in the ASGC and the Foundation for innovative and forward looking ventures, rather than on-going operational needs.

Oralee Holder relayed that what she is hearing from department chairs, if funding become available, is to bring back intersession and/or opening the LTRC on Saturdays which would serve more students across all departments.

Patty Morrison asked about new technologies and software purchases. Sunny reminded the Council that this Council decided to hold off on new technology purchases until we develop a robust Technology Plan which will take at least a year to prepare and finalize. Tim explained that we have \$200,000 in lab rollover funds that are on-going and in the budget, and stated we purchased 25 new projectors for classrooms. Patty then suggested that funding be used to purchase text books for reserve in the library as this would ensure student success.

Tim recommended funding augmentations as follows:

- \$100,000 for section increases (25 added sections)
- \$20,000 is needed to support the section increase
- \$17,000 to the EFFORT Program (acts as a backfill of BFAP Funds)
- \$167,000 to backfill supply object codes
- \$60,000 Athletics needs for field replacement and rule changes
(Jim Spillers stated that new rules regarding baseball will require the use of wood bats only)
- \$102,000 for tutoring
- \$12,000 to support Kingsborough College FIFPIE Grant
(This allows for anticipated additional expenses for college participants)
- \$298,000 for facilities priorities,
- \$110,000 for classroom furniture and instructional equipment replacement needs.
- \$165,000 was to be allocated for the CSIS computer lab rollover but last year's bid did not supply the dual processor that was needed so the Requisition was cancelled. The new bid does have the current dual processors needed for the rollover. Sunny reminded the Council that these funds were allocated through the Activity Proposal process.
- \$84,000 to provide hourly assistance to support student access and success
- \$25,000 for research and best practices for a robust professional development model campus wide

Tim stated we have identified some on-going funds that will allow us to address some of the positions on the critical hire list. Since that time the college has also had employees resign or retire, which opens up additional on-going funding for staffing. He stated that the division is in the process of reviewing and prioritizing their positions.

Tim explained that the \$84,000 identified for hourly help represents the amount reduced from short term and student hourly budgets in 2008/09. These funds could be allocated to help departments hardest hit by the hourly reductions or need hourly assistance due to student demand.

Sunny recapped by stating some of the suggestions heard today are to purchase textbooks on reserve, reinstating intersession and/or opening the LTRC on Saturdays. These are decisions that will need further discussion and research as to costs. We must be reminded that should we add sections back to the schedule we need to balance those sections with support services. Jerry stated with regards to the math study center, we currently running 40 tutors and in peak times we are busting at the seams. We have a capacity and space issue unless we do expand hours out later in the day or on Saturdays.

Steve Baker inquired about priority registration for students closer to earning their degree. This would allow students to make better decisions and move them through the system faster making room for new students. Jim Fenningham stated that students with the most units get to register first, however it is impossible to determine if the students are returning to complete their degree or returning after completing a degree elsewhere, or if they just have a lot of units. There really is no way to determine this unless each student's history is analyzed. Shirley stated that maybe this is an issue that Enrollment Strategies could discuss. Sunny stated that a year-long schedule could be considered giving a student a year-long plan versus having to deal with schedules every semester.

Steve asked about lifting the class max on sections for teachers who are willing and there is room in the class. Sunny stated in spring the clear goal for enrollment was cap plus 5%. We currently have funding in our budget to do something and we need to determine where students are being most affected and look to add sections in those areas. We need a strategic approach.

Action Taken: The Council agreed to move forward with the recommendations as presented. Further information and data is to be collected with the recommendations for intersession and opening the LTRC on Saturdays and text book reserves.

Brief overview of College Processes for Critical Staffing Needs

Sunny reported that this college has approximately 74 positions vacant. We prioritized a list of critical hires last spring. Many of them were authorized and moving forward and three positions were prioritized but did not have funding. Those three positions are the Director of Facilities, General Maintenance Worker, and a position in the library (a combined position to be determined by the dean). We identified funding this year for critical hires, however changes have occurred and we are looking at those critical hires again. Each department is again reprioritizing their lists. She stated that this time critical faculty positions might need to be included.

Sunny stated that there are some faculty positions that have surfaced. Preliminarily, there are some 12 positions from Academic Affairs, 8 positions in Administrative Services, and 12 in Student Services. Financially, we are limited on the amount of positions we can fill. This Council is tasked to make recommendations on what positions to fill and the question is how would the Faculty Staffing Committee rate the faculty positions? Should the Faculty Staffing Committee score and rank the positions then send the recommendations to President's cabinet to then be reviewed again using the critical hire criteria? The Council discussed the need to re-evaluate and update the Faculty Hiring Committee's form that ranks and scores positions to include the five critical hire criteria. Sunny further reminded the Council that the Classified Staffing Committee only ranked and scored new positions wherein replacement positions were automatically filled. That is not the case anymore as we are only filling critically needed positions on campus. Tim suggested that for the next scheduled Planning & Resources Council meeting we bring a dollar value for what we have in salary lines and what positions we have prioritized for staff and administrators. At that time the deans will be able report on discussions happening at IAC and through their divisions and make recommendations to add critical faculty positions to the list. Sunny stated we need to take this opportunity and look at faculty needs this year or the funding will go to fill classified and administrators only.

