



Thursday, January, 24, 2013
Griffin Gate
3:00 to 5:00 p.m.

MEETING SUMMARY

Chair	Sunita Cooke	√	AFT Rep	Michael Golden √ Jim Mahler	
Co-Chair, Faculty Rep	Michael Barendse	√	Chairs & Coordinators Rep	Joel Castellaw	
Academic Affairs Facilitator	Chris Hill	√	Library Rep	Pat Morrison	
VPAS – Dir. of Facilities & Operations	Tim Flood	√	Academic Senate Reps	Adelle Schmitt √ Jim Wilsterman Jane Nolan Craig Milgrim √	
VPSS	Jeff Baker	√	Supervisory Rep		
Arts, Humanities, Lang/Comm	Steve Baker		Classified Senate Rep	Janet Carter √ Irene Bauza	
CTE/Workforce	Christina Tafoya	√	CSEA Rep	Will Pines	√
Counseling and Enrollment Services	Howard Irvin, Int.		ASGC President or Designee	Vacant Esau Cortez	
English, Social and Behavioral Sciences	Agustin Albarran, Int.	√	TTLIC Committee Chair or Designee	Angela Feres	
MNSESW	Mike Reese	√	Guests:		
LTR	Kerry Kilber	√			
Allied Health	Debbie Yadow	√			
Assoc. Dean, Athletics	Jim Spillers				
Academic Senate President	Sue Gonda	√	Recorder	Patty Sparks	√

Meeting Convened: 3:00 p.m.

I. Education – Technology Plan, Kerry Kilber

Kerry Kilber provided a hand out, Technology Plan 2011-2014, Prioritized Action Items by Section, for the Council to review. She reported that the full Technology Plan is located on Grossmont College's website at <http://www.grossmont.edu/GCTechPlans/>, along with the current Rollover Plan

Kerry reported a few years ago the Academic Senate and this Council charged the TTLIC with creating a new Tech Plan that was more strategic and have it align with other campus wide plans. This was accomplished. She stated that when you review the current plan it will look different than past plans.

Craig Milgrim asked if there was a report available that provides a department's equipment inventory and the age of the equipment. Kerry responded there is a maintained inventory list, housed in an Access database, which is not conducive to posting online. She can retrieve information for departments upon request. Her department is looking into an asset management system that tracks equipment and software and can easily produce reports as well as support an online Help Desk ticket system and knowledge base, however the cost is expensive.

Kerry also reminded the Council that the District is responsible for supporting Administrator and Staff computers, and her department is responsible for faculty computers, as well as identifying and inventorying computers campus wide. Computers sometimes move without being logged properly, so her department takes inventory once a year or every other year as time and staffing allow.

Kerry reviewed the Tech Plan with the Council. She stated that there is an annual evaluation piece built in and it was completed in the fall by TTLC. The annual evaluation piece ties into the college's Strategic Plan. Further she reported that the annual evaluation piece is very important as technology changes quickly and we need to make sure that what we planned previously still makes sense and that we are on target with our goals in supporting the needs of the campus.

Kerry stated the Mission Statement for Tech Plan is:

- To provide and facilitate the wise and ethical use of technology for the enhancement of learning and teaching.

We are doing a lot of wonderful things with technology on campus, such as the iPad project in Nursing, CSIS and Media Comm, but we may not be highlighting that effort as best as we could.

The ultimate goal of the Tech Plan is to develop a comprehensive technology strategy that supports the areas of focus in our college's strategic plan. The plan identifies overarching themes and/or guiding principles, they are:

- Universal Designs – These are designs of products and environments that can be used by all people to the greatest extent possible
- Web-based/Mobility – When researching applications for teaching and learning, we encourage the implementation of those that are web-based. On-line availability allows users to access centralized data at their own pace at a time that is best for them.
- A culture of transparency and innovation – This will require a new or renewed willingness to share and distribute the best of our own course content and experiences.

Kerry pointed out that the plan is broken up into sections such as Hardware, Software, etc and that each section has the following information: Background, current environment and action items. Action items will be reviewed and prioritized annually by TTLC and referred to this Council for review and funding.

Kerry referred the Council to the handout which provides the prioritized action items by section; some which require time and human resources and not always funding. She stated that she is willing to answer any questions the Council has today, but is requesting that the Council review and submit questions to her via email or phone.

Kerry mentioned that the action plans also address staffing recommendations within her department. She reported that there is only one person and sometimes a PE19 worker manning the faculty help desk. That same individual also supports all the computer labs on campus (we have approximately 1300 computers within approximately 40 different lab areas). She further clarified that each section listed on the handout has its priorities listed below, but the sections are not in any priority order.

