



Thursday, November 20, 2008
Griffin Gate
3:00 to 5:00 p.m.

MEETING SUMMARY
Open Meeting

Present: Fred Allen, Jerry Buckley, Janet Castanos, Carrie Clay, John Colson, Jim Fenningham, Kats Gustafson, Chris Hill, William Felty (ASGC), Tim Flood, Anita Martinez, Danny Martinez (for Zoe Close), Dave McDade, Jane Nolan, Alba Orr, Roger Owens, Shirley Pereira, Tina Pitt, Brad Tiffany, Adelle Schmitt, Jim Spillers, Lynette Wilson, Jim Wilsterman

Absent: Pam Amor, Zoe Close, Sunny Cooke, Veronica Powell, Marsha Raybourn, Mary Rider, William Snead, Paul Vincent

Guest: Debbie Yadow

Recorder: Patty Sparks

Meeting Convened: 3:05 p.m.

I. Approval of Planning & Budget Meeting Notes, October 23, 2008

Shirley asked the Council if there are changes or edits to the October 23, Meeting Summary. Kats Gustafson stated the last sentence in the summary is missing. Patty will make the correction and send updated Summary to Council via email. Lynette Wilson stated she attended the October meeting and her name is missing on Summary.

II. Scan Teams Update

Chris Hill provided a handout, *Taxonomy Change Areas and Information Descriptors*, for the Council to review. She stated that the handout represents the four areas of focus for the Scan Teams. The areas of focus are 1) Political and Economic, 2) Technology, Media and Communication, 3) Education and Competition, and 4) Transportation and Energy. The Scan Teams will consider social and lifestyle values that impact all of the focus areas. The Scan Teams already met once and will meet again on Tuesday, November 25. The Scan Teams members include faculty members from various areas and some administrators have expressed interest in the process. The Scan Teams will have four to five members that consist of one administrator, one classified, and the rest faculty. Shirley asked if Institutional Research and Planning is involved. Chris responded that this process is not data driven and literally, the Scan Teams are responsible for learning as much as they can in these particular areas through all media means.

No action taken.

III. Budget Status/Update

LAO Update

Tim provided a handout, *Community College League of California, Budget Update #23: November 11, 2008*, for the Council to review. The Legislative Analyst's Office (LAO) recommends the following: eliminating the .68% COLA; No 5% cut to the general apportionment; increasing fees to \$26 per unit on January 1 and to \$30 on July 1, 2009; reducing funding to the regular noncredit rate for "certain credit-bearing physical education classes effective January 1, and additional enrichment courses such as ballroom dancing, drawing and photography, effective July 1, 2009.

Upon full implementation, the reduction in reimbursement rates would cut community college funding by \$200 million in 2009/10. Community Colleges statewide would not be able to keep the \$120 million in increased fees and further reported that the District is planning for a 5% reduction. We are looking at a possible \$5.1 and \$5.5 million reduction. There are on-going discussions at the State level and nothing has been set in stone. He reminded the Council that the District did set aside \$2.75 million anticipating a mid-year reduction. Tim assured the Council that he will keep them informed as to updates once decisions have been made at the State level.

Hourly Budget Update – Overview

Tim provided handouts as follows: *Grossmont College Hourly Admin, Counselors, Librarians Summary FY 07-09 with Projections; Hourly Admin, Counselors, Librarians Summary Budget Projections/Actual Fiscal Year 2008-09; Hourly Admin, Counselors, Librarians Budget Projections/Actuals Fiscal Year 2007-08; Grossmont College 1300's Hourly/Overload Analysis Summary FY 07-09 with Projections; Grossmont College 1300s FY 2008-09*, for the Council to review.

Tim reminded the Council that at the last meeting there was discussion regarding the \$1 million that was moved from unallocated funding into personnel accounts. Further, that amount includes the \$400,000 Board Commitment. He explained that after reviewing hourly budgets, he prepared spreadsheets that include actual monthly allocations and projections based on increases to hourly pay scales. Tim referred the Council to handout, *1300s Hourly/Overload Analysis Summary FY 07-09 with Projections*, and stated that \$500,000 was placed in the 1300 accounts. To date if projections are correct, there would be a \$423,236 balance remaining. He reported that the analysis is based on the same number of sections offered last spring.

Tina Pitt stated that she sent an email asking Chairs and Coordinators to review sections and not run any sections under 15 students. Currently, we are at 45 sections over as to funding. We need work those 45 sections down, and if possible more than the 45 sections. Further she asked for justification from Chairs and Coordinators for classes requested to run under 15 students.

Tim reported that he is providing as much information as possible and we know there is limited funding for sections. When we look at sections we must ensure the best benefit for students. As far as the 15 student cap, some classes can only take 12 students and these will be considered. Chris Hill stated that there are some sections that are held once every year and/or every other year and students will need them for their degree.

Shirley requested that if sections are cut in spring, we need to have ample time to inform students, and further stated there are some classes that don't fill until late in the enrollment process. Brad Tiffany would like clarification on what percentage of growth we are responsible for obtaining. Tim reminded the Council that we are bringing ROP into FTES generated sections and we will see an increase there, but will get the actual number to Brad as soon as possible. Chris Hill asked if there is a way to obtain the percentage of enrollment two weeks into the enrollment process. Jim Wilsterman stated that because San Diego State is on a different timeframe than us, we see a peak of student enrollment once San Diego State closes sections.

Action taken: Tim to provide Brad Tiffany the actual percentage of growth to obtain.

