



Planning & Resources Council

**THURSDAY, AUGUST 24, 2017
3:00-5:00 PM, GRIFFIN GATE**

MEETING SUMMARY

PRESIDENT	Nabil Abu-Ghazaleh	√	DIVISIONAL REPS (7)	Adelle Schmitt	
VICE PRESIDENT ACADEMIC AFFAIRS	Katrina VanderWoude			Evan Wirig	√
VICE PRESIDENT STUDENT SERVICES	Marsha Gable	√		TBD	
VICE PRESIDENT ADMINISTRATIVE SERVICES	Lorenze Legaspi	√		Irene Palacios	
SR. DEAN OF COLLEGE PLANNING & INSTITUTIONAL EFFECTIVENESS	Mike Reese (Interim)	√		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	Shawn Hicks	
DEAN, ENGLISH, SOCIAL/BEHAVIORAL SCIENCES	Agustin Albarran	√	SUPERVISORY REPRESENTATIVES (2)	Genie Montoya	
DEAN, MATH, NATURAL SCIENCES & EXERCISE SCIENCE/WELLNESS	(Interim) Cary Willard	√		Kurt Brauer	√
DEAN, LEARNING & TECHNOLOGY RESOURCES	Fabienne Chau		CLASSIFIED SENATE DESIGNEE	Cindy Emerson for 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	Aaron Stark	√	ASGC REPRESENTATIVE	TBD	
ASSOCIATE DEAN, ATHLETICS	Thomas Armstrong	√			
ASSOCIATE DEAN OF STUDENT SUCCESS AND EQUITY	Lida Rafia	√			



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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. INSTITUTIONAL LEARNING OUTCOMES – SCHULMEYER

I. ENROLLMENT UPDATE – VANDERWOUDE

Currently Grossmont College is approximately 222 FTES short of where we were last year and the reality is, the College will need to encumber more than the 222 FTES reported. There is a sense that students are taking more classes so if classes are positive attendance, departments may consider the need to go to daily or weekly attendance. Fill rate numbers are not a clear indicator of efficiency because class caps vary. However, WSCH numbers are down, which is a better indicator.

Our District was funded by the State for this year’s full enrollment even if we do not make our base for this year, so there is no reason to pull summer FTES into this year’s FTES. We are hoping to have the same summer numbers or better next summer allowing us to port FTES into the 2018-19 FTES count. We continue the good work by offering the right classes and connecting students to them.

The Council discussed the need to “teach” our students about collegiate life, i.e., how to crash a class, crash a class even if indicated as “full.”

President Abu-Ghazaleh, in an outreach effort, has been talking and recruiting by visiting local Mosques and churches.

The Council discussed that some change will have to come from our own leaders and faculty. There is comfort in what we know, past practices, but there is a need adapt and learn new techniques to enhance student success and retention.



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II. BUDGET UPDATE- LEGASPI

It was discussed at this Council (Spring 2017) the need to create a Budget Taskforce (BTF) to address the FTES shortfall, which translates into a \$1.25M loss of general fund revenue. The BTF will work to identify potential reductions and report back to this Council at its January meeting, by doing the following:

- Develop Guiding Principles: The Taskforce will set guiding principles with which to review expenditures
- Historical Analysis: The Taskforce will review expenditures from the previous three years to better understand how the college funds have been spent
- Prioritize Expenditure Types: Using the guiding principles and knowledge of historical expenses patterns
- Review Current Expenditure Types: Review budgets by expenditure type and analyze potential adjustment combinations to reach the \$1.25 M required.

The BTF will be composed of, the Vice President, Administrative Services; President, Academic Senate; five faculty; three classified, three administrators, and one student rep. Calls will go out the week of the August 28. The goal is to come back to this Council in November with a recommendation to adjust the budget.

The Council expressed concern that the College may initiate a hiring freeze. Lorenze reported that at this time there are no talks locally or at the District regarding any hiring freezes.

III. FACILITIES COMMITTEE - LEGASPI

Construction and material costs have increased since 2012. The College will not be able to fund all of the projects on the list as previously determined. Difficult discussions regarding space inventory needs, Facilities Project Requests and the prioritization of Prop V funds will be on-going and transparent. The goal is to accelerate these conversations and develop a process to address these issues. Emergency and safety needs will take priority.

IV. CLASSIFIED STAFFING UPDATE – ABU-GHAZALEH

The Classified Staffing Prioritized list was provided to the President for review.



