



**Thursday, September 26, 2013**  
**Griffin Gate**  
**3:00 to 5:00 p.m.**

**MEETING SUMMARY**

Chair	Sunita Cooke	√	AFT Rep	Judd Curran for J. Mahler Michael Golden	√
Co-Chair Academic Senate President	Sue Gonda	√	Chairs & Coordinators Rep	Joel Castellaw	√
Int. Sr. Dean of Planning and Institutional Effectiveness	Chris Hill	√			
VPAS	Tim Flood	√	Divisional Reps (7)	Adelle Schmitt Jim Wilsterman Jane Nolan Craig Milgrim Pat Morrison Michael Barendse	√ √ √ √
VPSS	Jeff Baker	√	Supervisory Rep		
VPAA	Kristina VanderWoude	√			
Arts, Humanities, Lang/Comm	Steve Baker	√	Classified Senate Rep	Janet Carter Irene Bauza Rochelle Weiser	√ √
CTE/Workforce	Christina Tafoya	√	CSEA Rep	Will Pines	
Counseling and Enrollment Services	Howard Irvin, Int.		ASGC President or Designee	Victor Barajas	√
English, Social and Behavioral Sciences	Agustin Albarran, Int.				
MNSESW	Mike Reese	√	Guests:		
LTR	Nadra Farina-Hess, Denise Schulmeyer	√	MaryAnn Landry		√
Allied Health	Debbie Yaddow	√			
Assoc. Dean, Athletics	Jim Spillers	√			
			Recorder	Patty Sparks	√
Dir. of Facilities & Operations	Ken Emmons				

Start time: **3.00 p.m.**

Sunny welcomed Rochelle Weiser as the new Classified Senate Representative on the Council and reminded the Council that Janet Carter's term expired. The Council thanked Janet for her service and welcomed Rochelle.

Sue Gonda stated that today's Agenda is full and none of the items can be deferred. She reported each Agenda item is allotted a time for presentation and discussion. Please note of any follow-up questions not answered can be discussed after the meeting or if unresolved can be added to next month's agenda. She thanked the Council for their cooperation and understanding.

### **I. Facilities Report - Flood**

Tim reported that all Prop V related information can be found on the Facilities Webpage [http://www.grossmont.edu/adminservices/facilities/facilities\\_ops.asp](http://www.grossmont.edu/adminservices/facilities/facilities_ops.asp). He further reported that our share of the Prop V funds will not cover all our needs on campus and although we have done a lot of great things but there is much more to do. He highlighted the following:

#### **Project Priority List**

##### **New Construction:**

Building 200 – Task Force to begin soon

- Theater
- Remaining Classrooms and Labs submitted as part of IPP

The 300s – Science, Math and Career Tech Complex Replacement

The 500s – Liberal Arts/Business & Technology Complex Replacement (FPP Going)

If the State is unable to pass a construction bond, it will limit the dollars available for buildings and therefore what we are able to do.

#### **Scheduled Maintenance**

Tim stated that there are 16 projects submitted to the State Chancellor's office to draw from however 4 of which are taken off the list as those represent projects in the 200 and 500 Buildings. The Facilities Committee did not want to waste funds as there will be eventual replacements. He highlighted the following:

- 300 North Air Fans – replace HVAC piping, condensation lines and fan coils – they are six years past their useful life span
- Pool Boiler and Filtration System

Tim stated that if we wanted to get through the entire list of scheduled maintenance it would require approximately \$5.3 million. The State allocated \$215,000, district wide scheduled maintenance – this is funding we have received for the first time in five years.

#### **Roofing Condition Assessment**

Tim reminded the Council that at one point in time all of our roofs needed replacing. We have been putting \$500,000 aside every year for this and a significant amount of roofing has been completed.

Sunny commented that this Council plays an instrumental role in allocating funding to the College for on-going needs and commended their dedication to serving students and providing an exceptional learning environment.

