



Thursday, March 21, 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 Victor Barajas	√
English, Social and Behavioral Sciences	Agustin Albarran, Int.		TTLC Committee Chair or Designee	Angela Feres	
MNSESW	Mike Reese	√	Guests:	Michael Copenhaver	√
LTR	Kerry Kilber	√		Shirley Pereira	√
Allied Health	Debbie Yadow	√			
Assoc. Dean, Athletics	Jim Spillers				
Academic Senate President	Sue Gonda	√	Recorder	Patty Sparks	√

Meeting Convened: 3:00 p.m.

Education – Accreditation 2013, Chris Hill

Chris Hill presented a handout, *Accreditation 2013 Summary*, for the Council to review. She stated this information is being presented to all the constituent groups on campus. There were three forums with the last one scheduled, for tomorrow, August 22.

She referred the Council to the front page and explained that this page is a question and answer fact page, but then specifically directed the Council to three key area.

She explained that these are areas the visiting team will be looking closely at. They will look closely at the following:

What are the current areas of focus in accreditation?

- Integrated processes of planning that include program review, student outcomes assessment, and resource allocation
- Student learning and service outcomes assessment
- Data use for decision-making and continuous improvement
- Quality of online learning and support services
- Financial integrity and stability

What are the standards we have to address?

- Standard I: Institutional Mission and Effectiveness
- Standard II: Student Learning Programs and Services
- Standard III: Resources
- Standard IV: Leadership and Governance

Who has been involved?

- Everyone!
- Although more specifically for writing:
 - Standard Writing Teams
 - Accreditation Steering Committee
 - Accreditation Self Evaluation Editor
 - District Services and Governing Board Reviewers

Chris reminded the Council that in some way each of us has been involved in the accreditation process whether on the writing teams or just in reviewing the Self Evaluation Report (Report). Currently the document has approximately 306 pages, and is 100 pages short of last year. The Report will be finalized in spring and in May it will go before the Governing Board for ratification. After the Governing Board approves the report, ACCJC will receive the Report. The External Team will examine our evidence and request access to our on-line resources such as the planning software and Distance Education classes.

During the visit the visiting team will meet with different constituency groups and individuals. They will be here from October 14 through the 17, 2013. Members of P&RC are requested to be here and available to participate. Before the site visit team leaves, we should have some indication of draft findings and recommendations. We are hoping for "Reaffirmation of Accreditation."

Chris explained that the other side of the handout highlights out of each of the Standard sections. We have four standards that we separated into nine sub-sections. At the very bottom of the back page there are draft Actionable Improvement Items. Those are things we are hoping to work on.

Chris opened the discussion for questions. Michael Barendse asked if there were areas that we are vulnerable. Chris stated that the last accreditation visit left us with seven recommendations and all were resolved as of the mid-term report. Sunny reported that there was one problematic issue noted in the 2001 Study which was instability with administrators. At the 2007 team visit, the instability with administrators issue was discussed with constituent groups and individuals wherein the feedback related to the cause was the district climate at that time and salary schedules. We had stabilized this

issue by mid-term 2010; however, we have had 2 major early retirement initiatives since then, and we may be vulnerable again due to the lack of administrators.

This will be the first fall semester that all colleges are expected to be at the proficiency level related to SLOs and we have only one cycle of colleges that went through that rubric this fall. This could be a wild card, however, we feel we have done good work in this area and are at the proficiency level.

Jane Nolan referred to the Draft Actionable Improvement Items and expressed concerned that the accessibility standards need to be broader than it is currently written. Sunny stated that nationally, on-line learning is under scrutiny. There are clear definitions as to what an on-line course is and accreditation teams will be looking very closely at this. Chris indicated we will look to broaden this actionable item as a continuous improvement effort.

Action Taken: Chris will look into the accessibility standards for on-line courses.

I. Review of Committee Charge and Professional Behavior

Sunny stated that every year we review the charge of our committees and councils campus wide. She thought it was especially important for this Council to review the charge of this Council. She read:

“This council provides guidelines and recommendations for all Grossmont College planning processes and identifies institution-wide priorities. The council makes budget recommendations to the President for all staffing and facility requirements. It recommends the annual college budget and periodic changes to current year expenditures.”