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President Abu-Ghazaleh stated that in light of the budget, positions to be funded must be considered carefully. The following positions are moving forward with his recommendation, they are:

- Web Technology Support Specialist – The GC Website is in dire need of updating and improvement
- The Art Gallery Technician moved from an 11 month to a 12 month position (increased with minimum impact)
- Clerical Assistant – Math, 4.75 to .8. After review of the initial request to move this position to a .80, benefits would need to be assigned, therefore it is recommended to move it to a 1., to better serve the department's continued acceleration of growth
 - In addition, it was decided to move the English Department's clerical to a 1.0 as well. These two departments have continually grown and new pathways continue to require more assistance.

The positions discussed above are moving forward. The Veterans Program Specialist is looking for funding.

V. ANNUAL UNIT PLANNING – MICHAEL REESE

The Annual Unit Plan Taskforce (AUPTF) has ten members and are developing a timeline and are working on prototypes of unit planning through a spectrum of approaches.

It was discussed that there are versions of perfect planning and then there are versions of planning that can be done with our current planning software, TracDat. Michael stated that the main goal is to utilize the resources we do have and to make it clear and easy to use. The CPIE office will communicate processes and timelines once they are established.

Institutional Effectiveness Partnership Initiative (IEPI)

Nabil reported that the IEPI is a State Chancellor funded project. Colleges, like ours, can request help with areas of improvement that they deem to be important and teams of peers come to work with them to make suggestions for progress. We have asked for assistance in the following areas, they are:

- Streamlining our participatory governance structure and improving communications
- Fully integrating annual planning and resource allocation process



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- Better integrating learning outcomes assessments into integrated planning

An IEPI Partnership Resource Team will visit our campus on October 4, 2017. The goal is to meet with the IEPI team and have their team listen to our needs and concerns. They will return at a later date with their help in the way of an implementation plan.

We will establish writing teams and begin the good work of creating our Self-Evaluation report. In addition it is important to tie SLO outcomes to funding allocations, i.e., funding to expand, funding for improvements. It might make sense just to cut this section – I am not sure what it is referring to – and the previous material seems to cover the IEPI visit pretty well.

VI. INTEGRATED PLANNING LIDA RAFIA/TATE HURVITZ

The Student Success and Equity Taskforce (SSETF) is working to integrate the following three initiatives: SSSP, Student Equity, and Basic Skills under one umbrella and develop a plan aligning with our Strategic Plan goals of Outreach, Engagement, Retention and Institutional Capacity. In looking at the integrated plan, the SSETF working to coordinate the integrated planning goals with the Pathways Model that will incorporate the following:

- Promoting Pathways
- Clarifying Pathways
- Entering Pathways
- Staying on the Pathway
- Ensuring Learning

Javier Ayala attended one of the SSETF meetings and stated that they are focused and productive. The State does not know how funding will be allocated, but they are allocating \$150M to Guided Pathways.

Evan Wirig offered his assistance with this process as he has extensive knowledge in this area.

Lida will continue to update the Council on progress and processes as they develop.



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VII. STRATEGIC HIRES

- **Administrative Assistant III , Counseling – Marsha Gable**

Marsha reported that this is a replacement position. Vicki Watkins is leaving to take another position at Cuyamaca. This position is necessary and needed as this position serves the Counseling department. There is no impact to the budget.

- **Assistant College Cashier – Lorenze Legaspi**

Lorenze reported that this is a replacement position. The Assistant College Cashier, Bob Davis, is taking a position in Northern California. This position is necessary to fill in order to maintain the quality of services provided. There is no impact to the budget.

The Council agreed to move these positions forward.

Action Taken: These positions will move forward as a recommendation for hire to the President.

VIII. OTHER

Reminder: There is an Accreditation Training scheduled for September 20, 2017, Irvine.