Action Taken: Sunny will attend the next Staffing Committee to discuss critical hires.

II. Room Utilization Committee (RUC)

Tim reported that this committee has met once and will meet again on Monday, September 27, 2010, to discuss information that was received to allow us to move forward. We are still waiting for more information, however the information we do have will impact both campuses. We will be working with

Cuyamaca to determine the best direction and bring that data back to this Council with recommendations. Another task for this committee was to develop a report tool to see the number of classes scheduled and the number of classes; we will be meeting with IT folks to work on this issue.

III. Enrollment Discussion

Discussed above.

IV. Department Plan Manager (DPM)

Chris Hill reported that the DPM has been up and running for a couple of weeks. Chris will send an email with information regarding input guidelines for Activity Proposals. The target date to get the Activity Proposals in is October 15, 2010. Proposals that were not funded last year will roll over which allows managers to update their data.

Sunny inquired how often IRC membership changes. Chris responded that if a position comes vacant it is filled through the normal process. Sunny stated that this is a good committee to have new members be a part of to help communicate the process. It was suggested to have term limits for this committee. Chris responded that if this Council wants to talk about term limits she would need direction from this Council. She further mentioned that discussion regarding term limits is happening at Academic Senate with their committees.

Action Taken: Agenda item to discuss term limits for Committee(s) to be added to the Planning & Resources Council Agenda.

V. Institutional Excellence Committee

Sunny stated that this Committee is up and running. She stated that this committee rounds out our planning process changes. The committee currently is a task force and was called for in our planning process development and takes responsibility to move us forward as a college in student learning and success and institutional effectiveness. It is a connection to the Student Success Committee, the Curriculum Committee, Planning & Resources Council, and has representation from Student Services, SLOs, Chairs & Coordinators, Instructional Deans, and classified staff. It oversees the college's progress towards strategic planning, Accreditation Standards, and uses data and analysis in an informational way to inform the college community of our progress.

VI. Mail Center Hours/Delivery

Tim reported that the Business Communications Services (mail center) office has established hours and cannot collect homework from students after hours. There used to be a time where students could drop off their homework and the mail center could accommodate students. Students must drop off their homework within the established hours at the mail center, or turn their homework in with their teachers only. Alba explained that the operational hours have not changed. Further she stated that faculty and staff is requesting their mail be delivered to their offices, but do not have the man power to do this. The hours for the Business Communication Services are as follows:

Mon - Tuesday 8 a.m. - 7 p.m.

Wed - Friday 8 a.m. - 5 p.m.

Staff can use their keycards to access the mailboxes Monday through Friday after hours until 8 p.m., and Saturday and Sunday from 7 a.m. - 5 p.m.

Tim is requesting that the mail center is used in an appropriate manner and not for personal use. We have a non-profit rate and the US Post Office will periodically open mail to determine proper usage. If

you intend to send something of a personal nature please use your own stamp. Sunny stated that if you send something from the mail center, make sure you have a name and return address on it. If mail comes back to the mail center there is no possible way to return it otherwise.

Chris stated she will craft an email to faculty to inform students of the operational hours and homework drop off times for students. Tim stated that he would work with Chris on the construction of the email. The email will have to be clear and state no homework will be accepted by the mail center after 5 p.m. Further the message needs to be reiterated from the dean's office and chairs and coordinators.

Action taken: Chris and Tim to draft an email regarding operational hours for the mail center.

VII. Facilities Update

Deferred to the next meeting.

VII. Other

The Great California Shakeout

Sunny reported that there is a Statewide Earthquake preparedness drill event scheduled for Thursday, October 21, 2010 at 10:21 a.m. This will be a campus wide event and she is requesting feedback regarding whether the time should change or keep it as scheduled. The anticipated time for the drill is 10 - 15 minutes. Most classes on campus are scheduled from 9 a.m. to 10:45 a.m. After discussion the Council agreed that the shakeout would begin at 10:30 a.m.

Tim stated that the evacuation routes and locations are posted on doors campus wide.

Chris suggested that there is a link that can be sent Campus wide regarding the shakeout.

Meeting Adjourned: 5:16 p.m.