She stated this Council receives reports and crucial information from committees and councils, like the Classified and Faculty Staffing Committees, the IRC, and Facilities Committee. These committees and councils report to this Council with well-defined processes already in place. Their scrutiny, research, and prioritization is already complete by the time the recommendation comes here and then ultimately to the president.

Michael Golden inquired about the meeting minutes provided to the Council members as final and not as a “draft” requesting edits. Shirley stated that is the way it has always been and reminded the Council this is not a voting body. We have never voted, nor have we voted on the minutes. It was clarified that a meeting summary is provided not actual “meeting minutes.” This is not a Council regulated by Roberts Rules or any other governing body.

There was an issue last month as two sets of minutes were distributed. Unfortunately an early draft was sent to the Council. This was a fluke and it caused some confusion. The Committee Chairs are working on this with the assistance of Patty. It was discussed that if anyone has edits to the meeting summary, they can forward their edits to Patty directly. She will run it by the chair and co-chair for implementation. Sunny stated that for as long as she has been on this Council edits and changes from Council members have always been included. Further, on each future agenda distributed Item I will read, Review of Meeting Summary. If there are edits or changes, they can be discussed at that time.

Action taken: Meeting summaries will be sent in a timely manner for review by this Council. Further, the first agenda item on each new agenda will read, Review of Meeting Summary.

II. Staffing Updates

- *Faculty Staffing:*

Sunny reported that the screening committees for the six faculty positions are moving forward.

- *Classified Staffing Committee (CSC):*

It was clarified that the Classified Staffing Committee by charge only considers new classified staffing positions. Replacement positions are considered at the local level first (within the department), then through the division, then as a college, then at the district level. The goal is to provide one list for replacement positions (Critical Hire) and one list of new positions. By the time replacement positions or new positions come to this Council the work has been done by good, qualified committees and processes.

Craig asked for clarification on the new Classified Staffing Request Form (Form) as to the following:

1. Clarification regarding positions on the list that have been vacant since October 2008.

Tim Flood reported that the CSC discussed those positions that were vacant over five years. It was recommended that positions vacant for five years or more be reviewed and resubmitted as new positions. This allows for a more manageable and current list.

2. Is there a place on the form that inquires whether a position was *ever* filled once placed on the vacant position list?

Janet Carter stated that there is a question on the form that asks if the position has been filled by PE-19s and how long.

Sunny stated that there is a complication regarding long-term vacant positions filled by PE-19 (short-term) employees. The district and colleges are working with CSEA, with input from the Admin Association and AFT, to identify and categorize positions filled with short term employees. Some of those positions will be classified as new and some will be placed on the critical hire list for permanent placement. Tim stated that he will request the form be reviewed at the CSC for clarity and or edits if necessary. Further, for this time around, during the staffing presentations this issue can be addressed verbally and documented whether this is a new contract position that has not been filled since its vacancy.

Tim reported that he sent an email to departments who have been filling vacant positions with PE-19s. The positions were identified by the Classified Staffing Task Force (CSTF) after gathering data on PE-19 usage within departments and working closely with Chemene in Human Resources. The email included the identified positions from the CSTF, as well as what category it would fit within; a new position or a critical hire position and the processes to fill them. Further he clarified that departments can submit as many new positions they deem necessary.

It was requested that the processes for hiring classified be presented at the Chairs and Coordinators meeting by Tim and/or Sunny.

Action Taken: The Classified Staffing Committee will review the staffing request form and discuss edits/changes as discussed above for the next round. Tim will provide a presentation to the Chairs and Coordinators regarding the classified hiring processes.

- *Administrators*

Sunny stated there are three types of administrators that fall into one category, they are:

- Administrators who are represented by the Administrators Association

- Administrators who are represented by a Meet and Confer Group
- Administrators not represented by anyone.

