



THURSDAY, MARCH 19 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:	Chris Tarman	√
DIRECTOR FACILITIES & OPERATIONS	Ken Emmons	√		Mario Chacon	√
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 guests, Mario Chacon and Chris Tarman.

I. BUDGET

- Chancellor's Forum:

Tim reported that the Chancellor's Forum provided insight on how both colleges are doing. He explained that Cuyamaca is not in the "hole" however if they continue with their current spending by year end they would be approximately \$750,000 in the red. Cuyamaca has agreed to put a number of hires on hold as well as reduce expenditures to help offset the deficit. In addition, funding was identified through reimbursements from the state for mandated costs, as well as the reduction of 1% from the 2% set aside established to assist with mid-year cuts, if any. There is no decision yet to determine if the 1% reduction will be on-going or one-time allocation in the future. Further, Sahar Abushaban, Interim Vice President Administrative Services, at Cuyamaca is working diligently to help solve Cuyamaca's budget concerns. She is collaborating closely with colleagues at Grossmont reviewing our mechanisms and procedures that could benefit/enhance their processes.

The question was raised whether Grossmont could utilize one-time funds for a "bonus" for employees. Tim responded that would be a discussion for the bargaining groups.

Grossmont too will be looking at efficiencies with enrollment, schedules and fill rates, WSCH to FTES and an internal look at staffing plans. Tim further reported there will be a full, in-depth budget presentation for the Governing Board in April.

As a note, we are re-negotiating the Sheriff's Contract and there may be some savings.

- Worksheet and Due Dates:

Once we know what our tentative budget will be, we will come back to this Council for discussion. Budget sheets and payroll forecasts went out for review. Payroll forecasts are due Friday March 20. For now, we are using this year's budget numbers for our budget sheets next year.

Action taken: Payroll forecasts due on March 20 and Budget Sheets are due March 31.

II. ENROLLMENT UPDATE

Sue Gonda reported that we are down approximately 168 FTES. We will have a more accurate count once we figure the second 8 week sections additions. An additional update is located on this month's Agenda, page 2.



III. STRATEGIC PLANNING

Tim Flood stated that Pam Deegan is reviewing our numbers and doing an in-depth analysis in enrollment trends. She is also working with deans and department chairs looking at how we can better schedule our classes. Brian Nath and Chris Tarman are looking into a data warehouse program similar to EDDI (used by Mira Costa) to run reports. They will provide this Council with an update in April.

The Council discussed waitlists as to what students are gravitating towards. Discussions regarding restricting students to one waitlist per course to better document trends, how to incorporate second or late start courses and the best way to contact students for late start classes.

The overall goal is to work with chairs and coordinators to develop best practices for efficiencies and get back to an 80% fill rate. We will always have protected status courses and/or capstone classes, but we can develop clear and concise processes which ultimately better serves students.

Chris Tarman was introduced to speak to Strategic Planning. He stated that in the past our strategic planning was complicated and lengthy. We tend to focus on too much and have no real remedies in place. He observed that if we focus on one to two identified challenges we could accomplish more.

Chris shared a PowerPoint presentation he prepared for DSP&BC and stated that although the presentation was for the district, the same principles apply. He is suggesting that we focus on one thing – one big problem, look at data, and then determine best practices to cure the problem. This means that the college will be solving issues one at a time and although it may be uncomfortable, it is effective. Chris referred the Council to the PowerPoint and discussed the following:

Strategy

Strategy is a coherent, cohesive response to a challenge or problem. Good strategy is simple, clear, and concise and bad strategy ignores the power of choice and focus and instead, accommodates a multitude of conflicting demands and interests – in other words it fails to face the problem.

Good strategy can be broke down in three steps:

1. Diagnosis of the problem (What's happening?)
2. Guiding policy (method of dealing with the diagnosis)
3. Coherent, feasible actions

Once problems are identified and diagnosed, goals can reasonably be determined, keeping in mind the feasibility of the goal. What one, single feasible goal, when accomplished, would make the



biggest difference. Simply put, identify the problem, set policy, have a coherent action, and reassess again in two or three years.

