



THURSDAY, FEBRUARY 9, 2017, 3:00- 5:00 PM, 55-522

MEETING SUMMARY

PRESIDENT	Nabil Abu-Ghazaleh	√	DIVISIONAL REPS (7)	Adelle Schmitt	√
VICE PRESIDENT ACADEMIC AFFAIRS	Katrina VanderWoude	√		Jennifer Bennett	
VICE PRESIDENT STUDENT SERVICES	Marsha Gable	√		Michael Barendse	
VICE PRESIDENT ADMINISTRATIVE SERVICES	Lorenze Legaspi	√		Irene Palacios	
SR. DEAN OF COLLEGE PLANNING & INSTITUTIONAL EFFECTIVENESS	Aaron Starck	√		Liz Barrow	√
DEAN OF CAREER & TECH ED/WORKFORCE DEVELOPMENT	Javiar Ayala	√		Jessica Owens	
DEAN, COUNSELING & ENROLLMENT SERVICES	Martha Clavelle	√		Pat Morrison	√
DEAN OF ARTS, LANGUAGES AND COMMUNICATION	Bill McGreevy	√	BASIC SKILLS REPRESENTATIVE	Beth Kelley	√
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	Nadra Fareina-Hess (Interim)	√	CLASSIFIED SENATE DESIGNEE	Monica Blando	
SR. DEAN OF ALLIED HEALTH & NURSING	(Interim) Domenica (Dee) Oliveri	√	CLASSIFIED SENATE REPRESENTATIVE	Brian Lam	√
ASSOCIATE DEAN OF NURSING/DIRECTOR OF NURSING	Domenica (Dee) Oliveri		CSEA REP	Will Pines	
DEAN, ADMISSIONS, RECORDS & ENROLLMENT SERVICES	Wayne Branker (Interim)	√	ASGC REPRESENTATIVE	TBD	
ASSOCIATE DEAN, ATHLETICS	Thomas Armstrong	√			
ASSOCIATE DEAN OF STUDENT SUCCESS AND EQUITY	Lida Rafia	√			
DIRECTOR FACILITIES & OPERATIONS	TBD				
PRESIDENT, ACADEMIC SENATE	Tate Hurvitz (Co-Chair)	√	Guests		



AFT REPRESENTATIVES	Jim Mahler				
	Victoria Curran for Judd Curran	v			
CHAIRS & COORDINATORS REP	Evan Wirig		RECORDER:	Patty Sparks	v

Meeting commenced at 3:00 PM.

I. REORGANIZATION/RECLASSIFICATION – MARSHA GABLE, AARON STARCK

This Council requested more information regarding the three dean positions presented at the last P&RC Meeting. Starck and Gable both utilized a PowerPoint to answer questions. PowerPoint attached hereto.

One of the questions that needed clarification was specific to the difference of an Associate Dean’s responsibility versus a Dean’s responsibility.

Associate Dean: Under the direction of the assigned manager, plan, organize, and coordinate daily operations and implement planning initiatives and events for area(s) of assignment in support of district goals and objectives. Supervise, train, and evaluate personnel within areas(s) of assignment.

Responsibilities: Essential Functions:

1. Responsible for planning, organizing, implementing and supervising the general administration, program curriculum and accreditation of identified area of assignment, to include but not limited to, Student Services, Student Success or instructional programs.
2. Develop and implement programs and services to meet student needs. Facilitate collaboration among various campus departments that assist with the evaluation and development of program success as well as the promotion of student success and /or equity
3. Prepare and monitor program budget; control and approve expenditures within established guidelines; maintain contractual agreements with service agencies; oversight of travel arrangements, fund raising activities, or community outreach as applicable.
4. Direct the development of program goals and objectives; ensure compliance with local, state, federal and district guidelines associated with area(s) of assignment



Dean: Under the direction of the assigned manager, plan, organize, and direct the operation of a **MAJOR** instructional or student services **DIVISION**; supervise and evaluate the performance of certificated and classified personnel.

The proposed reorganization will allow for better distribution of work, and better alignment of work. Due to the increased scope of work stemming from the reorganizations, the Associate Dean roles will have greatly increased scopes of work which may warrant a reclassification.

The positions in the proposed structure are as follows:

Dean, College Planning, Student Success & Equity- Responsibilities

- Student Equity reporting, assessment and budget allocation
- Professional Development Office (Staff, Faculty and Administration)
- Basic Skills
- College & Strategic Planning

Dean, Student Success and Support Program/SSSP - Responsibilities:

- SSSP reporting and budget allocation
- Title V
- Assessment
- Outreach
- East County Education Alliance (ECEA)/Higher Edge Involvement and Coordination

Dean, Student Affairs – Responsibilities:

- Increased Responsibilities with Title IX Deputy and Investigator
- Student Engagement Center & Coordinator
- Mental Health Services
- Comprehensive Behavioral Intervention Team (BIT) with Law Enforcement

The complexities and issues arising with Title IX issues regarding discipline have considerably increased. This position will work closely with deputies and investigate complex cases, keeping in mind that some of these cases end up in court. The number of discipline cases in



2014/15, 87 and in just Fall 2016 alone there were 65. These discipline hearings are time consuming.