Sr. Dean/Dean, College Planning and Institutional Effectiveness

Sunny provided a handout, *Draft, Senior Dean/Dean, College Planning and Institutional Effectiveness*, for the Council to review. She explained that after discussions with the Admin Association, IAC, and Leadership Council, the recommendation was not to replace the vacant instructional Associate Dean position as our needs have changed. A number of titles were considered and in this case, the new Dean or Sr. Dean position falls within the Administrators Association.

Sunny explained that over the past few years there has been significant work done in our planning processes and data collection. The reporting part of our planning is becoming more and more cumbersome and currently we are assigning release time to faculty to take on these tasks. We are at a point now where we are able to sustain the hard work we have put into our planning processes and incorporated the new planning software, TracDat. Now we need someone to maintain, manage and institutionalize our planning. This position will oversee all aspects of college planning and its link to district-wide planning for Academic Affairs, Administrative Services, and Student Services. This position is a college wide dean and will report to her. Sunny referred the Council to the second page of the handout that relates to the work being done currently and who is doing it.

Shirley reported that she put out a call to replace her as the Research Liaison but have yet to fill it. She stated the work is robust and has two areas of focus. Those two areas are:

- Program Review – Meeting with faculty and staff and help with their data collection and analyzing that data. Working closely with Student Services and Academic Program Review.
- Institutional Data – Working with Committees and units to identify and collect data as well as help with program review within the units.

The institutional piece is on-going and we need one person to oversee it. Shirley referred the Council the second page of the handout wherein she is involved in 13 of the 16 areas of duties and responsibilities. Her participation is great and believes that the new admin position can take on her institutional related duties. As to the data collection for the program review piece she has a list of faculty capable and willing to provide the data and work with faculty and staff. Once the dean position is filled, she believes the reassigned time assigned to the Research Liaison can be reduced from a .8 to a .4.

Debbie commented that our planning processes changed so much over the last few years because of the data collection requirements and report writing from both the federal and state level. Expectations are far greater than ever before. This position will give us stability and provide continuity.

Sue Gonda responded that reassigned time is allocated through the District's Reassigned Time Committee (DRTC). All new reassigned time requests are assessed for appropriateness of the work and associated release is allocated at the discretion of the DRTC.

Sunny reported we presented our best practices and planning processes at the League of Innovations Conference (national conference). We were just contacted by the American Association of Community Colleges (AACC); they are the group who represents the 1,132 community colleges nationwide. The AACC conscripted a writer for a book to review and document best practices in strategic planning, missions, visions, drive and work being done nationwide. From the 1,132 colleges, 12 colleges were featured in the book. Grossmont College will be recognized as 1 of 3

community colleges for best practices and processes across this nation. She commended Chris Hill, Shirley Pereira, Tim Flood, Jerry Buckley (when he was here), faculty and staff for their tremendous involvement. She was asked to speak as the president of one of the top three colleges and talk about our best practices and the promising practices in planning at the national conference occurring in April. This Council is the group that governed the process that determined our strategic plan – all of that work was vetted through this Council.

Craig stated that as we roll out the new TracDat System, chairs should be assigned additional release time to allow for training and then as a liaison within their departments. Sunny stated that if it is discretionary release time or actual chair release time that is something that would be negotiated, but there is a way to value a person's time and we will look into that. Further there is an equity issue; we will have a lot of people that are not eligible to receive reassigned time (staff, administrators) who will be just as involved.

Director, College and Community Relations

Sunny reported that we have been outsourcing this position since 2008. We have saved funding for the last five years not having to pay benefits but the Administrators Association is no longer willing to have this position outsourced as the budget seems to have stabilized. We need to fill this position or stop doing the work but we must realize that we are back to chasing FTES. We are experiencing low enrollment in some of our course offerings and the worst thing we can do to a student is enroll them in a class and have to cancel it because of low enrollment.

Action Taken: The Council reached consensus on moving the two administrator positions forward.

