



**Planning & Resources Council**

**THURSDAY, APRIL 27, 2017  
3:00-5:00 PM, GRIFFIN GATE**

**MEETING SUMMARY**

<b>PRESIDENT</b>	<b>Nabil Abu-Ghazaleh</b>	√	<b>DIVISIONAL REPS (7)</b>	<b>Adelle Schmitt</b>	√
<b>VICE PRESIDENT ACADEMIC AFFAIRS</b>	<b>Katrina VanderWoude</b>	√		<b>Evan Wirig</b>	√
<b>VICE PRESIDENT STUDENT SERVICES</b>	<b>Marsha Gable</b>	√		<b>Michael Barendse</b>	
<b>VICE PRESIDENT ADMINISTRATIVE SERVICES</b>	<b>Lorenze Legaspi</b>	√		<b>Irene Palacios</b>	
<b>SR. DEAN OF COLLEGE PLANNING &amp; INSTITUTIONAL EFFECTIVENESS</b>	<b>TBD</b>			<b>Liz Barrow</b>	√
<b>DEAN OF CAREER &amp; TECH ED/WORKFORCE DEVELOPMENT</b>	<b>Javiar Ayala</b>	√		<b>Jessica Owens</b>	
<b>DEAN, COUNSELING &amp; ENROLLMENT SERVICES</b>	<b>Martha Clavelle</b>			<b>Pat Morrison</b>	√
<b>DEAN OF ARTS, LANGUAGES AND COMMUNICATION</b>	<b>Bill McGreevy</b>	√	<b>BASIC SKILLS REPRESENTATIVE</b>	<b>Beth Kelley</b>	√
<b>DEAN, ENGLISH, SOCIAL/BEHAVIORAL SCIENCES</b>	<b>Agustin Albarran</b>	√	<b>SUPERVISORY REPRESENTATIVES (2)</b>	<b>Genie Montoya</b>	
<b>DEAN, MATH, NATURAL SCIENCES &amp; EXERCISE SCIENCE/WELLNESS</b>	<b>Mike Reese</b>	√		<b>Kurt Brauer</b>	√
<b>DEAN, LEARNING &amp; TECHNOLOGY RESOURCES</b>	<b>Nadra Fareina-Hess (Interim)</b>	√	<b>CLASSIFIED SENATE DESIGNEE</b>	<b>Monica Blando</b>	√
<b>SR. DEAN OF ALLIED HEALTH &amp; NURSING</b>	<b>(Interim) Domenica (Dee) Oliveri</b>	√	<b>CLASSIFIED SENATE REPRESENTATIVE</b>	<b>Brian Lam</b>	√
<b>ASSOCIATE DEAN OF NURSING/DIRECTOR OF NURSING</b>	<b>Domenica (Dee) Oliveri</b>		<b>CSEA REP</b>	<b>Will Pines</b>	√
<b>DEAN, ADMISSIONS, RECORDS &amp; ENROLLMENT SERVICES</b>	<b>Aaron Stark</b>	√	<b>ASGC REPRESENTATIVE</b>	<b>TBD</b>	
<b>ASSOCIATE DEAN, ATHLETICS</b>	<b>Thomas Armstrong</b>				
<b>ASSOCIATE DEAN OF STUDENT SUCCESS AND EQUITY</b>	<b>Lida Rafia</b>				



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DIRECTOR FACILITIES & OPERATIONS	Loren Holmquist (Interim)	√			
PRESIDENT, ACADEMIC SENATE	Tate Hurvitz (Co-Chair)	√			
AFT REPRESENTATIVES	Jim Mahler		Guests		
	Sara Ferguson	√			
CHAIRS & COORDINATORS REP	Judd Curran	√	RECORDER:	Patty Sparks	√

Meeting commenced at 3:00 PM.

Introductions were made. The Council welcomed new members Loren Holmquist and Sara Ferguson.

I. ENROLLMENT UPDATE – VANDERWOUDE, CURRAN

At the last Enrollment Strategies Committee meeting, members broke into groups tasked with brainstorming FTES generating ideas, they regrouped when done. The Committee discussed “bigger” ideas, retention and times classes are offered or can be offered.

FTES

Currently, the College is short approximately 1,025 FTES to make base (13,001, FTES). The College has scheduled approximately 1470 FTES this summer, but some of this will be non-resident (11% will not be able to be ported back). The Section Standard Counts report indicates we have scheduled 349 primary summer sections, of which 284 can be ported back. This means 1060 FTES generated in the summer can be applied toward the 2016/17 goal. If fill rates compare to last summer, 73% - 74%, we will garner 784 FTES, leaving us 246 FTES short of our 2016/17 goal.

Growth Efforts

Outreach and fact gathering from graduating classes about their career goals in ongoing. El Cajon High School is looking at dual enrollment (pathways) with the college in Culinary Arts, among other programs. Santana High School had approximately 75 students on campus to visit our Communications Department. Helix High School is looking for dual enrollment in Spanish, French and ASL classes.



