



THURSDAY, APRIL 23, 2015
3:00-5:00 PM, GRIFFIN GATE
MEETING SUMMARY

INTERIM PRESIDENT	Tim Flood (Chair)	√	DIVISIONAL REPS (7)	Adelle Schmitt	√
VICE PRESIDENT ACADEMIC AFFAIRS	Katrina VanderWoude			Jennifer Bennett	√
VICE PRESIDENT STUDENT SERVICES	Chris Hill (Interim)	√		Jane Nolan	
INTERIM VICE PRESIDENT ADMINISTRATIVE SERVICES	Linda Jensen	√		Michael Barendse	√
SR. DEAN OF COLLEGE PLANNING & INSTITUTIONAL EFFECTIVENESS	Beth Smith (Interim)	√		Craig Milgrim	√
INTERIM DEAN OF CAREER & TECH ED/WORKFORCE DEVELOPMENT	Jim Custeau (Interim)	√		Patty Morrison	√
DEAN, COUNSELING & ENROLLMENT SERVICES	Martha Clavelle			Liz Barrow	√
DEAN OF ARTS, LANGUAGES AND COMMUNICATION	Steve Baker	√	BASIC SKILLS REPRESENTATIVE	Corey Manchester	
DEAN, ENGLISH, SOCIAL/BEHAVIORAL SCIENCES	Agustin Albarran	√	SUPERVISORY REPRESENTATIVES (2)	Genie Montoya	
DEAN, MATH, NATURAL SCIENCES & EXERCISE SCIENCE/WELLNESS	Mike Reese	√		Kurt Brauer	√
DEAN, LEARNING & TECHNOLOGY RESOURCES	Taylor Ruhl (Interim)	√	CLASSIFIED SENATE DESIGNEE	Rochelle Weiser	√
DEAN OF ALLIED HEALTH & NURSING	Debbie Yaddow		CLASSIFIED SENATE REPRESENTATIVE	Linda Daley	
DEAN, ADMISSIONS, RECORDS & ENROLLMENT SERVICES	Aaron Starck	√	CSEA REP	Will Pines	
ASSOCIATE DEAN, ATHLETICS	Jim Spillers	√	ASGC PRESIDENT OR DESIGNEE	Elijah Descoteaux	√
ACCREDITATION LIASON OFFICER	Chris Hill	√	GUESTS:		
DIRECTOR FACILITIES & OPERATIONS	Ken Emmons	√			
PRESIDENT, ACADEMIC SENATE	Sue Gonda (Co-Chair)	√			
AFT REPRESENTATIVES	Jim Mahler				
	Victoria Curran for Judd Curran	√			
CHAIRS & COORDINATORS REP	Evan Wirig	√	RECORDER:	Patty Sparks	√



The Meeting commenced at 3:00 PM.

Sue Gonda welcomed members and recognized Aaron Stark as a permanent member and Dean of Admissions, Records & Enrollment Services. The Council congratulated Mr. Stark.

I. ENROLLMENT UPDATE

- Balancing Fall, Spring Schedules:

Tim reported that the spring and fall semesters were out of balance and reminded the Council that two years ago we had to garner FTES that we were told to initially cut. We had to adjust our goals for summer and fall semesters by adding FTES. The 2015/16 FTEF Goals are as follows:

- Summer – 15 FTES per FTEF minimum ratios, FTEF 56, FTES 840
- Fall – 16.1 FTES per FTEF minimum ratios, FTEF 424 FTES 6826
- Spring – 15.8 FTES per FTEF minimum ratios, FTEF 391 FTES 6100

Totals FTES per FTEF 15.8, FTEF 871, and FTES 13766.

The 2014/15 FTES per FTEF goal was 16, we anticipate coming in at 15.4. The goal of 13,766 FTES includes summer pull back and non-resident students.

- Efficiency:

Tim explained that currently we are 168 FTES under goal. As a college we are running more sections and serving fewer students. Currently Cuyamaca College is experiencing better efficiency rates than we are. Things we can look at for better efficiency.

- Need to increase our capture rates
(Currently we only receive 30% of high school grads from our feeder schools)
- Determine what classes students need
- Determine a way for our college to stand out among the many community colleges and four year institutions within our region
- Continue to work closely with East County Education Alliance

The Council discussed the decreased number of high school graduates and the fiscal impact of not achieving growth dollars. Katrina explained that an alliance between Grossmont Union High School District and Grossmont-Cuyamaca Community College District, was formed, East County Education Alliance (ECEA) to increase collaboration between the two districts so that students are better informed about their college careers and options after high school.