III. Enrollment Update

- P1 Estimates and GCCCD Target

Tim reported that the State has recalculated our FTES again, giving us a new goal of 17,014 FTES district wide. This is a difference of 47 FTES, approximately 30 (actual number is 33) FTES to Grossmont College. To address this, we are taking a look at the Freshman Academy as it had some negative impacts to specific departments this year. Sunny explained that the Freshman Academy is a college wide initiative that provides linked courses of Math, English, Counseling, and general education courses to incoming freshman. Specific areas were impacted as we asked departments to offer many sections of one class to support students who fall just below the math and English levels. Counseling was heavily impacted as each Freshman Academy cohort has Counseling linked. Chris reported we are currently looking how best allocate FTEF to those most impacted. Chris reported and wanted to make clear that this is a one-time allocation for the 2013/14 year only.

Sunny informed the Council that the data on the Freshman Academy is astounding as to success.

Tim reminded the Council that FTES is a moving target and we will start next year with the 17,014 FTES Goal, unless it changes again. Further, we will know more in May regarding restoration and growth.

- Status of Late Start Classes

Chris reported we had two sets of late start classes, classes that we added in the schedule when we started the semester and again when we added after we found our FTES numbers were lower than expected. She stated she is tracking the added classes differently so when we do have to add classes the next time around she will have data that determines what classes were successful. We put in 10 and 12 week classes in and they are doing well and when we return in April a number of 8 week classes. There are some 8 week classes that are low in enrollment and we need to do some

recruiting. Sunny is asking the deans to provide course data with low enrollment numbers to her so she can work with Susan for some specific marketing and recruitment advertising. We only have a couple of weeks to get this marketing going and it should be a priority.

Action Taken: Deans to provide data on courses with low enrollment so marketing strategies can be developed.

- Status of District-wide conversation relating to Winter Intersession

The Council asked about Intersession. Sunny stated that conversation has come up at DSP&BC. There are costs associated with offering Intersession as it impacts the LTRC, tutoring services, student services, and facilities and calibrate those numbers at the district. The conversation will need to be discussed at chairs and coordinators as the FTEF will be taken out of next year's FTEF. Should the State again increase our FTES, Intersession could be an option. Debbie recommended that we can look to see historically what the impacts are. It was discussed that the last intersession was so long ago and we worked with Colleague a system we no longer use. Further, we have a lot of maintenance work done during winter break.

Tim reported that we extended summer sections to 500 FTES and until we know what the May revise brings, it may be too late to add intersession but we could build a more robust 2013/14 summer. Jane stated that the word amongst her colleagues is that San Diego Community College District (SDCCD) will not have a summer session. SDCCD EOPS and DSPS students are aware and this will impact our summer schedule. We need to strategize on how we can serve our Grossmont College Students as a priority. Howard stated that all EOPS and DSPS students have priority statewide. Craig asked how we beef up DSPS services to accommodate special needs students when one of our neighbor colleges does not offer summer session. Howard responded that we do not receive additional funding should we have more DSPS and/or EOPS students enroll. It is difficult to know the impacts until we know how many students will need services.

IV. Facilities Committee Update, Prop V Priority Recommendations

Tim stated that Facilities Committee Recommendations can be found online on the Facilities webpage http://www.grossmont.edu/adminservices/facilities/facilities_ops.asp. The Facilities Master Plan projects are broken into components. They are:

- New Construction
- Renovation and Repurposing
- Site Improvements (road, parking, hardscape, etc.)
- Sustainability

Tim provided the prioritized list of projects, they are:

1. Theatre

College had already identified this as our next project, completed FPP. The program currently operates without appropriate space. Would provide a large venue for events, performances, meetings

2. 200 Complex

College has already submitted an FPP and prioritized this. It will replace aging facilities, remove safety issues and provide permanent space for temporary buildings. Submitted IPP for state matching funds and is the next logical progression for construction after theater, consolidate area impact.

3. Child Development Center

Remove safety hazards and provide permanent space for temporary building removal. Upgrade outdoor learning area to meet current code requirement. Compact construction areas, utilize existing staging areas

4. Replace Building 31 and 36

Replace aging facilities, one of oldest areas on campus. It will increase instructional space needs and allow college to reclaim space in Building 36 that is currently unused but on inventory. It will provide permanent space for temporary building removal and save funds expended on temporary building lease.

