



**THURSDAY, APRIL 28, 2016, 3:00- 5:00 PM, DISTANCE LEARNING CONF. ROOM**

**MEETING SUMMARY**

<b>PRESIDENT</b>	<b>Nabil Abu-Ghazaleh</b>	<b>√</b>	<b>DIVISIONAL REPS (7)</b>	<b>Adelle Schmitt</b>	
<b>VICE PRESIDENT ACADEMIC AFFAIRS</b>	<b>Katrina VanderWoude</b>			<b>Jennifer Bennett</b>	
<b>VICE PRESIDENT STUDENT SERVICES</b>	<b>Marsha Gable (Interim)</b>	<b>√</b>		<b>Michael Barendse</b>	
<b>VICE PRESIDENT ADMINISTRATIVE SERVICES</b>	<b>Linda Jensen (Interim)</b>	<b>√</b>		<b>Irene Palacios</b>	<b>√</b>
<b>SR. DEAN OF COLLEGE PLANNING &amp; INSTITUTIONAL EFFECTIVENESS</b>	<b>Aaron Starck</b>	<b>√</b>		<b>Liz Barrow</b>	<b>√</b>
<b>DEAN OF CAREER &amp; TECH ED/WORKFORCE DEVELOPMENT</b>	<b>Javiar Ayala</b>	<b>√</b>			
<b>DEAN, COUNSELING &amp; ENROLLMENT SERVICES</b>	<b>Martha Clavelle</b>	<b>√</b>			
<b>DEAN OF ARTS, LANGUAGES AND COMMUNICATION</b>	<b>Susan Schwartz (Interim)</b>	<b>√</b>	<b>BASIC SKILLS REPRESENTATIVE</b>	<b>Beth Kelley</b>	<b>√</b>
<b>DEAN, ENGLISH, SOCIAL/BEHAVIORAL SCIENCES</b>	<b>Agustin Albarran</b>	<b>√</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>√</b>		<b>Kurt Brauer</b>	
<b>DEAN, LEARNING &amp; TECHNOLOGY RESOURCES</b>	<b>Taylor Ruhl (Interim)</b>		<b>CLASSIFIED SENATE DESIGNEE</b>	<b>Dana Mints</b>	<b>√</b>
<b>DEAN OF ALLIED HEALTH &amp; NURSING</b>	<b>Debbie Yaddow</b>	<b>√</b>	<b>CLASSIFIED SENATE REPRESENTATIVE</b>	<b>Brian Lam</b>	<b>√</b>
<b>ASSOCIATE DEAN OF NURSING/DIRECTOR OF NURSING</b>	<b>Domenica (Dee) Oliveri</b>	<b>√</b>	<b>CSEA REP</b>	<b>Will Pines</b>	<b>√</b>
<b>DEAN, ADMISSIONS, RECORDS &amp; ENROLLMENT SERVICES</b>	<b>Amir Law (Interim)</b>	<b>√</b>	<b>ASGC REPRESENTATIVE</b>	<b>TBD</b>	
<b>ASSOCIATE DEAN, ATHLETICS</b>	<b>Donivan Marthis (Interim)</b>				
<b>ASSOCIATE DEAN OF STUDENT SUCCESS AND EQUITY</b>	<b>Lida Rafia</b>	<b>√</b>			
<b>ACCREDITATION LIASON OFFICER</b>			<b>GUESTS:</b>		
<b>DIRECTOR FACILITIES &amp; OPERATIONS</b>	<b>Ken Emmons</b>				<b>√</b>



<b>PRESIDENT, ACADEMIC SENATE</b>	<b>Tate Hurvitz (Co-Chair)</b>	<b>√</b>			
<b>AFT REPRESENTATIVES</b>	<b>Jim Mahler</b>				
	<b>Victoria Curran for Judd Curran</b>				
<b>CHAIRS &amp; COORDINATORS REP</b>	<b>Evan Wirig</b>	<b>√</b>	<b>RECORDER:</b>	<b>Patty Sparks</b>	<b>√</b>

Meeting commenced at 3:00 PM.

**I. STRATEGIC PLANNING UPDATE – HURVITZ/RAFIA**

The Strategic Plan is essentially mirroring our ATD Plan's emphasis on Outreach, Engagement and Retention - with the addition of a fourth category called "Institutional Capacity" which focuses on data, administration, technology, decision making, as well as physical and fiscal resource management. Essentially, this category is an attempt to cover the core abilities required for the college to move effectively on the first three priorities. The plan is due the first week of June and will be available for feedback through the end of May. The general strategy is to try and get a draft to each committee a week in advance of the meetings. The final draft will come back to this Council in May.

