



THURSDAY, AUGUST 28, 2014

3:00-5:00 PM, GRIFFIN GATE

MEETING SUMMARY

PRESIDENT	Sunita Cooke (Chair)	√	DIVISIONAL REPS (7)	Adelle Schmitt	√
VICE PRESIDENT ACADEMIC AFFAIRS	Katrina VanderWoude			Jennifer Bennett	√
VICE PRESIDENT STUDENT SERVICES	Peter White, Interim	√		Jane Nolan	√
VICE PRESIDENT ADMINISTRATIVE SERVICES	Tim Flood	√		Michael Barendse	√
SR. DEAN OF COLLEGE PLANNING & INSTITUTIONAL EFFECTIVENESS	Chris Hill	√		Craig Milgrim	√
DEAN OF CAREER & TECH ED/WORKFORCE DEVELOPMENT	Christina Tafoya	√		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	Janet Castanos (Interim)		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:		
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.

Each member introduced themselves and announced their representation on the Council.

I. IRC PRIORITIES (ACTION REQUIRED):

Tim disseminated a spreadsheet providing the IRC's recommendation for funding activity proposals sorted by division, department, funding source and estimated costs. Activity proposals funded with Basic Skills dollars totals \$232,434. The Instructional Equipment requests come to \$263,082, and all other Activity Proposals to be funded by one time monies or other is \$299,333. Combining a variety of funding sources to these college priorities allowed us to fund them all in 2014/15. All dollars will need to be spent by May 30, 2015. If the activity cannot be fully expended by May 30, please contact Tim

Not all of the 2014/15 Instructional Equipment funds were allocated allowing us to consider some emergency needs for instructional equipment. The deans will contact their departments via email to provide them with the process, the definition of an emergency instructional equipment request and how it will be funded. All requests will go through the divisions, then to the deans, then vice presidents and then back to Planning and Resources Council for funding.

Action Taken: The Council agreed to fund the IRC prioritized list (handout provided).

II. SSSP PLAN:

Chris Hill provided a handout, *Student Success and Support Program Funding*, for the Council to review. The State will fund a little over \$2 million dollars however there is a two-to-one (2:1) match that translates to Grossmont College spending a little over \$4 million in student success and support services, i.e., assessment, counseling, advising and other education planning services needed to assist at-risk students in making informed decisions about their education goals. The formula to allocate funds is:

- The number of students to receive services at each college;
- The number of students who received orientation; assessment; counseling, advising, and other educational planning services; and follow-up for at-risk students

The formula for allocation is detailed but if this Council has suggestions and/or data regarding programs or services that would qualify as matching funds, please contact Chris Hill directly. SSSP funds can be used to hire tutors and staff but we must be mindful that the State could change its direction with funding.



- Strategic Staffing Requests:
Student Services is proposing that this Council move forward with utilizing SSSP funds to hire an A&R Evaluations Advisor. This position will assist in easing the back log of transcript requests and analysis and would free up general fund money.

Peter White provided a handout, Strategic Hire Request, for an Admissions and Records Specialist, International Students, for the Council to review. He is proposing to hire this position with the funding saved hiring an A&R Evaluations Advisor using SSSP funds. This proposal does not change the general fund budget.

Peter confirmed that we have the largest international student population in our region. We have an international student specialist who has served as an interim for the last two years. Further, adding these positions will ease the blockage surrounding transcript requests and evaluations. The Council agreed to move these three positions forward.

Action Taken: The Council agreed to move forward with the following positions: Admissions and Records Assist, Sr. and Admissions and Records Advisor (using SSSP Funds); and Admission & Records Specialist- International Students.

III. ACCREDITATION FOLLOW-UP REPORT

Chris Hill reported that we came away from the Accreditation visit with six recommendations. Six teams were assigned to address the recommendations and they have worked diligently preparing draft response which is now being reviewed through our shared governance process. The draft response is available for review and feedback on the intranet, <http://www.grossmont.edu/intranet/selfEvalReport13/Accreditation%20Follow%20Up%20ReportFall%2020141ST%20DRAFT2.pdf>. We will continue to review and solicit input on the draft through our classified and faculty senates and the Governing Board.

We will have a mini visit on October 27, and it appears that as long as we have a deficiency ACCJC will continue to check on us.

IV. BUDGET

- Adoption Budget

Tim disseminated a handout, *Goal FTES Calculation and 2014-2115 Income Allocation Formula*, for the Council to review. Some highlights:

- State increased growth target
- Decrease in Non Resident Students – two years ago we were at \$3.5 million, last year we were at \$2.8 million and this year we are at \$2.3 million
- District allocated 2.28% of the 4% deficit factor, new deficit factor 1.72%



- \$600,000 in Benefit Savings
- \$400,000 of savings from SSSP

- Distribution of Additional Funds – Discussed Above
- One-Time funds – Discussed Above
- Categorical Funds – Discussed Above

V. STAFFING BENCHMARKING STUDY RESULTS

Sunny reported that the district hired consultants Dr. Walter Packard and Dr. Jean Malone from College Brain Trust (CBT) to prepare a report that compares staffing levels with other districts/colleges of similar size.

Sunny stated the study will compare staffing levels with other colleges our size and will serve as information in developing a long-term staffing plan. Some departments cannot be compared as other colleges may not function as we do. She explained the study will be done in phases.

- Phase One – Benchmarking (but we must be mindful that not all departments are organized or function the same from institution to institution)
- Phase Two – Bring together a sub-group of this Council, utilize the data from the study, and develop a long-term staffing plan.

The comparable institutions for the staffing study are as follows:

District Services:

- West Valley Mission
- Chabot-Las Positas
- Yosemite

Grossmont College

- Bakersfield (Kern CCD)
- Moorpark (Ventura CCD)
- Cypress (North Orange CCD)

Cuyamaca

- Oxnard (Ventura CCD)
- Folsom Lake (Los Rios CCD)
- Contra Costa College (Contra Costa CCD)

Sunny reviewed portions of the report utilizing the overhead projector. In summary, when reviewing the individual college histories, the five-year FTE staffing record for Grossmont College reflects a 22% decrease in staffing levels, most particularly in the category of classified administrator of nearly 67%. Of the large college comparison institutions, Bakersfield College shows less of a



decrease (nearly 13%) in FTE staffing levels over the past five years with its most significant drop in the classified professional category (over 17%).

Moorpark College had a decrease in FTE staffing levels over the past five years of 21%; its most significant drop is in the category of educational administrator was just over 33%. While there is a 100% increase in the category of classified administrator, that only represents one position. Of the four colleges, Cypress College realized the lowest overall drop in staffing levels and actually increased its classified administrator category by 15% over the five-year period. Sunny further reported that Grossmont College has a low student to counselor ratio in comparison. The report indicates continued need for compliance with FON and 50% law.

The sub-committee for the development of the 6-year staffing plan should have representatives from across the college. Those who agreed to volunteer from this Council:

- Chris Hill
- Evan Wirig – Chair of Chairs
- James Spillers – Faculty Staffing Chair
- Mike Reese
- Steve Baker, Barbara Rogerio – Classified Staffing Co-Chairs
- Sunny Cooke
- Others will be solicited through appropriate governance channels

The timeline is to have a rough draft staffing plan by fall (January) and a final report by October 2015.

Meeting Adjourned: 5 p.m.

NEXT P&RC MEETING DATE: Thursday, September 25, 2014

3:00 PM – 5:00 PM

Griffin Gate

VISION: CHANGING LIVES THROUGH EDUCATION