Overview of Strategies 08/09 mid-year cut

Tim stated that we need to know what the benchmark growth is so we don't go over or under. He further reminded the Council that the growth funding is not set in stone, and we may not receive that State funding. We are taking a look at where we are going to find savings campus wide by looking at how we can consolidate sections, as well as look at salary savings and the \$400,000 Board Commitment. Tim briefly discussed costs for postage and printing services college wide. He is asking that departments look at their printing and postage usage as that fund has been cut. We are now operating with an unhealthy budget and further stated at the last Governing Board Meeting it was discussed that some services be combined to save funds. If there are any suggestions as to cost savings and/or revenue generating ideas to please forward them to him. Fred Allen suggested that a retirement incentive be offered as replacement salaries cost less.

Tim stated that the priorities discussed during the last reduction scenario process was to keep cuts as far away from students as possible, reach growth, and protect positions. Depending on what the 2008/09 mid-year cut will be, these priorities will conflict with one another.

No action taken.

Block Grants

Tim stated that there is some good news as to Block Grants. The ETC Funds are approximately \$137,000 and reminded the Council that some of those funds will be set aside for the new planning process and the other portion to library materials. We did receive one-time funds for Facilities Repairs at approximately \$103,000. He is asking that a portion of that funding, as recommended by Facilities Committee, to be applied to the pool replacement. The Facilities Committee further recommended to fund sidewalk repair and replacement (ADA required). He stated that because we already have construction funding for the Student Center/Student Services building we will meet our match obligation. Tim asked the Council to move forward with the Facilities Committee recommendations as stated. The Council agreed to the following: transition a portion of ETC funds for the new Planning Process; move forward with the Facilities Committee recommendations.

Action taken: The Council agreed to transition a portion of the ETC funds for the new Planning Process; move forward with the Facilities Committee recommendations as discussed.

IV. Postage, Printing, and other General Use Budgets

Alba Orr provided a handout, *GCCCD Postage Tracking Grossmont College*, for the Council to review. Alba stated that this is a two year report and is requesting that if anyone is planning on doing a large mass mailing, to please call and/or see her first. Further she is asking for all data bases to be updated as the returns are costly. The bolded amounts on the handout are areas where costs are high. She further explained that Admissions and Records have high costs, but those are from appointment letters and they are required. Tim stated we have already spent \$52,761.39, and last year's total for the year was just over \$72,000. When returns come back to the mailroom – the cost can easily add up to a \$1 per item. The distribution lists must be updated to avoid these additional costs. Tim further reported that a reminder will be sent out via email with helpful hints and mailroom facts. Alba stated that she will work with all departments and help them to best serve the college and the community.

Action taken: Tim will send an email with mailroom facts and helpful hints college wide.

V. Facility Use Fee & AP Changes

Fee Schedule

Tim provided a handout, *GCCCD Facility Use Fees*, for the Council to review. He explained that facility requests for use of facilities was up and further found that we were under the current going rate for rental fees. The fees were updated prior to advertising our facilities. In addition, we require that request to use our facilities are limited to four dates only, any more than that another facility request. Direct costs for internal groups will be reviewed with each request to determine what the actual amount will be.

AP Changes

Tim provided a handout, *AP 6700 – Civic Center and Other Facilities Use*, for the Council to review. This AP was approved by the Governing Board at the November meeting.

Campus Gates

Tim stated that the District is suggesting that the Grossmont and Cuyamaca Campuses close between 11 p.m. to 5 a.m. every day. He further stated that there is an increase in theft and custodians witness large numbers of people collecting cans and removing recyclables. Having a closed campus allows us to ask people to leave the campus and the ability to enforce it. Public Safety Officers are present on campus twenty-four hours a day and will have keys to open gates. The gates will be located north of the transit center, the bookstore ramp, and at the light just passed Hanson Circle.

Employees parked in Parking lot 7 and the staff parking by the transit center can access their car and leave the campus at anytime. Exact locations of the gate will be submitted to this Council and via email.

No action taken.

VI. Committee Reports

Report from Faculty Staffing

Jim Fenningham provided a handout, *Faculty Staffing committee (Fa03-Sp04-Su04) Faculty Staffing Priority List*, for the Council to review. He reported that a Diana Puleo is resigning mid-tenure. When this happens the Staffing Committee revives the original list. The Faculty Staffing Committee discussed the two new nursing positions that this Council discussed at the last Planning & Resources Council meeting, however no recommendations were made by the Committee. The plan was to roll-over the 07/08 Faculty Staffing list, and augment it with one retirement position and one resignation. The nursing situation forces us to revisit and review two new nursing positions, however to be fair the list should open to all departments. The Faculty Staffing Committee for now is recommending to this Council to fill the Diana Puleo nursing position. Jim explained that the two new nursing positions have complicated the process and the Faculty Staffing Committee will meet again to discuss and make recommendations.

Action taken: Faculty Staffing recommends to replace the Diana Puleo nursing position. Council agreed.

Report from Classified Staffing

Jim reported that at the last Classified Staffing Committee meeting it was discussed on how to spend the \$100,000 Board Commitment, if directed. He provided a handout, *Classified Staffing Committee Final Ranking – Spring 2008*, for the Council to review. The top three positions are: 1) Student Services Specialist/Student Affairs; 2) AOJ Clerical Assistant; and 3) Earth Science/Chemistry Lab Technician. Position 1 and 2 are full time and 3 is a half-time position. Jim verified that this is the Spring 08 list and applies to the Board Commitment for 2008. The 2007 list is still active, however there is no funding to fill these positions. Those positions will open once funding becomes available.

Meeting adjourned at 4:36 p.m.