5. Replace 500's Complex Buildings

Replace aging facilities and increase instruction space needs. Provide permanent space for temporary building removal. It is a larger project and will take more time to design. Submitted IPP for state matching funds.

6. ESW/Athletics Site Improvements

Provide required accessibility and provide permanent seating and facilities. Reduce costs from bleacher and portable restroom facilities rentals, and improve sustainability. Would provide a venue for sporting events for community relations and generate revenue.

7. Pool Improvements

It will provide accessible pool space as well as appropriate space for athletic team needs. Reduce costs of pool rentals and improve sustainability. We are not sure if this will become an area with one pool or two, this will be decided as we get closer to the construction.

8. Additional Parking

Build new parking structure prior to losing parking for new gym construction and increase parking spaces for growth. Replace cracked tennis court surfaces to meet instruction and athletics needs.

9. Road and Parking Improvements

Remove safety hazards and maintain accessibility. We will wait until after the major pool construction & parking structure dirt export to begin. Maintain usability of parking lots. This project must be done with Prop V or Parking Funds, no general fund monies.

10. New Main Gym for ESW/Athletics

Improve way finding, and provide appropriate space for ESW/Athletics needs. Improve sustainability, and revenue generation as well as community outreach. Improve instructional space.

11. Repurpose Old Gym

This project will wait until the new gym is built before repurposing old gym.

12. Safety & Stabilization of Nature Preserve

Remove health and safety issues and create safe accessible pathways and viewpoints. Create observation areas out of traffic

13. Water Conservation, Hardscape & Landscape Improvements

Improve accessibility to all campus facilities and improve safety. Reduce utility costs and support regional water quality.

Tim reported that the head of HMC called and related that our Facilities Master Plan was a great document. Tim is asking for consensus to move the projects forward as listed. The Council agreed.

Action Taken: The Council reached consensus on moving forward with the Facilities Committee Prop V Priority Recommendations.

V. Activity Proposal Funding 2012/13

Tim reported that Planning & Resources Council authorized moving further down the 2012/13 Activity Proposal list. Budget transfers are being done and/or are completed for those purchases. There were some requests for professional development funds and those requests were forwarded to the Professional Development Committee for consideration. There was a request to fund a lab however, it was a physical lab and a room was to be identified which falls under Facilities Committee responsibilities. The Activity Proposals that were funded will be on the Planning & Resources Council web page.

Tim explained that he asked divisions to collect new or additional needs that were not identified during the 2012/13 Activity Proposal process. The divisions worked to get their lists compiled and submitted them to Administrative Services. Tim combined the list and forwarded it to IAC and they reviewed and prioritized the requests totaling \$542,403.86. Kerry Kilber, based on the Tech Plan, prioritized technology needs, it included: on-line tutoring, computer rollover, IMS roll over that includes cameras and smart cart equipment, and new technology totaling \$507,500.

Sunny reminded the Council that we had funding from Prop 30 that we recognized in our budgets in November, but stated this is on-going money that will continue to next year. The allocation of the \$2.1 million will be identified and provided to this Council and on the Planning & Resources Council webpage. Tim is requesting consensus to fund the additional needs lists as reported above. The Council agreed.

Action Taken: There is consensus to move forward with funding the additional needs list prioritized by the IAC and the prioritized Tech Plan list. The Activity Proposals funded for 2012/13 will be posted to the Planning & Resources web page. Administrative Services will provide documentation on how the \$2.1 million Prop 30 funds were expended.

VI. Activity Proposal Funding 2013/14

Tim reported that IRC will hear the last set of presentations on Friday. The Committee will meet one more time to score and prioritize the list. The prioritized list will come to this Council for a recommendation. We should have our Tentative Budget allocation and an idea the funding amount we can allocate. Our goal as a college is to get the funding amount as early as possible to move the Activity Proposals forward.

Meeting Adjourned: 5:15 p.m.