NEXT P&RC MEETING DATE September 28, 2017, 3 – 5 p.m., Griffin Gate

VISION: CHANGING LIVES THROUGH EDUCATION



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CLASSIFIED STAFFING COMMITTEE'S 2016/17 RECOMMENDATIONS

MAY 25, 2017

Committee Members:

Chair: Katrina VanderWoude, Vice President of Academic Affairs

Co-Chair: Bernadette Black, Executive Assistant to the President

Members: Bill McGreevy, Dean of ALC

Denise Schulmeyer, Faculty

Kurt Brauer, Custodial Supervisor

Lorenze Legaspi, Vice President of Administrative Services

Marsha Gable, Vice President of Student Services

Nadra Farina-Hess, Interim Dean, LTR

Rochelle Weiser, Training Assistant

Sara Varghese, Interim Associate Dean, Student Affairs

- 1) **Art Gallery Technician:** Committee unanimously agreed not to rank since it is a minimal request to go from 11 month to 12 month position. **Recommendation:** Move position forward due to minimum impact.
- 2) **Library Technician I:** Committee agreed to pull from this process as it was learned this was already part of the LTRC reorg that went forward. **Recommendation:** Move position forward as a strategic hire. Position is budget neutral



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The committee recommends going with the composite scores based on total scores:

Composite Scores Based on Total Scores		Current FTE	FTE Requested	Total Proposed	Rank
Web Technology Support Specialist	521	0	1.0	1.0	1
Clerical Assistant Math	496.5	.475	.325	.80	2
Veterans Program Specialist	472.5	0	1.0	1.0	3
Athletics Info Specialist/Events Mgr	455.5	0	1.0	1.0	4
Library Technician I	428	0	1.0	1.0	5
Computer Lab Technician	424.5	0	1.0	1.0	6
Library Technician II	420	0	1.0	1.0	7
Tutoring Center Specialist	415	.475	.525	1.0	8
Dance Operations Facilitator	381	.475	.525	1.0	9
Administrative Assistant I (CCR)	351.5	0	.5	.5	10
Internship/Job Developer	338	0	1.0	1.0	11
Navigator/Educational Case Mgr	304.5	0	1.0	1.0	12

*Art Gallery Technician not included in ranking due to minimal impact.

*Library Technician I was pulled from the process as it was part of the LTRC reorg that went forward.

- Web Technology Support Specialist:** Committee agreed unanimously that this be ranked as #1 as it is a college-wide need. After discussion, there was agreement that it was indeed appropriate that this position be housed in the LTR. There was discussion about this position and the duties mentioned regarding web maintenance in the proposal for the CCR assistant. Committee assessed that this role would be primary in working on website and in partnership with the Instructional Design Technology



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Specialist position under the leadership of the LTR dean, which also mirrors the model that is working quite well at Cuyamaca College under the umbrella of the LTR.

- **Clerical Assistant, Math:** Committee agreed that the request was minimal, and was sensitive to the growth of program since inception of this role in 1996. Also, the work associated with the reimagining of math, math pathways, and acceleration contributed to decision.
- **Veterans Program Specialist:** This position was presented as being essential to build the veterans program which is currently staffed by VA students. The committee also was supportive of staffing this center that currently is supported by a full time counselor but no other staffing.
- **Athletics Info Specialist / Events Manager:** Committee agreed it was important but there was some discussion about the cost of continuing with the part time configurations vs the cost of a full timer with benefits. There was also discussion about whether this position is a manager position vs. a classified position.
- **Dance Operations Facilitator:** Given the construction of the Performing Arts Center, we need to look at these positions in the division more collaboratively in conjunction with other roles, such as those related to the other performing arts – theatre, music, etc. As the staffing model for the new performing arts complex is fully developed, these roles will be discussed. **Recommendation:** Not to move position forward at this time as all positions in the division should be looked at more collaboratively as we plan the new facility.
- **Administrative Assistant I (CCR):** Committee agreed they saw no need for this position. There are currently one to two student workers in CCR. There's also support from the District with communication. There was discussion about some of the needs referenced in the proposal being handled by other areas of the college, now that there is staffing (outreach and engagement coordinators). It was also referenced that the webmaster position, if moved forward, will address some of the rationale addressed in support of this position.
- **Library Tech II, Tutoring Center Specialist, Computer Lab Technician** – all of these roles were discussed and the committee's discussion leaned toward letting the reorganization complete and reassess needs. The three supervisors are not all in place and the operation will need some time to settle before continuing to recommend positions for hire. The critical positions in the LTR that were brought forth are the Web Master and Library Technician I.
- **Internship/Job Developer and Navigator/Educational Case Manager:** The committee collectively did not see these positions as critical needs, given that structures are currently being developed.

Feedback will be sent to those who submitted a proposal after the formal recommendation goes to P&RC in June. P&RC's recommendation will then go to the President who most likely will confer with President's Cabinet.