



THURSDAY, SEPTEMBER 25, 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	Chris Hill (Interim)	√		Jane Nolan	
VICE PRESIDENT ADMINISTRATIVE SERVICES	Tim Flood	√		Michael Barendse	
SR. DEAN OF COLLEGE PLANNING & INSTITUTIONAL EFFECTIVENESS	Beth Smith (Interim)	√		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.

I. ENROLLMENT MANAGEMENT WORKSHOP:

Katrina summarized the two-day Strategic Enrollment Management Workshops held Monday, October 15, and Tuesday, October 16. Guests for this event were:

- Lynn Neault, Vice Chancellor Student Services, San Diego City College
- Donna Boatwright, Vice Chancellor, Education Services, State Chancellor's Office
- Pam Deegan, Consultant, College Brain Trust (CBT)

Katrina disseminated a handout that outlines both Cuyamaca and Grossmont Colleges' summary and suggested actions. Further she indicated that there were approximately 79 participants on Monday and 60 on Tuesday. She reviewed Grossmont College's summary/suggested actions, they are:

- Educate all college staff. Need to understand impact from a college and district perspective, rather than solely from departmental perspective – united we stand, divided we fall. Key Venues: Council of Chairs and Coordinators: Division Meetings; Planning & Resources Council. VPAA, CCC Chair, Academic Senate President to work in partnership to provide infrastructure. Pam Deegan will visit CCC, Planning & Resources, and Enrollment Strategies.
- Determine which data points are most useful – stats, resources, facilities impact, definition of bottlenecks, etc. What do we have and what might we emulate?
- Analyze data – determine where we are and where we want to be
- Develop criteria for an effective enrollment management process (framework)
- Create charts for pathways – program mapping will benefit students and help to drive the scheduling process
- Strategize to reduce bottlenecks and seize formerly unseen opportunities
- Rearrange from within – evaluate how course offerings are scheduled and structured and how that structure benefits or challenges our students. Examine peak offering times and expansion of “prime” time; explore other venues and modes, including online and off site
- Maintain close contact with Cuyamaca and District Services by consulting throughout.

Sue Gonda reported there were some “Aha!” moments for faculty related to efficiencies in room scheduling. Understanding balance and efficiency, necessary resources, and ensuring that each department contributes with consideration of other departments campus wide is important. WE need a balanced strategy and although we may aim to hit a efficiency goal, we must remain mindful that serving students is our main priority.



II. FUNCTIONAL MAPPING DOCUMENT FOR ACCREDITATION:

Chris Hill stated that one of our 2013 ACCJC recommendations was to clearly delineate and more broadly communicate responsibilities of the District and colleges. We do have a Functional Mapping Document but needed to come up with a supplemental document to more clearly depict this. She used the overhead projector and displayed the draft supplemental document for the Council to review. The goal is to see, understand, reflect and communicate the functions of the college and district clearly. She stated the document will reside on the Grossmont College's Planning webpage as well as, Planning & Resources webpage, Accreditation webpage, and the Org Structure webpage.

Chris further stated that we want to make this document functional by using bulleted statements/points for easier reading and include contact information.

III. BUDGET

Tim reported that supply budgets campus wide will be increased by 10% to restore supply accounts due to budget cuts and to accommodate growth. This increase applies to the 4310 object code only. The President's and Vice Presidents budgets will not receive an increase. We allocated approximately \$112,000 and he reminded the council that those funds once transferred can be utilized as the budget manager deems appropriate. Tim further stressed that we must spend our supply budgets and if you need assistance please contact him directly.

Tim reported that Patty will be sending an email regarding the Instructional Equipment allocations. The State Chancellor's office requires the funding be expended this year. Additionally the state is asking that our needs for the next five years be documented. This means we will need to accurately detail our instructional equipment needs annually for the next five years by TOPS Codes. We have limited data bases and the inventory items may take time, but the deans have been compiling needs assessment lists from their departments.