Tate updated the Council on the ATD coaches visit and meeting. The attendees were split up into two groups, one to explore data and the other, planning. In the afternoon the two groups merged and had a combined discussion. A short list of "first action" items has been established in draft form and will continue to be discussed. Tate asked if a working group should be defined either through volunteers or other means to further discuss next steps and what the "working" group(s) will look like as we move forward to bridge ideas and processes on how we do outreach, retention, etc.

Nabil commented that we need to keep the Strategic Plan as the apex and agreed that a smaller working group that can come back later to the larger group. There is an opportunity to think about what kind of work we are doing.

Lida stated she will provide a summary of events of the coach's visit and get a draft of a first-year action plan together before summer.



Evan Wirig stated he can provide the Council with information regarding recruiting minority students, mentoring minority students and a PowerPoint presentation regarding factors that promote success for students of color. Evan will provide this information to Patty Sparks for distribution to this Council.

## II. TITLE V UPDATE

Aaron stated that the Title V Grant for Hispanic and low income students enabled the college to hire a coordinator and an assistant. The coordinator will focus on the outreach, on-boarding, issues with retention and assessment. He further reported they are introducing a pilot program featuring an accelerated English class. A pilot program for math is also being discussed. Assessment processes are being reviewed, looking at how and where we are placing students. On the other side of the house, initial discussions are on-going regarding on-boarding.

Aaron explained that the key item is to improve plans and the student's first year experience so all students can benefit. The philosophy is to design a set of interventions to benefit Hispanic and low income students which in turn will help all of our students.

## III. STRATEGIC HIRES/STAFFING

Positions discussed were:

- Financial Aid Advisor (Marsha Gable)

This is a full time position that will fill a vacancy. This position determines the financial needs and program eligibility for work-study students, loans and grants. This position also deals with complex sensitive issues regarding the override of federal regulations that pertain to dependency status. This position will assist with the Financial Aid office processing over 20,000 applications each year and awarding more than \$30 million in federal, state and institutional aid. This position meets the critical threshold of educational services.

- Muja Counselor (Marsha Gable)

This position was introduced earlier in the year at 50% but is now asking for a full-time position. This position can be funded through equity funds. Currently we have a reassigned 50% faculty member, James Canady, who serves as the Muja Counselor.



The council discussed this position and is recommending moving it forward with the caveat that funding sources are analyzed. There is some concern regarding funding positions with categorical funds as to future concerns with on-going funding of these categorical funds.

*Action Taken: Both positions are recommended to move forward with the caveat that financial analysis for Muja Counselor's position be completed.*

#### IV. BUDGET UPDATE

##### IRC/Activity Proposals

Linda stated that all Activity Proposals granted funding for this year should be expended. Those who have not spent their funding need to have purchases completed mid-May. Please contact Administrative Services for any questions or concerns regarding purchasing. Linda further stated she will provide a summary and a "quick steps" instruction for clarification on processes and timelines.

##### FTES

Nabil reported that in order for us to meet our base and meet growth we need to pull back from summer (752 FTES). Summer 2015, fall 2015 and spring 2016 did not bring in the numbers we needed, which means that next year we start with a negative FTES count. He reminded the Council that base was higher this year than last and the State is talking about raising growth again. It will be hard to make base next year and making growth even harder. Further whether we make growth or not RAF guarantees "growth" dollars.

We have good administrative strategic planning in place, however travel and other college costs will need to be closely monitored.

##### FON (Faculty Obligation Number)

We are estimating that we will meet the FON numbers for fall 2015. We will have a new FON number in the fall 2017, and it may come down to the wire to actually meet that number. We are hiring faculty, however we should be aware that there are historically difficult positions that are hard to fill.



Workforce Training Bond Measure

Javier explained the idea entails a location/building (Center) that will house workforce training. The idea is to have a Center (which breaks down by zip codes) that would be funded through the bond. It will be a teaching and learning space, courses and skills out of the CTE areas responsive to local industry needs. The bond proposal must be decided by mid-August. Key issue – this would not be funded out of the union labor shared throughout our community partners. Concerns include a lot of work in a short time, but the benefits the community.

There is some push back as to union issues, but there is substantial support for the bond. The Center will provided training for skilled labor, business development to track new businesses, and high tech education. The Center will not just be where training happens but will coordinate training in the workplace. Grossmont is not responsible for funding the Center, however will be working closely with industry leaders and getting the community involved.

Other:

Beth Kelly informed the Council that the athletics pool could not be used 15 days last semester and 5 days this semester for various reasons. This issues needs attention.

**NEXT P&RC MEETING DATE: May 26, 3 – 5 p.m., Griffin Gate**

**VISION: CHANGING LIVES THROUGH EDUCATION**