## **Design Standards Task Forces**

Tim provided a handout as well as presented a PowerPoint presentation of the same, *Designs Standards Task Forces*. He explained that we are preparing to begin the design process for projects related to Prop V. These task forces will be charged reviewing the following:

- Space Standards – Classrooms and Offices
- Technology and Acoustics
- Plumbing and Mechanical
- Electrical and Lighting
- Interior Finishes and Signage
- Hardscape and Security
- Landscape and Civil Engineering
- Roofing and Moisture Control, Exterior Finishes

The Space Standards Task Force has already been established. They will be reviewing the following:

- Classroom Configuration
- Lighting
- Audio/Video Requirements
- Emergency Exits and Requirements
- Furniture Configurations
- Furniture Selection/Storage Needs

This group will also look at safety issues and any new requirements established at the State level. There was discussion that not a lot of faculty members are participating on the task force as most are teaching the times this Task Force meets. There was discussion to either ask for volunteers for the Task Force then plan accordingly or set the schedule and ask those who can attend at those times. Sue stated she will take this information and notes from the last Task Force meeting to Senate and ask for Feedback.

## **II. Assessment/Orientation/Advising – Baker**

Jeff stated that they are making significant changes in Student Services. He explained that the college will receive funds for Student Success and Support Programs (“SSSP”) which replaces Matriculation dollars. To better serve our large and diverse student population we need to update our technology to enhance services.

Jeff introduced two programs, Accuplacer and Cynosure. He explained that Accuplacer is an on-line assessment tool. The assessments students take will be supervised either here or at the student’s high school. Cynosure will provide the student with online orientation and advising – giving the student a one semester course recommendation.

Jeff utilized the computer and overhead screens to present the Cynosure program for the Council to review, but reminded them that it is still in the draft form until mid-October.

### **III. Update from Calendar Committee - Gonda**

Sue stated that two issues arose from the last Calendar Committee meeting as follows:

Recommendation to the District Wide Educational Coordinating Committee (DEC):

- Placing Spring Break every year at week 9

In addition, there was discussion to push back the summer session one week, having summer begin the Second week of June. This leaves for more time after finals and less time after summer session. Thus far, questions are still being asked and being discussed at length.

### **IV. Phase 2 Integration of Planning – Tim Flood, Jeff Baker**

Tim stated that our planning processes had one component that was not integrated into our planning processes which is Basic Skills funding. Basic Skills funds did fund some Activity Proposals that were not funded through the planning processes in place, but there was no reporting back on the outcomes of those proposals. This year, Basic Skills Activity Proposals will go through our planning processes to complete the process as whole. Jeff stated this integration will provide consistency throughout the college and keep the communication and funding transparent.

Sunny stated that the Basic Skills funding will likely become smaller and Student Success and Support Programs, “SSSP” funds, will become larger. We will have to have conversations as a college on how we will address a bigger umbrella of student success that is not just about basic skills students. There are other efforts for student success that we will need to integrate and shepherd. Performance funding is coming soon and we are going to have to step up in the student services realm with developing education plans, orientation and assessments for our students. As discussed Student Services is working diligently.

### **V. Earthquake Drill**

Tim stated that Bernadette Black sent an email campus wide regarding “The Great American Shake Out.” On Thursday, October 17, at exactly 10:17 a.m., an alarm (not the fire alarm but one similar) will sound for 15 seconds. The 15 seconds will represent the timeframe for the “earthquake.” Please note we are not asking classrooms to evacuate, but to stop, drop and cover. At the end of the drill classes can resume, but the recommendation is to have a quick discussion with students about the drill, exit routes, and emergency procedures. If you choose not to participate, please make your students aware of exits routes and emergency procedures. We are part of 9.1 million people who will participate in this event. Sunny requested that deans and chairs take this information to their departments.

Mike Reese reported that on October 10 at Noon, in Griffin Gate there will be a presentation regarding earthquakes, earthquake preparedness, and a panel of earthquake survivors. Tim Flood reported that the one page red emergency flyer posted in all classrooms will be replaced by an updated version. Further, he stated that the Facilities webpage has multiple pamphlets and information regarding emergency procedures.

