



**Thursday, May 27, 2010**  
**Griffin Gate**  
**3:00 to 5:00 p.m.**

### **MEETING SUMMARY**

**Present:** Fred Allen, Steve Baker, Michael Berendse, Jerry Buckley, Janet Castanos, John Colson, Sunny Cooke, Jim Fenningham, Tim Flood, Sue Gonda, Chris Hill, Oralee Holder, Patricia Morrison, Shirley Pereira, Will Pines, Alba Orr, Jim Spillers

**Absent:** Angela Feres, Michael Golden, Anita Martinez, Nick Montez, Jane Nolan, Adelle Schmitt, William Snead, Lynette Wilson, Jim Wilsterman

**Recorder:** Patty Sparks

**Meeting Convened:** 3:00 p.m.

#### **I. Review of Meeting Summary, April 15, May 12**

Summaries to be forwarded via email for review by Council.

#### **II. Update on Accreditation Institute**

Jerry Buckley stated that the Accreditation Institute was well organized with timely activities. He reported that more than 50% of Community Colleges represented there were under some kind of warning or significant findings. He explained that there were workshops for areas of concern for student services, administrative services, and academic services teaching to write outcome measures. The Accrediting Commission is not just looking at planning, but getting serious about outcomes and going so far as looking back at past visits.

Chris Hill stated that in one exercise participants were asked to map out their planning process. She reported that she and other Grossmont attendees had many different versions of our own planning process, which in turn was addressed at this year's Leadership Retreat. Another issue expressed by the Accrediting Commission is program review which includes other areas like student services and administrative services. She has met with both Tim and John to discuss their participation in program review. Chris stated that she received a great deal of information including assessment materials that she can provide for review on the Planning Website.

Sunny stated that the next wave coming with the same level of possible sanctions from the Commission is the SLO, ASO, and SSOs in 2013. We are expected to be at the level of proficiency by that time. That means we need to identify outcomes, assess them, and use them as a continuous improvement in a sustained manner.

### **III. Budget Update**

Tim stated that the State's deficit has reduced from \$19.9 billion to \$19.1 billion however there are issues at the State regarding the \$6.9 billion to be allocated from the Federal Government which has not materialized fully - the State received approximately half that amount. Included in the Governor's revise are negative COLA, the possible elimination of CalWORKs (welfare to work program), and possible growth funding. He explained that the district did not include the possible growth funding in the budget due to the uncertainty of availability. He explained that in a recent update from Scott Lay the State may eliminate child development funding. He explained that he attended an ACBO conference wherein discussion regarding CalWORKs and child development funding may be the Governor's plan to persuade the Federal Government to fund the state as these are the types of programs that will be affected.

Tim explained we are using the Governor's Budget to guide our tentative budget, however we are including CalWORKs and child development funding, but not the possible growth funding. Tim provided a power point presentation for the Council. He reported that District wide we are at about \$88 million, we applied a 4% deficit factor to that amount, and included the following: parity allocation; lottery funds; student financial aid administration funds; local revenue; and other revenue, which gives us a District wide Tentative Budget of \$92.9 million. Jerry asked about parity allocations for part-time faculty next year. Tim responded that since the parity allocation is built into the base salary schedule and is part of their contract they will continue to be funded. We did not receive a full allocation last year and backfill funding was through the general fund.

Tim explained that our overall GCCCD projected expenses are \$107 million and our anticipated income is \$92.97 million which gives us an approximate \$14.9 million shortfall. We balanced our tentative budget by taking the shortfall of \$14.9 million, added our ending balances (District wide), our 2009/10 district uncertainty fund, section reductions savings, savings from the 4/10 work week (July and August savings), vacant positions savings, and reorganization savings at the District. He explained that our total savings is about \$15 million. As we start to move forward from Tentative to Adoptive Budget, we will realize an increased budget due to better international students fee projections and a larger ending balance.

Sunny stated that traditionally the Adopted Budget has more funding than the Tentative Budget due to ending balance rollover and/or income increases. The college will have to decide where to prioritize and allocate funds keeping in mind we need to fill on-going operational needs and balance critical staffing across the district. She reminded the Council that four positions are moving forward at this time. If more funds are available the next three positions on the staffing prioritization list are as follows: General Maintenance Worker; Facilities Director; and an A & R Specialist (transcript person). These positions are critical to the college and she would like to move those positions forward if funds become available. The Council was generally in agreement that critical funding needs for 2010/11 would include a balance of filling operational holes and critical staffing hires.

It was agreed that while there are pressures to increase sections and the opposite pressure to set enrollment goals at cap, any further changes to enrollment goals would be district wide. A graph depicting the action of the cutting to cap was reviewed. The graph depicts the Council's position that further cuts (to cap) would be extremely difficult and may devastate programs.

Oralee asked if there is additional funding available, how she can explain to faculty why sections are not being added back in the schedule. Sunny reported that we are balancing pressures currently to have sections taught at capacity and not at the established capacity plus 5%. Further, it was discussed that cutting more sections would devastate some programs. Tim reminded the Council that the additional funding is one-time funding, not on-going.

