



**GROSSMONT COLLEGE  
Planning & Resources Council**

**Thursday, January 23, 2014  
3:30 p.m. – 5:00 p.m.  
Distance Education Room**

**MINUTES**

**Mission: *Grossmont College is committed to providing an exceptional learning environment that enables diverse individuals to pursue their hopes, dreams, and full potential, and to developing enlightened leaders and thoughtful citizens for local and global communities***

*Charge: This Council provides guidelines and recommendations for all Grossmont College planning processes and identifies institution-wide priorities in support of the college's mission. The council makes resource allocation recommendations to the President.*

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*The meeting was called to order at 3:32 p.m.*

*Bob Holden, guest, made a brief announcement about an upcoming political fundraiser. Then members and guests were welcomed to the first meeting of the 2014 Spring semester and introductions were made around the room.*

**Education: Faculty Obligation Number (FON) – Tim Flood and Sue Gonda**

The purpose was to summarize for the council: What FON components are, how FON works, the district's options, and requirements. A) The FON is the percentage of full-time faculty to part-time faculty that the district must maintain. The State Chancellor sends out projected numbers and then the annual finalized FON numbers are sent to the districts. Historically, the original FON was simply a snapshot/starting point and some colleges have large FON numbers and some have low FON numbers. When growth dollars and workload reductions are factored in, the FON number moves up or down, respectively. B) The district has two options for calculation of FON: Option A and Option B. The council was asked to refer to handout, *Full-Time Faculty Obligation Compliance for Fall 2013*. Our State FON goal was 260.70; our District FTEF Total was 275.96 and so we are in compliance with the state required FON under Option A. Under Option B our FTEF percentage was 51.44% which does not meet as a district the Option B percentage requirement of 53.72%. The District has the option of choosing Option A or Option B. We do not have to meet both. GCCCD chose Option A and are in compliance with Option A.

Full-timers with release time are still full-time faculty members and reassigned time does not count against us in this calculation.

The group was in agreement that FON represented a minimum for compliance reasons and we would want to exceed FON, as conditions permit. The group reviewed all CA Community Colleges' numbers.

Sunny stated that a separate law called the Fifty Percent Law will be the education topic for a subsequent meeting this spring.

In summary, Tim reiterated that today's discussion was to educate the council about the FON calculation. Sue Gonda pointed out that it was important for us to know what the FON number is and as we get growth money our FON number will go up and the State will expect us to hire more full-time faculty. Sunny pointed out that during the financial crisis we were given two options to meet the FON and we may or may not be required to go back to just one option.

Tim closed the discussion by pointing out that 263.7 is the first projection of what next year's FON will be.

*Action: A question was posed, "Does overload get added to FON?" Tim Flood will research and report back to council.*

## **I. Faculty Staffing Committee Report and Recommendations**

## **Spillers**

Sunny referred to handout, *Grossmont College Faculty Staffing Process*.

Jim Spillers reviewed the process for faculty staffing. The committee composition was reviewed. Request forms went out in Oct. 2013 and were due back in Nov. 2013. Presentations were made in Dec. 2013 and then committee members individually scored the requests which were then compiled and discussed by the committee. The rankings were compiled into a spreadsheet and were ranked 1 through the total number of requests. This year there were 25 requests.

Jim indicated that the process is a "mixed methods process" and includes both quantitative and qualitative data in the rubric. Number 7 on rubric allows questions to be answered during the presentation process (qualitative). Much like the presentations in IRC, the presentation process allows the committees to ask clarifying questions. The suggestion was made to move the process forward so the recommendations can come to P&RC in November and recruitment can take place over the winter break. Jim agreed that it is a goal of the committee to move the process up.

The Faculty Staffing Committee is a recommending committee and as such the committee is recommending to P&RC the adoption of the compiled and scored list of requests. This list requires action by the council and the council has the authority to accept or modify the list. Action should be taken after all discussion has been heard.

Any and all comments regarding the overall rankings were encouraged by the co-chairs. Joel Castellaw stated that while he understood that the staffing process has to be done every year and also that the rubric was changed due to recommendations from the Council to the Faculty Staffing Committee last year, he stated that it was perplexing that a position could drop significantly in ranking between one year and the next. Council members recalled that a couple of the positions that were filled last year were then vacated within the same year which then ultimately negated the effects of the new hire making actual progress. No other comments were voiced.

Sunny reminded the group that there is also an Emergency Hire process that falls outside of the faculty staffing process. Vacant positions must meet the critical criteria.

## **II. Emergency Hires**

**All**

Katrina VanderWoude, VPAA, discussed a late resignation that came forward from the Nursing Department which presented the need for an emergency replacement of a Pediatric Nursing faculty position. This occurred subsequent to the onset of our current faculty staffing process. Katrina made reference to a handout; she then indicated that this position meets the requirements for Emergency Hires as it met both the legal mandates and accreditation requirements. All vacated positions are held to the same standard of meeting the Emergency Hire criteria and as such, if a particular position does not meet the required standards, the position then becomes a part of the overall faculty staffing requests and is ranked accordingly.

*Action: Jim Spillers made a motion for the council to accept the prioritized list and rankings of the faculty staffing requests entitled, "Grossmont College 2014-15, Faculty Staffing Committee Overall Rankings." Craig Milgrim seconded the motion. By consent the list was accepted. The Emergency Hire position in Nursing is also included in this action without objection.*

## **III. Facilities Update – Prop V Trailer**

**Flood**

A Prop V trailer is needed for our Prop V project and program managers and staff and so FGCC staff will be moved out of the facilities trailers to trailers closer to the tennis courts. Dual benefits include the Foundation being housed in one trailer and beginning to ramp up for our Proposition V projects.