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Overall, the Grossmont Union High School District is looking at dual enrollments in Media Communications, Culinary Arts and expressed interest in our AOJ programs. There is a great deal of good work being done with our dean/high school liaisons.

The Sustainability Fair had high school students attend, another great outreach.

### Refugee and International Students

Nabil spoke to the Council regarding refugee and International Student populations and their needs for education and/or job training. He spoke, as an example about the Syrian refugee population and their need of education and/or job training. He personally met with a group of Syrian refugees and learned education levels range from very limited or no education to degree holders. He is tasking this Council to think about what we can do for a population of refugees whose funds run out faster than the traditional time it would take to educate them. The reality is, they will have to take minimum wage jobs out of necessity to feed their families and survive. We have a real opportunity to be the primary college of East County that not only educates and prepares students with associates degrees, job training and/or transfer to universities, but also, to be a safe, reliable resource for refugees that land in our area.

## II. ATD COACHES VISIT – HURVITZ, RAFIA

The ATD Coaches will be on campus all day, Wednesday, May 3. There are three specific hour and a half work sessions scheduled for Outreach, Engagement and Retention. They will begin the day with a presentation on Guided Pathways. The Coaches visit the college twice a year and the Council was encouraged to attend.

The goal is move forward on a larger scale, for example, establish a peer to mentor program.

## III. FACILITIES PROJECT REQUEST PROCESS - HOLMQUIST/LEGASPI

A draft copy of the Facilities Project Request Form was disseminated for the Council to review.

It was explained that the Facilities Committee revised the form as there is a need for a more concise and clear way to process and prioritize incoming project requests. The goal of the form is to better serve the campus with a complete process that provides transparency and input from committee representatives. The form, once finalized, will provide a broader scope



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of review as requests will be seen and discussed at division councils by their deans or, Vice President in the case of Administrative Services.

Suggestions and edits were provided. Loren will bring the form back after it's vetted through the Facilities Committee. Next steps include developing a rubric.

The Council discussed the need for clarification on the difference a work order and a facilities project request, the process for both, and have that information posted on the Facilities Website.

Questions regarding previously submitted requests were asked, specific to those that were agreed to under the previous leadership in Facilities. Most, if not all requests will have to be submitted through the process using the new form, however, if there are concerns regarding previously submitted requests, please contact the Vice President Administrative Services. The Facilities Project Request Form will be brought back to this Council once finalized.

Beth Kelly was complimented for her leadership and hard work on the form and this process.

### IV. BUDGET UPDATE

The Council was reminded that every quarter a general fund update would be provided. This year's July – March expenditure total is approximately \$46.2 million and last year's was approximately \$42.4 million. Some differences in this year's expenses versus last year is an increase in academic salaries of nearly \$2 million, supply expenses are up nearly \$167,000, and a \$1 million increase in benefits. New faculty hires and supplies for additional sections, and the increase of PERS and STRS rates are the reasons for these increases.

The college has spent 77% of its budget as of March 31.

Administrative Services continues to look at discretionary expenditures for travel, tutoring, and food costs (5210, 4410 object codes). Should/when the need to "tighten the belt" happens, Administrative Services will have done the research and shared discretionary usage patterns to inform the college if future budget reductions are required.

The 2017/18 budget is still being developed at the State and district levels, however we must be mindful of increasing costs.



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Nabil clarified that one-time monies are partially funded by international students, however those numbers have steadily decreased over the last few years and we anticipate losing another 20% in next year's budget.

Budget Council

The Council discussed the need for a Budget Task Force but was determined to defer to the next meeting and members were asked to go back to their constituent groups for discussion.

**V. STRATEGIC HIRES – NO STRATEGIC HIRES WERE PRESENTED**

**VI. OTHER**

Facilities Town Hall – May 9<sup>th</sup>

Lorenze stated that there will be a Facilities Town Hall meeting on May 9<sup>th</sup>, 3 – 4:30 p.m., Building 26, 211. This town hall meeting will go over the construction that will be happening over the summer as well as an update for upcoming construction.

AB387

*The minimum wage bill would expand the definition of “employer” for purposes of these provision to include a person who directly or indirectly, or through an agent or any other person, employs or exercises control over the wages, hours, or working conditions of a person engaged in a period of supervised work experience to satisfy requirements for licensure, registration, or certification as an allied health professional, as defined.*

This means all clinical work would cease because hospitals would have to pay each allied health student minimum wage for their clinical training.

Nabil stated he is flying to Sacramento for a meeting and look into this further.

Meeting adjourned: 5:10 p.m.

**NEXT P&RC MEETING DATE: June 26, 2017, 3 – 5 p.m., 70-066  
(Note Location Change)**

**VISION: CHANGING LIVES THROUGH EDUCATION**