



Thursday, September 22, 2011
Griffin Gate
3:00 to 5:00 p.m.

MEETING SUMMARY

Present: Steve Baker, Irene Bauza, Janet Castanos, Carrie Clay, Janet Carter, John Colson, Sunny Cooke, Deb Delaney, Sheridan Dewolf, Tim Flood, Diane Glow, Michael Golden, Sue Gonda, Oralee Holder, Jane Nolan, Shirley Pereira, Cheryl-Anne Phillips, Will Pines, Adelle Schmitt, Jim Spillers, Cary Willard, Jim Wilsterman, Debbie Yaddow

Absent: Michael Barendse, Barbara Blanchard, Angela Feres, Chris Hill, Kerry Kilber, Nick Montez, Patti Morrison, Alba Orr,

Recorder: Patty Sparks

Meeting Convened: 3:00 p.m.

I. Introductions

The Council made introductions and welcomed new members.

II. Budget Update

Tim reported that the budget was adopted at the last Governing Board meeting. The Board thanked the college committees for their hard work and planning.

Tim stated that he sent an update from the State Chancellor's Office by Dan Troy, via email to this Council. The good news is the Governor signed a bill that delays student fee increases until summer 2012. As discussed previously, we had two budget tiers to work with; Tier-One would equate to an approximate \$500,000 reduction (with increased student fees) districtwide; and Tier-Two would equate to a workload reduction which equals to an approximate \$1.1 million reduction district wide. He reminded the Council that we planned our budgets on tier two and our section offerings based on the FTES associated with tier one. If the State reduces our workload we are prepared budget wise, but that may mean we would be even further above the funded cap.

- ***Tutoring as part of Activity Proposals***

Sunny reported that there were a significant number of tutoring requests in last year's Activity Proposals. She stated that if tutoring is a central part of our learning core, we need to discuss how to prepare for that in an on-going way. There were additional requests for tutoring submitted through the Activity Proposals process for this year that did not get funded. Tim stated that this issue was discussed at IAC and IRC as well and further explained that we could review our core needs, take into consideration other resources of income we receive and come up with a plan to fund tutoring needs in an ongoing manner.

Information and data regarding critical tutoring needs that best serve our students should be collected from the chairs and coordinators up through the deans to be discussed at IAC. We need to look at what we need this year, and find a way to remove on-going tutoring requests through the Activity Proposal process. We want to be careful about what we implement, and make sure it is sustainable and minimizes redundancies.

Tim stated that we know income from VATEA and like grants fluctuate, but we can take our on-going needs and determine approximately what funding goes towards tutoring and then determine what general fund monies are needed to sustain the tutoring on an on-going bases.

The Council discussed tutoring needs as follows:

English writing center \$31,000
CSIS \$25,000
Math \$17,000
Tutoring Center \$21,000

Shirley stated that the math department requested funding from the BSI funds for special programs. The math department received \$12,000 of BSI Funds and requested additional funds of \$5,982. Shirley stated she can go back and work on these numbers and believes the additional amount is not needed. She will clarify and respond to Tim with an update.

There are requests of \$94,000 for tutoring for this year. Funds are available from the unallocated funds from last year.

Tim stated that as a college we will have to review our budgets for efficiencies and determine where we can identify ongoing resources to fund tutoring across campus.

Action Taken: The Council agreed to fund \$94,000 for tutoring needs this year.

- ***Additional Budget Requests***

John Colson stated that CalWORKs has an additional request for funding of \$19,000. The amount initially was much higher, however John requested the accountants review that amount and bring the request back to him. He explained that cost saving measures like counseling groups of students instead of one at a time helped with their bottom line. The \$19,000 request would ensure that Work Study Students would be served, and they would not lose their additional benefits from Social Services. The Council agreed to fund the \$19,000, but is requesting that the program monitor how many students are accepted in the program based on funds available. We are committed to these students for this academic year, however monitoring incoming students is necessary.

Action Taken: The Council agreed to fund \$19,000 for CalWORKs.