#### **IV. Computer Rollover**

Tim disseminated a handout, *Totals for Summer 2010 Rollover*, for the Council to review. He stated that the direction was to determine the greatest needs campus wide replacing the oldest computers. This includes the CSIS computer labs which will be installed in spring so they can teach utilizing their new software. There is an opportunity to relocate the existing CSIS computers as they are only three years old.

#### **V. Kingsborough Community College Partnership**

Janet stated that Sunny received a letter from the President of Kingsborough College regarding Grossmont College's involvement in their FIPSE Grant. Rachael Singer and Jeanine Graziano-King are coming on June 10 to present a workshop at the Faculty Summer Institute, which is also a great opportunity to discuss the FIPSE Grant. In the letter it was discussed that Grossmont put together a team comprised of a Basic Skills instructor, Administrator, Academic and Student Services. The first year they will visit and make assessments, look at what we are doing, and work collaboratively to make plans. The second year our team will meet with other colleges involved at Kingsborough College, and the third year is the implementation phase. There are four community colleges involved. The Grossmont team should be comprised of at least 5 - 6 members, however funding for travel by the Grant is limited so Grossmont College funds may be needed to support additional participants.

#### **VI. Planning Survey Feedback**

Shirley stated that approximately 170 people responded to the survey to date. The purpose of the survey was to obtain data and also make it an educational experience. The survey revealed that most people knew the Mission of the College, and that most respondents were aware and knew of a new planning process. However they did not know how it worked or who is involved. Oralee questioned how many adjuncts participated. Shirley stated that 28 part-time employees responded - the remaining respondents were full-time faculty and staff. Shirley reviewed some responses with the Council and determined that more communication regarding the planning processes must be made.

Shirley is requesting feedback on how to get information out regarding the planning process. Ideas and suggestions regarding FOCI development was discussed as well as, ideas for communicating the planning process and FOCI development. One suggestion was to ensure that the planning website is more visible on the Grossmont site and have some flex week exercises similar to the vision activity the college did in spring 2009. Sunny stated that we appear to be planning well and given the economy we are able to spend our funds wisely with college wide input. We have made efforts to fund innovation even during these challenging times. Chris asked if a committee should be developed to meet over the summer to discuss strategies on how to tackle communication to the campus. Chris will send an email asking for volunteers, dates and times to meet over the summer.

Sunny provided a handout, *Strengthening Dean involvement in annual planning process*, for the Council to review. She reviewed the document's bullet points with the Council and stated this essentially is an outline to use to strengthen the deans' involvement as has been discussed in several venues and in this Council previously. The idea is to get the FOCI established in the spring (Leadership Retreat) and deans work with the departments prior to summer break, giving them time to think about themes that would align with the FOCI. The deans' involvement will continue at several points before, during and after activity plans submission as stated in the handout. Additionally, each Council (IAC, SSC, ASC) may submit one additional activity proposal.

## **VII. Planning Activities to be Funded**

Tim disseminated a handout, *Grossmont College Strategic Planning 2010-11 Activity Priority Funding List*, for the Council to review. He reminded the Council that at the previous meeting the prioritized Activity Proposals were sent back for updating and for a better indication of required funding. He referred the Council to the right column on the handout and explained that some of the proposals have alternative funding, such as funding from basic skills, VATEA, and activities already funded this year. The Council discussed Activity Proposal AP-685, wherein Sue Gonda stated that this is a first year pilot program for 30-35 students relating to a first year college experience. John stated that these students either are from EOPS or are EOPS eligible.

The Council agreed to prioritize all activity funding proposals at \$300,000, \$400,000, and \$500,000 funding levels.

\$300,000 - Priority Numbers 1 - 12 (less Priority 5 and 10)

\$400,000 - Priority Numbers 1 - 24 (less Priority 20 - Priority 15 may be funded through alternate lab rollover funding)

\$500,000 - Priority Numbers 1 - 28 (less Priority 27)

The Council agreed that if more funding becomes available, the funding priorities will proceed prioritized down to the available dollar value. A prioritized list with funding totals will be circulated to the Council.

## **VIII. Committee Updates**

### **Facilities**

Tim informed the Council that the 100 Building Offices will be moving the week of June 5 through June 10. Some offices could be out of contact as their computers will be taken down the day before scheduled moves and phones will be put on Do Not Disturb. Tim provided a handout of the scheduled moves for the Council to review. Tim stated that if offices needing to operate through the move, please speak to Brian Nath regarding a schedule to take computers off-line.

### **IX. Other**

Sunny stated that College and the Foundation applied for a DreamKeeper's Grant, specifically for our most needy students needing emergency funds to stay in school. She stated that the grant was funded and it will allow us to quickly intervene and help our students with funds for small financial crises. She reported colleges with similar grants have been able to increase retention rates. John stated that checks will be written from the Grossmont Foundation and will be written to third party vendors such as phone and utility companies within a 24-48 hour period.

**Next Meeting Date: June 24, 2010, Griffin Gate**