Judd Curran informed the Council that research shows there is a 95% chance of a major earthquake (8 or more on the Richter Scale) related to the San Andres Fault. There is no way to predict when so it is best we are prepared.

## **VI. Critical and Emergency Hires**

Sunny reminded the Council of the following:

- Critical Hire – Vacant Position that it critical to the department and needs to be filled and planned for
- Emergency Hire – Immediate hire or the program is in jeopardy (unexpected)

Sunny utilized the overhead to project the *Grossmont- Cuyamaca Community College District Status of Approved Recruitments*, for the Council to review. She stated that this handout as well as Cuyamaca and the District's recruitments. This document shows where the positions are as far as status and when it was approved for recruitment.

Sunny provided a handout, *Grossmont-Cuyamaca Community College District, Critical Hire/Unexpected Vacancy, September 25, 2013*, for the Council to review. She explained that the Rationale portion of the handout provides information on what the position is, staffing plan, current status and the budget impact. She explained that our budget was not cut this year and reminded the Council of the six faculty positions that are moving forward with two more faculty positions. These positions went through our college process and will be taken by Sunny to DSP&BC. She explained that since this document has been finalized, we have had three emergency hires for our college. They are:

- CDC Coordinator (Resignation)
- PE Facilities Technician (Employee no longer with the college)
- Sculpture Technician (Employee no longer with the college)

Once these positions are on the approved list, we can hire a substitute until the position is filled. These positions are necessary for the departments to continue. Sunny reminded the Council that there are 130 vacant positions campus wide. We are moving forward with the following the 17 positions already approved, these three emergency hires and the 13 positions on the Critical Hire/Unexpected Vacancy list – a total of 31 hires. It is unlikely that we will be able to hire all vacant positions campus wide but we are doing a lot with the funds we do have. We need to move forward with what we can do with the resources we do have and not dwell on what we used to have.

Craig Milgrim stated that the process with regards to employees that move to another department either as an interim or hired is unclear. It was explained that the hiring process is confidential and we as an employer are not at liberty to share information about candidates. Craig would like to find a way to notify departments in a reasonable time frame to fill essential positions. We need to have more discussions about how we honor the process and keep departments aware of upcoming potential holes.

Tim reminded the council that a one-page staffing process "overview" was developed and presented at a recent Chairs and Coordinators meeting. He will provide that information again to this council via email.

*Action Taken: Tim will provide the one-page staffing process "overview" relating to hires on campus via email.*

## **VII. Education: Accreditation**

- Time Lines

Sunny reported that the Accreditation Team is made up of 12 members (peers that work at community colleges including a board member trustee). There are three faculty, department/division chair, a dean, a trustee, a vice president and two presidents among the group. They are arriving in town Sunday night and staying at the same hotel/venue as they did in 2007. They will be on our campus for a meet and greet and tour on Tuesday morning, October 15. They will begin their on campus work Tuesday afternoon verifying our self-study through interviews and visiting classes. It is likely that they will want to meet with this Council as it pertains to planning, planning processes and allocation of funds. They will meet with folks again on Wednesday. There will be an exit interview on Thursday. Chris Hill is the liaison for the team.

- Preparation Interview

To better prepare this Council on the upcoming accreditation visit and a possible request for a meeting, Chris Hill and Tim Flood initiated a preparation interview with the Council. All the questions come from our own self-study responses in the three Standards listed below, they are:

Standard 1 - Mission and Institutional Effectiveness

Standard IIID - Financial Resources

Standard IVA - Leadership and Governance

After the exercise, the Council was reminded that not everyone on the Council will know the answer to each question, but collectively as a group they will. It was requested that the three Standards be reviewed by each member to better prepare themselves. Chris and Sunny both stated that the exercise went well and praised the Council on their preparedness.

Meeting Adjourned: 5:00 p.m.