In fall 2016, there were 600 mental health contacts with one full-time mental health counselor. This area is proposing to add another mental health counselor, a mental health internship. Further this position will oversee student engagement and the student food pantry. Cuyamaca has moved this same position forward as a dean.

II. ENROLLMENT UPDATE – MIKE REESE FOR KATRINA VANDERWOUDE

The 320 Report identified that we are still approximately 917.2 FTES short. This does not include the numbers we ported back from summer.

Comparative of last year, we are close to the same FTES count. The portion of last summer's FTES that we were able to pull back was helpful, but we are still short to make base this year.

Discussions to remedy this:

- Chairs and Coordinators add an additional 25% to the summer schedule
- Additional Intersession: One 8-week, two 6-week, and two 4 week.

Currently deans are building the two, 6-week sessions. The Council discussed summer school and how competitive it can be. Last year it was only 5% larger than the previous summer. In addition, we cannot port back numbers from sections after July 1. We need 20% more sections added by June 30.

As always, the College will need to fill classes once schedules/sections are added. The goal is to serve students and meet our FTES goals.

III. PLANNING PRESENTATION, INITIATIVE MERGER – LIDA RAFIA

The Achieve the Dream (ATD) plan was created last spring and has a long list of action items. The action items created specific work/tasks to be done. With the ATD plan in place, we are tasked with creating a templet that better coordinates the SSSP, Basic Skills, and Student Equity initiatives processes. The State is asking for combined Basic Skills, Student Equity and SSSP plan, which is due to State by December. The leads of each of the initiatives including Title V, have met regularly over the past two months to discuss how we will be integrating our plans.



Because our Strategic Plan is based on all of these initiatives, we have looked at the Strategic plan and aligned them with each of the initiatives. The framework we used for integrating plans included:

- 1) Looking at our initiatives holistically (what was the purpose of the initiative? what goal(s) is it trying to achieve?)
- 2) Looking at it from a student's perspective and their path to success (clarity, intake, support and learning)
- 3) What parts of this planning process will naturally create working groups? Are there gaps? What's missing and how are we leveraging all of our initiatives to do this work?

The roll-out of the templet is scheduled for February 15. Another next step is to think about where these working groups will land in vetting information through our shared governance process. More discussion regarding retention and technology is needed. As a note, we are ahead of the game and ahead of mandates.

IV. BUDGET UPDATE – LORENZE LEGASPI

Currently, 93% of our on-going budget funds salaries and benefits whereas 85% to 87% is about average. We are a little over where we were last year on our on-going budget spending however we have been aggressive with adding classes which increased spending. Adjunct costs were funded through one time monies, beginning balance. We will need to be mindful of cost increases in 2018/19 for salary and benefit increases, which estimates to be approximately \$1.5 million.

Fees paid by International Students stay with the College. We need to consider policies may and are likely to change at the federal level. Nabil Abu-Ghazaleh stated that estimated fees as indicated for the 2017/18 calendar year be decreased by 20%.

As a reminder, Cuyamaca College will receive the 1.73% growth as they grew their FTES numbers.

V. STRATEGIC HIRES

- **Culinary Arts Instructor** – Katrina VanderWoude

This position is vacant due to the retirement of Joe Orate. The position is detrimental to the program and is critical to the threshold of educational and support services to students. This is a successful, strong program that offers to fulfill the demand for the growing



food/hospitality industry in and around San Diego. The salary for this position is included in the current budget.

- **Administrative Assistant III** – Javier Ayala
This position serves as the Admin Assist III/Dean Career & Technical Education/Workforce Development, and will be vacant due to the retirement of Anita Martinez. This position provides direct support to the dean and supports the division. This position is included in the current budget.
- **Library Technician** – Katrina VanderWoude
This position is vacant due to a resignation and is a necessary replacement. This position will perform a variety of technical duties related to library public service, circulation, and cataloging resources. The position is included in the current budget.

Action Taken: Council agreed to move these positions forward for hire.

VI. OTHER

Faculty Staffing

Once the Governor's may revise is available, we will know how far down the faculty staffing list we can go.

Meeting adjourned: 4:40 p.m.

NEXT P&RC MEETING DATE: March 23, 2017, 3 – 5 p.m., Griffin Gate

VISION: CHANGING LIVES THROUGH EDUCATION