III. Enrollment Update

Tim reported that last year we were 583 FTES over cap. If we serve the same FTES as we did in fall this spring, we will be approximately 1000 FTES over cap. We cut an equivalent of 13 full-time equivalent faculty (FTEF) out of our schedule, and yet we are up 1% in enrollment. He explained students are not dropping and faculty is taking more students over class max.

Tim reminded the Council that at the last Council meeting the Enrollment Strategies Committee (ESC) was tasked with building sections back into the schedule, they did build 4.68% FTEF back into the schedule. Unfortunately because we are so far over cap we cannot place the 2.34% FTEF of strategically needed sections across the college back into the schedule. We understand it is hard to say no to students, but we cannot continue to add the level of sections we planned when we know we are over cap. We have to be good stewards of all our resources and services we provide.

The Council discussed that an email be constructed by the ESC informing faculty that the 2.34% strategically placed sections originally planned for will not be implemented due to the increase in our FTES this fall.

Sunny stated in October or November we will have more information regarding summer FTES goals.

IV. Critical Hires

Sunny stated that the Faculty Staffing Committee met this week. Jim Spillers, administrative chair of the Faculty Staffing Committee reported that the committee reviewed their charge and talked in depth regarding our time-line, and will be ready move forward with positions (if any) for fall 2012. The Classified Committee will look at new requests for positions and combined/bundled positions. Janet Castanos has agreed to co-chair the Classified Staffing Committee.

- As we have been doing, replacement for classified positions will start at the most local level (within units and departments) then be prioritized at higher division councils, and on to President's Cabinet and this Council.

Sunny reported that there will be a greater need for positions than funding. Both staffing committees will have their work cut out for them.

V. Accreditation

Sunny reported that we have had steering committee meetings and standard teams are meeting regularly. A training is scheduled for co-chairs on standard teams on October 21, at Cuyamaca College. Things are going well. John Colson stated that he is working with a data and document management system, wherein several people can make revisions, even simultaneously. All the evidence can be stored on the system and can be linked to documents.

Sunny stated that for the first time our District has a Districtwide Coordinating Council. Members include two representatives from Grossmont (Chris Hill and Barb Blanchard) and two representatives from Cuyamaca (Tammy Marshall and Robin Steinbeck) as well as District Reps from IR and HR and a board member or two. This is a Council will coordinate actions and answers that both colleges will need as well as provide information.

VI. Committee Updates

- Facilities
Tim stated they are working on finalizing the Signage Master Plan. The new Student Center construction is going well. We are hoping to have people moving back into the 100 Building prior to Winter Break. He is hoping to move office contents into the Student Center during Winter Break. The roofing is done, however the roofers are addressing some change orders and issues with drainage.

We are reviewing the 90% plans for the Landscape Ed Zone. We have engineers looking at

the best way replace the current boilers with efficient boilers that service the 50 buildings area. We received our Safety Audit which will go to the Facilities Committee for review. Further the Material Safety Data Sheets (MSD) will be entered on –line. It should make the process easier.

- Enrollment Strategies
Discussed above
- Staffing Committees
Discussed above

VII. Review P&RC Membership

Sunny reported that Jane Nolan and Jim Wilsterman are returning as reps from their areas.

VIII. Other

- Foundation
Sunny stated that the Foundation is having their fundraiser on October 22, here on campus. The cost for faculty and staff is \$87. The Foundation is looking for items for their silent auction, if you have services or gifts to donate, please contact the Foundation.
- Educational Master Plan
On September 30, representatives from Grossmont and Cuyamaca College as well as district representatives will attend a retreat to go over environmental scans and make some decisions about our district and colleges. She encourages those who were invited to go to please attend. Sunny is asking that you RSVP to Bernadette Black. She further stated that there will be documentation forthcoming via email, if you are attending the retreat, please know the material provided.
- Lab rollovers
A handout was provided that detailed how the \$200,000 lab rollover funds were spent. Tim stated that the list for faculty computers is being developed. The list will go to IAC in the next couple of weeks and he explained that replacements are based on machine age and processor speed and the ability to process basic software.

Adjourned: 5:00 p.m.