



Thursday, May 26, 2011
Griffin Gate
3:00 to 5:00 p.m.

MEETING SUMMARY

Present: Fred Allen, Steve Baker, Michael Barendse, Barbara Blanchard, Janet Carter, Janet Castanos, Carrie Clay, John Colson, Sunny Cooke, Angela Feres, Tim Flood, Chris Hill, Oralee Holder, Sue Gonda, Kerry Kilber, Anita Martinez, Patti Morrison, Jane Nolan, Alba Orr, Shirley Pereira, Cheryl-Anne Phillips, Will Pines, Gregg Robinson (for Michael Golden), Adelle Schmitt, Jim Spillers, Wendy Stewart, Jim Wilsterman, Debbie Yaddow

Guests: Ariana Nevine (Comptroller, ASGC), Dylan Keeling (Interim President, ASGC)

Recorder: Patty Sparks

Meeting Convened: 3:00 p.m.

I. Selection of Faculty Co-Chair

Shirley reported that Michael Berendse agreed to serve as the Faculty Co-Chair for this Council. Shirley will assist Michael over the next year, and will rotate off the Council the following year.

II. Tentative/State Budget Update

Tim provided a PowerPoint Presentation for the Council. He reminded the Council that the Tentative Budget is really a "best guess" at an overall projection. We will begin next year with approximately \$58 million, about \$1 million less than last year.

Strategy to Balance Tentative Budget

Tim stated that the \$58 million includes an approximate \$8.2 million carryover from this year's budget. We have been prudent with our funds as a district overall. In the beginning of last year we set aside 4% for fiscal uncertainty, we did not allocate the 2.21% growth funds, and we had unanticipated mandated costs, which gave us \$372,267 and an ending balance of \$2,349,464 (we may come in above that ending balance amount at \$3.2 million). In addition we had significant targeted expenditure reductions at the college level, \$600,000 in supplies, and \$100,000 in hourly costs and \$1,822,029 in vacant position savings district wide. Tim reminded the Council that there will be significant increases in 2011/12 with PERS, salaries, step and column, and the additional utility cost associated with the new Student Center and 100 Administration Building. Like last year, we set aside 4% to ensure coverage should there be a mid-year cut next year.

Tim reminded the Council that Deans and Chairs and Coordinators were asked to prepare three reduction scenarios of 5%, 10% and 15%. We are hearing from the State that we will fall within Scenario B at the worst case scenario, and it may come in better than projected. Bottom line is we received a reduction goal early and we ultimately cut below Scenario B. We will be adding a limited number of sections to get to Scenario B.

Changes from Tentative Budget to Adopted Budget

Tim explained that the Adopted Budget will likely increase from Tentative Budget. We will have a better idea of dedicated revenue and state budget reductions and possible additional cost savings from 2010/11 above the planned TB ending balance. The allocation of the budget will follow college and district established processes and priorities.

Governor's May Revise

Tim reported that the Governor's May Revise relayed a lot of information with little or no movement. Basically, revenues came in better than anticipated (approximately \$3.5 billion) however, funding will not be put back into community college budgets and it will be used to buy down deferrals (State debt). There is a cost to us with regards to deferral payments. The Governor stated that he is still pursuing the tax and fee increases, but it too will go to paying down debt. The Governor was asked about a back-up plan and he stated he does not have one.

III. Leadership Retreat

Sunny reported that the Leadership Retreat was held at Cuyamaca. There were about 60 people in attendance. In addition to looking at data and seeing where we are and how we are doing, we developed our three criteria (areas of focus) for 2012/13 year. They are: Responding to changing community needs; Creating an exceptional learning environment for student success; and Anticipating and responding to workforce preparedness. It will be critical that when we go through the Activity Proposal process for 2012/13 we need to be thinking of these foci.

IV. IRC Report and Recommendation

Tim reported that the IRC completed its prioritization processes and reminded the Council that we funded approximately \$500,000 last year. Tim provided a draft copy of the list of the Activity Proposals for the Council to review. Tim stated that he sent an email to the top 15 submitters asking them to tighten their proposals as far as budget, expected outcomes, and that they are to report back to this committee regarding the success and/or failure of the Activity Proposal. Further, he inquired if the submitters did not receive their funding this summer would the proposal still be viable and/or would the outcome change.

Tim stated that last year the prioritized list was reviewed in dollar amounts, proposals possibly funded to the \$200,000, \$300,000 and \$500,000 marks. Last year we funded proposals to \$500,000. He reviewed the Activity Proposals to the approximate \$200,000 level and indicated that there were two number one activities, as they both ranked and scored the exact same.

He explained that Basic Skills funds and alternative funding are being discussed for some of the activities. John Colson stated that the UMOJA Activity Proposal for example could not be fully funded by BSI funds (BSI funding for programs is calculated based on burn rates). There was some confusion as to if an activity falls in the Basic Skills plan, why is it going through the activity proposal processes. John stated that the allocations from Basic Skills fall short to fully fund the UMOJA Project and the Activity Proposal was to fund the remaining dollars to keep the project viable. It was suggested that projects like UMOJA be funded solely through the Basic Skills Initiative. John stated that the 2011/12 Basic Skills funding was reduced. It was discussed that the Student Success Committee should discuss the issues regarding funding sources and where submissions for funding belong. The Council agreed to have Tim, Sunny, John, Sue Jensen and Shirley discuss Basic Skills funding allocations.

Tim reported that should we fund to the to the \$200,000 level we would fund proposals through number 4 , the \$300,000 level to number 7 , \$400,000 level to 12, and \$500,000 to proposal number 16.