It was discussed that we have little time to expend the funds and purchasing processes can be lengthy. Tim will confirm with the State Chancellor's office if the funds can be encumbered and still count as expended. Tim further reminded the Council that the instructional equipment must have a value of \$200 or more per item.

IV. SSSP PLAN UPDATE

Chris provided a handout, *Student Success and Support Program (SSSP) Plan Summary*, for the Council to review. She explained that at last month's meeting she provided a handout that explained what SSSP was and how it affects our college. The handout relates that SSSP funding will implement core services to assist a student in making an informed decision about his or her educational goal and develop an educational plan.



The formula to allocated funds for the program includes the following elements:

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

SSSP funds can only be used for the aforementioned core services. The State requires us to contribute matching funds of 2:1. If you have any questions or need follow-up, please contact Chris directly.

Increase in Contract Position (Portion funded by SSSP)

Athletic Eligibility Advisor

Chris explained that this position be increased by .4, utilizing SSSP funds (making it a 1.0 FTE). This position works with athletes to maintain the required GPA to play sports and ensures they are working towards their declared major.

SSSP Coordinator

Beth Smith stated we need to consider this position as it will have responsibility for coordinating the college's SSSP and Student Equity plan activities, developing and monitoring the program plan, and budget management. This position will also supervise staff whom directly support program services. The college must be able to document staffing and all allocations to support the activities allowed by the State.

The Council discussed the great needs for staffing campus wide. Chris explained that both the Faculty and Classified Staffing Committees agreed to move forward positions funded by restricted budgets and the two positions will be funded with SSSP. After discussion, the Council agreed to move the two positions forward.

V. DOING WHAT MATTERS REGIONAL WORKFORCE INITIATIVE

Sunny explained that the State developed a site that chronicles what is happening regarding workforce development and economic development involving the community colleges. The strategy of "Doing what Matters" (DWM) is to respond to our regions workforce needs and improving workforce skills. Utilizing the overhead screens she displayed <http://doingwhatmatters.cccco.edu/>. She directed the Council to the Interactive Resource Map which provides the 10 sectors in the state. Those emphasized within our SDICCCA region are asterisked, below.

- Advanced Manufacturing*
- Advanced Transportation and Renewables*
- Agriculture, Water & Environmental Technologies
- Energy (Efficiency) & Utilities



- Global Trade and Logistics*
- Health*
- ICT/Digital Media*
- Life Sciences/Biotech*
- Retail/Hospitality/Tourism “Learn to Earn”
- Small Business*

*Prioritize or Emergent Sectors for SDICCCA

Sunny stated that there are some major grants relating to workforce initiatives to support CTE enhancement and also career pathways from high school to college. Christina Tafoya stated she attended a CTE webinar prior to attending today’s meeting regarding new initiatives. Sunny encouraged the Council to review the DWM website.

VI. PLANNING CALENDAR REMINDERS

Tim provided a handout, Grossmont College, *Annual Planning and Assessment Calendar (Effective Fall 2014)*, for the Council to review. He reminded the Council there are some important dates coming up, they are:

- October 3, Faculty Staffing Requests are due
- October 17, Faculty Staffing Presentations
- October 17, TracDat data must be in

Tim also stated that the Activity Proposals will be processed differently. In the past departments were allowed to edit/update their Activity Proposal, however this year the Activity Proposal will be pulled from TracDat and will be considered as is. So when the proposals are submitted, they need to be the best work possible not a work in progress.

Other:

Sue Gonda reported that she attended the two hour session with a professional development consultant. Discussions regarding our college goals and what we value as a college will help determine what we offer. A survey will be drafted and disseminated within the next month. With that data the consultant will compile a report with recommendations before flex next spring.

Padre Dam:

Sunny stated that she met with two executives from Padre Dam wherein they discussed fillable water stations for the campus and that they are willing to share in the costs. She will keep the Council updated as more information comes in.



Meeting Adjourned: 5 p.m.

NEXT P&RC MEETING DATE: Thursday, October 23, 2014

3:00 PM – 5:00 PM

Griffin Gate

VISION: CHANGING LIVES THROUGH EDUCATION