I. Governor's Proposed Budget and Next Steps

Tim provided a two-sided handout for the Council to review. One side reports on the Governor's policy changes and the other side reflects the Governor's budget proposals. Tim reminded the Council that these proposals are in the early stages and will go through many reiterations before resolution.

Governor's Budget Proposal

Tim reported that there is a \$196.7 million in increased apportionment funding. It is proposed that the Board of Governors will determine how those funds will be allocated. If COLA is located for the 2013/14 year, the State is looking at approximately 1.65%. Funds could be allocated to growth/restoration and/or categorical programs.

\$179 million will be allocated to buy down existing deferrals. This would lower the total year over year deferrals from \$801 million to \$622 million.

\$49.4 million will go to support Prop 39 ballot initiative to support energy efficiency efforts. The Governor intends to have CCCs expand career technical education training and on-the-job work experience training in partnerships with the California Conservation Corps. We have a number of energy reduction projects on campus that may qualify us to utilize those funds.

\$16.9 million will go to enhance and support on-line education efforts. The Governor has seen the need for on-line education and we will just have to see how that comes about. The proposal would further expand and enhance credit by exam options to make it possible for students to earn credit for core SB1440 Transfer Degree courses and also for remedial coursework.

\$300 million for adult education wherein a shift of responsibility for adult education from K-12 to the CCCs. These dollars would be provided in block grants based on students served in core instructional areas. However, Tim explained that the estimated transition cost for this is approximately \$1 billion, leaving \$700 million shortfall. We will wait to see what happens with this.

There is a small shift of responsibility for apprenticeship from K12 to CCCs, \$15.7 million

Tim provided a handout, *Grossmont College Budget Update*, for the Council to review. The handout reflects the six-month burn rate. Total expenditures represent 41.8% of our total available budget. Net salary expenses represent 91.4% of total expenses compared to a budgeted percent of 86.7%. This percentage is dependent in part on the timing of other expenditures, supplies, equipment, etc. Supply expenses are significantly lower as our spending is down as compared to last year. At the half-year point we are asking managers to clear up any negatives; it is a good time to look at spending patterns. This will assist managers in the development of their next year's budget allocation and need for revisions if necessary.

II. Proposed Policy Changes from the Governor's Office

Tim reported that a five-year phase-in of funding apportionments on completion rather than census date enrollment is intended to be cost neutral, but districts would lose funding through the apportionment shift to student support efforts such as the Student Success and Support Program (formerly known as Matriculation).

Tim explained a ninety unit cap for students at Community Colleges. Under this proposal no state support would be provided for students that have exceeded 90 units. Students taking courses above the cap would be required to pay the full costs of instruction, with some provision for case-by-case waivers. Similar limits are proposed for UC and CSU students. For our students, that would be approximately \$194 per unit. The implementation process is unclear at this point.

There is discussion to alter Part B BOG waivers requiring students to complete a FAFSA and include the income of both parents, making it difficult with getting a BOG Waiver.

Tim stated that these are proposals and are being discussed at the state level, no implementation or processes have been determined.

III. FMP Update

Tim reported that the Phase I is complete. The architects have collected the data and ideas from the task force and provided an updated Phase II document. The area leads currently have the updated document and were requested to provide revisions/edits to Tim no later than end of day today. The revisions/edits will be added and a final Phase II document will go before the Governing Board this month. Once approved by the Governing Board the document will replace Phase I on the following websites: District's Facilities Website; Facilities Committee Website; and our college's planning website. Tim thanked those who participated on the task force.

IV. Prop 30 Funding

Tim asked the Council to add two additional bullet points to this item (in addition to Activity Proposal funding in 2012/13), they are:

- Added sections
- Equipment, Supplies and Augmentations

Tim reminded the Council that we set aside 4% of our budget to cover mid-year cuts and expenses should Prop 30 fail. Prop 30 passed and funds were reallocated to the two colleges and District. Grossmont College received \$2.1 million. He further reminded the Council that this is not found money but a part of our on-going budget. To be clear this \$2.1 million is a part of our on-going budget from year to year. We must be clear and transparent to our departments on how this money was returned to our budget. Further, we were unsure how these funds would come to us until December and, most importantly that it had to be spent by June 30.

Tim stated that most of our needs are on-going such as staffing. We also added sections and the support required that will take a portion of the \$2.1 million allocated. Unfortunately, hiring faculty takes time and because we would not get the hires in timely, we have funding available to allocate in this year's budget.

Added Sections

Tim reported we added sections and funded support staff to assist with the additional student services required. This cost is estimated at approximately \$600,000.