Shirley asked the Council if we could fund proposals up to \$200,000 for the summer. Debbie Yaddow stated her proposal has an accreditation issue and is concerned because it does not fall within the list. Sunny reminded the Council that the funding is used with one-time funds and not considered on-going. Tim reported that at the \$200,000 level it would give the ability for the submitters to begin their work over the summer. The Council discussed that John and Tim will get together to review what Basic Skills can contribute to and fund activities through number 4.

Action taken: The Council agreed to fund Activity Proposals to the \$200,000 level. Tim will send a confirming email to the submitters of proposals awarded. John and Tim will review Basic Skills allocations.

V. Service Term Matrix, P&RC and Facilities

Shirley reminded the Council that we agreed to establish service terms for this Council, Facilities Committee, IRC, and Staffing committees.

Planning & Resources:

Shirley stated she worked with Patty Sparks on determining what faculty members and what classified members have been on the longest. Jim Wilsterman, Jane Nolan and Anita Martinez are the longest faculty and staff members on the Council. They can resubmit their names should they want to continue as members. Will Pines and Janet Carter are the newest classified members.

Action Taken: It was recommended that Jim Wilsterman, Jane Nolan and Anita Martinez rotate off the Council.

Facilities:

Jim Wilsterman is the longest standing member. Patrice Braswell is the co-chair and the remaining faculty is relatively new. Reyna Torriente and Dave Steinmetz are critical to the committee, however there is a classified spot open on the Committee.

Action Taken: Jim Wilsterman will rotate off and be replaced by someone from his division. Shirley will work with Classified Senate to fill the vacant position on this Committee.

Staffing Committees:

Faculty Staffing:

Shirley is recommending that the committees be represented by divisions. Further, these committees should meet and discuss this issue. David Mullen and Paul Vincent, as well as Mary Rider are the longest standing members. Sunny stated that both of these committees should be ready to go in the fall. The Council agreed to have these committees be represented by divisional reps and staffed for fall. Shirley stated that she will email David Mullen and Paul Vincent because they both represent the same division, one will have to rotate off. For Faculty Staffing we will need representation from MNESW and LTRC.

Classified Staffing:

Shirley will follow up with Classified Senate.

IRC:

This is a relatively new committee. Craig Everett, Joann Carcioppolo, and Diana Vance are the longest members of three years.

Action Taken: Craig Everett will be the first to rotate off.

It was discussed that the matrix of members for each committee/council so maintain a fair and equitable rotation process. It was determined that the rotation as discussed above will begin in fall.

VI. Committee Updates

Facilities

Tim provided a handout, *Current and Upcoming Project Synopsis*, for the Council to review. He anticipates a roofing schedule soon and is working on a schedule to accommodate tenants and any disruptions. There will be demolition during the day and we will not be able to get away from noise as nearly every building will have something going on over the summer. Rooms 220 and 370 have been awarded and the construction remodel is moving forward. The pool shade is going in over the summer. The 100 Building is on track and hoping to complete punch lists during winter break and tenants should be able to start the move in process. The Student Center remodel should be done by winter break and he stated that Culinary Arts needs to move in first for classes. The push is to move everyone back into the Student Center sometime in January.

The sidewalk between the 500 South, Building 53 and the Student Center will be closed over the summer for about six weeks. There will be signs directing traffic. The College Cashier's Office will be relocated to the Theatre Arts Department Ticket Booth (short term and only over the summer). There will be a lot of small projects within the 300 Building. Tim reported that if anyone has questions or concerns regarding the construction scheduled, please feel free to contact him.

Enrollment Strategies

Barbara Blanchard stated that as discussed above, Scenario B brings us just past our 15% reduction as a District. The Enrollment Strategies Committee discussed that we would reallocate 2% back to the campus, giving us a 13% District reduction total. The Committee is going to continue to meet weekly through the end of June to develop criteria about how to add courses for fall. These criteria will be assessed and used in the future if needed. . The next meeting we will look at data regarding where the bottlenecks are, top majors, how wait lists are populated, and prerequisites for majors.

VII. Other

College wide Professional Development Committee

Sunny stated that this group was tasked to meet throughout the spring semester to look at best practices across the nation for professional development for all employees, faculty, staff and administrators. We started with website reviews, telephone interviews, and looked at key areas of structure of development for all constituent groups. In addition we looked at tracking mechanisms to more automate tracking for those who receive credit for participation, annual calendars, and on-line registration.

The committee met for their final meeting (for this year) and the task force solidified that they would like to hire a coordinator solely committed to develop professional development on campus. The coordinator would be supported by an assistant. The recommendation is for a coordinator, possibly a

full-time faculty member on a 100% release. We are anticipating a person coming on in the spring to plan, and have a calendar developed by May. In conjunction with the Faculty Professional Development co-chairs, we are recommending divisional reps make up the Academic Senate Faculty Flex Week Committee to align with other Academic Senate committees. These same divisional representatives would be on the College Wide Professional Development Committee. This is a different structure and concept that more closely connects the two committees. Currently allocated resources will be utilized for the coordinator role. Sunny stated that eventually the coordinator position will go through the classification process to develop a permanent job description and to determine whether it is a classified or an administrator's role. The Council discussed several models and Sunny stated that the majority of the colleges studied in California had an overarching committee specific to professional development with at least two staff members. The findings and recommendations of the College Wide Professional Development Committee and taskforce will be shared broadly in the fall. She further stated that the work done over this semester was thorough and data driven.

Tentative Budget Workshops

Sunny reported that DSP&BC and DEC Meetings are scheduled for June 14, 2011, 3:30 p.m. Griffin Gate. This is an open meeting and all are welcome.

Governance Workshop

Sunny reported that Governance Workshops are currently being scheduled, the first workshop is scheduled for Thursday, August 18. She encourages students, faculty and staff attend.

Meeting Adjourned: 5 p.m.