## **IV. Budget Update**

**Flood**

Tim indicated that the 14/15 budget is going in a positive direction with a small COLA, (.86%) and 3% growth restoration. Tim referred to the overhead as he shared information from the office of Vice Chancellor Dan Troy regarding budget. Tim gave a general overview of where the budget is currently - \$200 million to support student success, \$175 million split between instructional equipment and scheduled maintenance. Prop 39 funds -\$39 million in that area. Tim indicated that more news will follow regarding budget.

Sunny and Tim indicated that while what we know now about next year's budget is fairly positive, there is concern around the State with being able to actually make 3% growth happen. There are clear signs from the State Chancellors office that they do not want colleges simply chasing FTES but rather generating opportunities for students that will be of value to their community and to the State of California which will ultimately have a positive impact on the economy. Our district is almost 3% over cap for 13/14. However, there are a number of uncertainties in our budget for next year, as an example, the Resource Allocation Fund will be run next year for the first time and we do not yet know what that looks like for Grossmont.

Districtwide, we also have the sheriff's transition as we look to fund a full year, additionally, we need funding for information systems support. Districtwide, we need to increase our technology both in the classroom and outside the classrooms, which equates to increased costs as it relates to the campus IS needs.

Based on the unknowns in our budget, Sunny and Tim recommended that we look to fund a total of 4 positions on the faculty staffing list. The counselor position is likely to be covered by SSSP dollars. Sunny indicated that we may be in a position when we get to the May Revise that we can release more positions for hire. But at this time it is best to just move forward with what we feel confident we can fund. The council agreed to explore using categorical funds to release a counselor position ranked by the faculty staffing committee. Tim also recommended that we not go any further than 4 deep and see how the RAF works and how the May Revise comes in and how the monies will be targeted.

Sunny mentioned that classified staffing recommendations will be coming to this council this spring as well for consideration and funding.

## **V. Student Services Needs**

**J. Baker**

Jeff presented two emergency hires in Student Services: Administrative Assistant IV for the office of the Vice President of Student Services. Nancy Asbury was transferred back to her position as Administrative Assistant to the Dean of LTRC at Cuyamaca and an Admissions and Records Assistant which became vacant due to a promotion. Howard Irvin shared that we are down four positions in A&R. Judd asked what criteria the positions met in order to be classified as critical hires – Jeff indicated that they would fall under “critical threshold of educational or support services,” and that these positions are budget neutral.

*Action: Sunny made a motion to take four faculty positions forward to the district along with the emergency nursing faculty hire and two emergency hires in Student Services. Chris Hill seconded the motion and the Council agreed.*

## **VI. Minor medical/injury protocol**

**Milgrim**

Craig indicated that on our most recent printout out for handling minor medical injuries indicates that we are to call CAPS. It was previously listed as 7800, which is the non-emergency sheriff, and it is now on the CAPS side. Craig wanted to be sure that there are trained people there at the CAPS number that can help in the morning from 7:00 a.m. and into the evening up until 10:00 p.m. through Thursday. Sunny and Tim will meet to go over that and report back to the Council.

Tim and Sunny indicated that CAPS are trained for basic first aid and can be called for minor medical injuries. Craig pointed out that our students have accident insurance for handling medical situations. Sunny suggested that we get that information in front of Chairs and Coordinators as well as Academic Senate. Tim suggested that his office work with Anne McCown to craft something that will get that word out. Craig mentioned that the emergency notifications/placards that are up in the rooms are incorrect because the numbers have changed.

Jennifer Bennett asked about coverage on field trips. Students are covered if they have filled out the Hold Harmless Forms. Jennifer indicated that students often check the “No” box because they think they are liable. Members indicated that the form will cover the students; the form covers the students at clinical sites as long as the form is filled out.

## **VII. Committee Updates**

- Classified Staffing - Key Message:

No message.

- IRC – Key Message

Just a reminder that all division activities that are to be submitted to the IRC were due to Chris Hill. If you have not turned in the list to Chris Hill, please get it to her ASAP.

If divisions have not turned in the list to Chris Hill, please get it to her ASAP. Tim indicated that in Feb. and March the IRC presentations will begin; presentations are going to be on Fridays. Division proposals go into TracDat as well; they are entered by the deans. Make sure all the blanks are filled in when you are asking for money because the proposals are ranked. Tim suggested to the deans that they put holds on Fridays for Feb and March for the IRC APs presentations which are held from 8:00 – 11:00. Sunny asked Howard to remind Jeff Baker to work with the Associate Dean of Student Affairs to get student representation on IRC.

- TTLC

No message.

#### **VIII. Other:**

Debbie Yadow asked if we are allowed to share the faculty staffing list information with others. Sunny said yes but with the caveat that it does still need to go to the district and to indicate we are funding for the first four on the list at this point. Although Jeff Baker had left the room Sunny reminded the Council that we need a student SSSP Plan for how we are going to spend that money and that we are making an assumption at this point that we are using some categorical funding for one of the faculty positions (general counselor).

*The meeting was adjourned at 5:02 p.m.*

*Next meeting – Pre-Planning Forum Data Session: February 27, 2014, Griffin Gate at 3:00-5:00*

**Vision: *Changing Lives Through Education***