Activity Proposal Funding in 2012/13

Tim stated that we are able to go further down the list and fund additional Activity Proposals. Further he explained that in addition to the Activity Proposals, the following were considered:

Furniture Requests (from the Activity Proposals List)
Furniture Replacement (replacement of desk tops)
Technology Requests (Tech Plan)
Equipment Needs (Equipment needs List)
Large Equipment Needs (Large Equipment needs List)

In summary, we are taking the Activity Proposal List and looking to see if we can consolidate requests for furniture, equipment, and technology requests. We will have a better idea and recommendation for this Council at the next meeting. We have a great process for allocating one time funds through the Activity Proposal process. Fortunately, we have a unique situation where we have money that was returned to our budget and we are looking to allocate it wisely prior to June 30. This is an effort shared campus wide. We are working with the deans and will come back to this Council with recommendations to move further with allocations.

Equipment, Supplies, and Augmentation

As stated above, Equipment lists including the Large Equipment list are being reviewed by the deans through their departments as to their greatest needs. We will look to see how we can best maximize funds available. We have planned strategically to allocate these funds utilizing the Activity Proposal process and with our planning processes in place. The Council was reminded that this Council assigned a task force a couple years back to implement a list that inventoried equipment and equipment needs campus wide.

V. Faculty Positions Moving Forward

Sunny spoke for Jim Spiller. She reminded the Council that at the last meeting six faculty positions were moving forward for hire. They are:

- ESL
- English
- Administration of Justice
- Occupational Therapy
- Two (2) nursing positions

Further she stated that these positions were presented at DSP&BC by Tim Flood and those positions are moving forward. Committees are working fast and diligently to get these positions filled by fall. Michael Golden inquired about publications to meet the need for diversity on campus. Sunny assured the Council that positions are published nationally as well as regionally. We also make sure that our hiring committees are diverse and further, human resources initiates an adverse impact study as part of our diversity efforts. If there is a specific area requested for publication, there is a process and an opportunity to publish specific target areas.

VI. Status on Classified Staffing Positions

Tim stated that we are currently evaluating the use of our part-time employees, which consist of short-term hourly and student hourly employees. We have utilized short-term hourly positions on-going and now we have an opportunity to determine if those positions can be filled permanently. Those determined to be on-going will be added to the Critical Hire List. Should those positions not fall within our current job families, they can process through the Classified Staffing Committee.

Sunny reported that the good news is in looking at these hourly positions and what we need to make a permanent hire, we also looked at the Critical Hire list from last spring and we were able to really move down that list to fill most of the positions with on-going needs.

Craig Milgrim asked about student hourly positions and whether there can be work set aside for students. This is good for students especially in the tutoring area. Sunny responded and agreed that this is important to student engagement on campus and we need to advocate for our students, however there has to be a balance.

Other:

Critical Administrator Positions

Sunny stated that we are down several critical administrator positions. There are two dean positions in Student Services unfilled and the administrator there is an interim. We are down one instructional dean and also the VPAA in Academic Affairs. There had been discussion among administrators and faculty leaders about taking a currently vacant instructional dean position and converting it to be used for the growing college wide institutional effectiveness planning, accountability and accreditation functions. Sunny is working with the administrators union to make sure the position is classified appropriately and will submit the paperwork on this reorganization/reclassification.

Michael Golden stated that due to the critical number of administrator vacancies at this time and also the high turnover rate of administrators, it is important to stabilize the administrative structure. Our deans and VPs are underpaid and the turnover is too frequent. There is a lack of consistent leadership and this has an impact on the institution as well as faculty and staff. The Council discussed the need to address salary schedules for deans and VPs. The salary schedules for deans and VPs would be a small increase to the budget however the return would be long term qualified administrators. The Council agreed to the importance of this effort. The approach would be to make salary adjustments for administrators (specifically deans and VPs where turnover is the highest) as well as increase the stability of the contracts.

The Council discussed and agreed that salary schedules for deans and VPs should be evaluated and reviewed to meet standards across the state of California. The data shows that Grossmont College compared to other colleges of the same size has half the administrators staffed. Michael Golden stated that our number one priority should be to stabilize salary schedules for deans and VPs. Craig also recommended we focus on job security along with salary. He recommended increasing contract length based on performance criteria. It was discussed that all contract like employee salary schedules have the same consideration. Craig stated salary increases need to be considered for janitors to VPs. Will Pines would like to see all positions be evaluated and brought current to reflect a competitive salary.

Action Taken: The Council agreed to recommend that salary schedules for deans and VPs be stabilized and reflect a competitive salary.

Meeting Adjourned: 4:45 p.m.