



THURSDAY, FEBRUARY 26, 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, Interim	√	CSEA REP	Will Pines	√
ASSOCIATE DEAN, ATHLETICS	Jim Spillers	√	ASGC PRESIDENT OR DESIGNEE	TBD	
ACCREDITATION LIASON OFFICER	Chris Hill	√	GUESTS:	Tate Hurvitz	√
DIRECTOR FACILITIES & OPERATIONS	Ken Emmons			Michael Golden	√
PRESIDENT, ACADEMIC SENATE	Sue Gonda (Co-Chair)	√			
AFT REPRESENTATIVES	Jim Mahler				
	Victoria Curran for Judd Curran		Guest	Sara Glasgow	√
CHAIRS & COORDINATORS REP	Evan Wirig	√	RECORDER:	Patty Sparks	√



The Meeting commenced at 3:00 PM.

The Council introduced themselves and their representation on the Council for new attendees. MaryAnn Landry attended on behalf of Agustin Albarran.

I. BUDGET

Tim announced that the Payroll forecast is delayed and should be distributed within the next week or so. Once received, area and/or budget managers will have two weeks to complete and return to their vice president. Budget sheets will be distributed at the same time. Tim asked that budget managers make their edits and/or changes, sign, and return them to their VP. If there are no edits and/or changes, please sign the budget sheets before returning. Area/Budget managers will have approximately a month to return budget sheets to their VPs.

II. ENROLLMENT UPDATE

Tim explained that we need to garner approximately 150 FTES to meet our FTES goal, and to make that up in funding it would be around \$185,000. He provided a handout, *Grossmont-Cuyamaca Community College District FTES Comparison*, for the Council to review. He explained that we need to average 3.5 FTES per section to financially break even in our income-costs ratio; currently we are acquiring only 3.401 FTES per section. If we were to hit last year's ratio of 3.627, we would be 290 FTES over our annual goal (rather than below cap). We need to look at the sections we are offering and whether they fill the classroom. The efficiency target in classrooms is set at a minimum of 20 students for a class to "make." We have made one-time exceptions to lower it to 15 in prior semesters but our classroom minimum remains set at 20.

Katrina reported that we cannot keep rolling the same schedule semester to semester, year to year. We need to get on the front of it, make better, wiser decisions regarding class schedules. We need to look at the viability of programs as incoming students change.

Katrina explained we are looking to better manage the data available. The Enrollment Strategies Committee is working with Brian Nath and Chris Tarman on how to mirror the EDDI Program used at Mira Costa. We are looking at room utilization and efficiencies. There will be lots of planning up front i.e., looking at other colleges' models and analyzing data. We need data points and room utilization software to better serve this purpose. The Council questioned whether or not we could purchase the software needed with one-time funds.

KPI TARGET AND STUDENT SUCCESS MESSAGING

Beth provided a handout, *2014 Grossmont College Key Performance Indicator Standards/Targets*, for the Council to review. The handout provides six years of student success and Scorecard data. She stated that targets are set for two or three years and is based on trends. She highlighted and discussed



“Percentage of Success in ALL Courses” and stated our average the last couple of years had been approximately 68% and our goal is 75%. Our current percentage for this year is 69.5%. We can increase our success rate by 2% if we are able to help one additional student succeed in each course offered. This is not a way of giving one student per course a free pass but to develop avenues for students to succeed in the class.

We have some resources to help with this and are currently developing a poster campaign focusing on specific KPIs. As we find some success, we will move to the next campaign and KPI. We are doing an outstanding job now but we need to identify best practices and utilize them.

This handout was asked to be shared with Chairs and Coordinators. Katrina stated a brief orientation can be prepared and shared but would also like this information shared during flex-week.

III. BAT UPDATE

The Budget Allocation Task Force is tasked on how to best allocate funds between the sites. Following State models, the allocations came out just about where they are now. The task force tentatively came to an agreement which allowed Cuyamaca College to grow a little faster and allocated in such a way that both colleges could benefit however, we are going to have to step back and look again at how growth is divided.

IV. STRATEGIC HIRE REQUEST

CPIE Administrative Assistant

Beth explained that the CPIE Office has no administrative assistance and responsibilities and work continues to grow. Although it is not next on the list for hire, it is a position that can be funded by categorical funding.

General Maintenance Worker Sr. (HVACR)

Tim reported that we are down to one maintenance position as we lost Ron Adams to another position at the District. Ron was an HVACR and we need this position to be able to maintain equipment and keep our HVAC maintained in our buildings.

Bookseller

Tim reported that this position was recently filled, however the employee resigned after three days. The position is funded through Barnes and Noble and is needed in the Bookstore.

Health Professions Specialist

Allied Health programs are now compacted and the bottom line is we have to have this position to maintain our accreditation requirements. This person will oversee two programs and it will be a .6 FTE from the original 1 FTE. This will have a small impact on general fund.



The Council discussed these positions and agreed to move them forward.

V. CHANCELLOR'S FORUM

Tim explained that to help assist Cuyamaca College bridge their deficit one-time funds were identified, and they are:

- One-time fund recalculation from 2012/13 and 2013/14 FTES
- Release of 1% from the 2% set aside
- Reimbursement of State Mandated Costs

Grossmont will receive approximately \$1,520,000. Once we know if the release of the 1% set aside will be on-going, this Council can discuss how to best allocate those funds.

Tim is encouraging everyone to attend the upcoming forum for Grossmont.

Meeting Adjourned: 5:05 p.m.

NEXT P&RC MEETING DATE: March 19, 2015, 3 – 5 p.m., Griffin Gate

VISION: CHANGING LIVES THROUGH EDUCATION