Katrina further stated that we have faculty, staff, and administrators district wide involved with ECEA and have members on six councils, some councils mentioned are:

- Curriculum alignment (with teams for math, English, ESL, counseling, science, career/technical education)
- Student engagement and readiness
- Parent, community and workforce engagement

There will be a presentation by ECEA representatives to the Governing Board on May 19, 3:30 p.m.

II. BUDGET

Burn Rates:

Tim provided a handout, *Grossmont College Budget Update*, for the Council to review. He stated that the \$2M that came to us from the deficit adjustment is not included in the numbers provided. Further, any IRC activity proposals should already have the monies expended or items encumbered. Academic salaries increased by 6% due to new faculty hires. We need to spend down supply budgets and use this year's budget to purchase supplies for summer, if needed. We have seen an increase in utility costs however Tim has talked to the City of El Cajon requesting they look at our sewer fees (they were overcharging). They will review and recalculate our usage and we could receive a credit back.

Tim is asking the deans to call/email their departments regarding their requests for instructional materials. The Council discussed concerns regarding the Purchasing Department's ability to move purchases in a timely manner. Tim stated that if anyone is having issues to please contact him directly.

Tim stated that we received an overall budget increase of \$2M. \$1.7M will be allocated as one-time funds and \$232,836 is allocated as on-going. Further the college continues to urge the district to allocate 1% of the 2% set aside as on-going funds however, nothing has been decided. He stated that we need approximately \$2M of ending balance to begin next year's fiscal year. This year we will have approximately \$4M in ending balance. The Council discussed the allocation of the \$2M and deemed it best to place in a Fund 41 account. These funds will be used for facilities improvements that will include minor and/or large projects. The Council discussed funding energy reduction and water strategies which will generate more revenue in the long run.

III. STAFFING

Tim provided a handout, *2014-15 Overall Composite Score and Rankings* (Faculty staffing prioritized list), for the Council to review. He explained we have six faculty that have filed for retirement and another three that have not filed their retirement paperwork. That will leave us with nine positions



to fill. Tim is asking the Council to review the prioritized list and stated that we can move down the list as follows:

- Anthropology
- Math
- AOJ
- English
- ESW Football
- Astronomy
- Biology
- Music
- Theatre Arts Department

The Council discussed the need for deans to bring forward any strategic hires for departments/programs critically affected by retirements. Agustin Albarran stated that Danny Martinez is retiring and his position is critical to the Cross-Cultural Studies Program. The position is being recruited now and there are good candidates. There is a great need to fill the Coordinators position as well for this program.

The Council discussed utilizing better measures for non-instruction faculty positions, such as counseling and librarians. Chris Hill stated that the State came out with counseling “score cards” and other measures for librarians and reminded the Council that tweaks and changes are made to our faculty staffing processes every year. Many of the concerns discussed last year were addressed in this year’s process. We are reminded that our staffing plans must connect to the overall strategic plans both college and district wide.

Action taken: Council agreed to move forward with moving down the faculty staffing prioritized list to Theatre Arts. Deans will bring to their VPs in two weeks any strategic hires to be discussed at President’s Cabinet.

III. PLANNING & RESOURCES COUNCIL – CHARGE AND COMPOSITION

Tim provided copies of the Planning and Resources Council’s charge and composition for the Council to review. Judd Curran stated that the charge should include that this Council does in fact make decisions and/or recommendations to the President. The Council discussed the wording however, the Council does make recommendations as the ultimate decision regarding funding allocation is the Governing Board.

It was further suggested that the co-chair of the Council be the Vice President of Administrative Services and not the President. Both Chris Hill and Sue Gonda will research the language as to the decision aspect and collegial consultation.



V. COMMITTEE UPDATES

See Agenda.

VI. OTHER

A Strategic Hire was provided for the Council to review. Aaron Stark stated that they are down an Admissions & Records Assistant due to an employee moving into another position. This position is responsible with getting transcripts out. We have moved to an on-line system however all hard copies are manually prepared and sent. We have a critical need to fill here as the person doing this now is completely overwhelmed and cannot keep up with the demands necessary to support students.

Action Taken: Council agreed to move this position forward.

Meeting Adjourned: 5:00 p.m.

NEXT P&RC MEETING DATE: May 28, 2015, 3 – 5 p.m., Griffin Gate

VISION: CHANGING LIVES THROUGH EDUCATION