There is a Pre-data Forum that will go over KPIs, Scorecard, and other pertinent data including trends, etc., on April 10, 10 – 12 p.m., Rm. 575, with the actual Data Forum on April 17, 8 a.m. – 3 p.m., Griffin Gate. This Council is strongly urged to attend as the data provided will drive future planning.

IV. CCSSE CCFSS – UPCOMING DATES

Beth explained that we will again join Community College Survey of Student Engagement (CCSSE) in a survey. The last time we did this was in 2012 where 59 sections were targeted and 1000 students participated. This time there will be 65 sections and approximately 1900 students. It is extremely important that we participate as data will be collected statewide.

Beth provided the five CCSSE benchmarks for the 2012 survey, they are:

1. Active and collaborative Learning
2. Student Effort
3. Academic Challenge
4. Student-faculty interaction
5. Support for learners

Beth explained we excelled in two areas, active and collaborative learning and academic challenge however we did not do so well in student effort, student-faculty interaction and support for learners. She provided data as to why we were lower in some areas and what we did to address these issues, they are:

- Created a Student Services referral sheet which was passed out during “Week of Welcome”
- Implemented the “Water Project” which is designed to engage students with their class work, with one another and with their professors
- Implemented the First Year Freshman Academy
- Embarked on plans for the Student Pathways project
- Used the CCSSE for our ISLO assessment for graduates

Beth further explained that the classes selected will be based on CCSSE selection of methodology, it will be an in class paper pencil survey beginning April 6 and the faculty survey to be conducted online at the same time.



Next steps:

We will receive the data from the survey in the summer then: We will compare results from the 2012 and 2015 surveys; review the results to see where we have improved; and develop or expand initiatives as needed.

There was some discussion as to the disruption from classroom time for students and faculty to take this survey. The benefit is to be able to compare our own results as well as hold ourselves up against other colleges nationwide. Student input is valuable and this is the best approach to learn from. We can see how other colleges are doing as review their processes in what they are doing “right.”

V. INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE (IEPI)

Goals/Benchmarks

We are required as an institution to have set goals and benchmarks as a condition to receive SSSP funds. The areas for goals are:

- Student performance
- Accreditation
- Fiscal health
- Programmatic compliance with State and Federal guideline

As a college we will need to develop, adopt, and post a goals framework that addresses the above, by June 30 and before each fiscal year thereafter.

The goal for year-one is to rely on metrics already collected and reported by colleges and districts. We will then develop, adopt and post by June 30th locally developed and adopted goals using the approved metrics every year after. Beth provided a handout that displays the IEPI Committee’s framework of indicators.

VI. FACULTY RETIREMENTS/REPLACEMENTS

Tim reported there are four faculty retirements pending and asked the Council to review the Faculty Staffing list and to move forward with hires as prioritized. The Council questioned discussed the Strategic Hire process and if the retirements hinder departments, it may be premature to go through the hiring process without discussing impacts with those departments affected.

Deans are tasked with discussing impacts with the departments and reporting back to this Council. This item is tabled for the next Council meeting.

Counselor – CalWorks

Mario Chacon stated that Grossmont has a counselor that provides 25% of their time to CalWorks students and that Counselor is retiring. He is asking to replace this position with a full-time



counselor and stated the position would be funded categorically, not general fund. He stressed that much of the program has eroded with lack of services to some of our most needy students. The Council discussed the need and agreed to move this position forward.

Action Taken: Retirement discussion table for the next P&RC meeting in April. The CalWorks Counselor position recommended moving forward for hire.

VII. CLASSIFIED STAFFING REPLACEMENT PROCESS

Tim provided a handout, *Classified Staffing Request Form*, for the Council to review. Tim is requesting a recommendation to utilize this form for both new and replacement hires. The Council reviewed the form and agreed to move this form forward as discussed.

Action Taken: The Council agreed to utilize the new Classified Staffing Request Form for both new and replacement hires.

Meeting Adjourned: 5:05 p.m.

NEXT P&RC MEETING DATE: April 23, 2015, 3 – 5 p.m., Griffin Gate

VISION: CHANGING LIVES THROUGH EDUCATION