



**Thursday, October 28, 2010**  
**Griffin Gate**  
**3:00 to 5:00 p.m.**

**MEETING SUMMARY**

**Present:** Steve Baker, Michael Barendse, Jerry Buckley, Janet Castanos, John Colson, Sunny Cooke, Tim Flood, Oralee Holder, Kerry Kilber, Anita Martinez, Patti Morrison, Shirley Pereira, Adelle Schmitt

**Absent:** Fred Allen, Barbara Blanchard, Michael Golden, Chris Hill, Nick Montez, Jane Nolan, Alba Orr, Will Pines Jim Spillers, William Snead, Lynette Wilson

**Recorder:** Patty Sparks

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

**I. Review of Meeting Summary, September 23, 2010**

Please provide Patty Sparks with edits or changes to the September Meeting Summary, if no edits or changes are submitted the Meeting Summary will move forward as final.

**II. State Budget Highlights**

Tim provided a PowerPoint presentation for the Council. He reported that the State Budget provides for 0% COLA, as anticipated in our adopted budget. There is Enrollment Growth of 2.21%, allowing for a \$126 million allocation statewide, giving GCCCD, \$1,785,785. This enrollment growth is only a partial restoration of 3.35% Statewide Workload reduction in 09/10. The workload reduction in apportionment was \$3,049,102 for the District, so we have a significant ways to go before we are back to prior year levels.

Tim explained \$129 million of this year's statewide community college budget will be deferred into next year. This equates into a deferral of \$13 million of this year's district budget deferred to next year. He reported that GCCCD planned a 4% deficit in the budget in the amount of \$3,522,393. This deficit was in preparation for mid-year budget reductions. The Governor vetoed \$35 million statewide for partial restoration of categorical programs. We received unexpected ARRA funds of \$58,737 Districtwide however we had three days to spend those funds. They were used to back fill Matriculation expenses. The Governor also vetoed \$25 million for CTE Workforce.

Tim related that there is a possibility of mid-year cuts due to inflated revenue projections, and possible property tax shortfall. Although there are growth funds, they are deferred and an easy target for mid-year reductions. In addition with the upcoming elections and political changes we do not know how that will affect community colleges.

### Possibilities for Growth Funds should they materialize

Tim explained that there is approximately \$1 million of Growth Funds to Grossmont College. We could:

- Review activity proposals and campus needs to look for items that should be operational and on-going
- Review activity proposal outcomes to determine successful activities to expand or replicate
- Look for additional critical personnel needs
- Expand course offerings/services hours.

Sunny stated that we need to make sure that with these dollars there is a high impact. We must keep in mind we need to scale up and institutionalize what we do to maintain student success by looking at impactful programs that we can expand or improve upon. All recommendations will come to this Council. Michael Golden reported that we could look to hire additional counselors. Sunny stated that at a recent SDICCCA meeting other colleges are trying to do things differently - freeing up counselor time by addressing student specific needs and consolidating areas where categorical funding has been cut year after year. Shirley stated that if expanding sections is where we want to go, we need to start planning soon. Tim reminded the council that there are major roofing projects being done over the summer which may limit summer offerings.

Tim reported that a portion of the 200 building, all off the 300 North and South, and 500 buildings have roofing scheduled over the summer. There will be some moving of faculty offices and relocations. Given that there is not an actual (final) State budget for this year nor next year, nor an FTES target for 10/11, our best guidance is to offer the same amount of summer classes as we had last year.

### **III. 2010-11 Unexpected Vacancy/Emergency Hires**

Sunny reported on the following unexpected positions, they are:

#### **Unexpected Vacancies - Emergency Hiring**

##### Student Affairs

Clerical Assistant, .4 FTE

This position is open due to a fall 2010 resignation. This is the only evening support person on the campus. This position is responsible for the management and dissemination of the faculty absence hot line, is a liaison support with Public Safety and the evening Dean/Director of Student Activities, and is an important part of the campus emergency protocols and procedures.

##### Transfer Center

Student Services Assistant, Sr. .4 FTE

This position is open due to a fall 2010 resignation. This position assists the college in carrying out Board Policy 3260 Transfer Center by serving all evening students as the sole Transfer Center representative after 4 p.m.

##### Child Development Center (CDC)

Clerical Assistant, Sr. 1 FTE

This position is open due to a fall 2010 resignation. This position is responsible for collecting the required documentation necessary to ensure eligibility for the CDE CDD funded grant for Child Care Food and Nutrition Program as well as Title 22 and Title 5 tracking of immunizations, medical

clearance, and emergency contacts for each child in the CDC. This position is funded by outside grants.

#### American Collegiate English Program (ACE)

Clerical Assistant Sr. .725 FTE

This position is open due to a Fall 2010 resignation. This position is the primary contact for international students for verifying student visas for enrollment in the college. It also acts as a liaison between the ESL and several student services offices. In addition this position plays a role in the day to day operations of the ACE Program including, reporting, posting, records, enrolling students in courses, research and tracking of the students. This position is funded by ACE program restricted funds and does not affect the general fund.

#### Administrative Services

Custodian 1 FTE

This position is open due to the inability to permanently hire a custodian from the 2009/10 critical hire list. This position is critical as the custodial department is understaffed and has taken on significant square footage particularly with the new Health and Sciences Complex. It is critical to be able to maintain health and safety requirements and to maintain an appropriate learning and working environment for our students, faculty and staff.

These positions are funded either by restricted or general fund and are already in the budget. After discussion, the Council agreed to move forward with these positions.

Michael Golden inquired about the upcoming IS vacancies in the district. He expressed his concerns with having so many new replacements. Sunny reported that a portion of IS is contracted and the contract may go out to bid. The college will communicate grave concerns for the vacant positions as well as poor timing of the bid process and the impact this may have on services to the college and students.

*Action Taken: The Council agreed to move forward with the emergency hires as discussed.*

#### **IV. Report on Augmentations Made Last Month**

##### Overall one-time Augmentations that require follow-up

Tim reported that as previously discussed we set aside \$100,000 for Classroom Furniture/Equipment on campus. He provided an inventory spreadsheet to the deans of equipment valued at \$5,000 or more as requested by the Facilities Committee. The deans will provide the spreadsheet to department chairs and ask them document the useful life estimate of the equipment. This will prove helpful as we formulate an equipment replacement plan. We determined to move forward with \$100,000 for section increases and \$20,000 to support those section increases. We are backfilling critical hourly needs (\$84,000) and tutoring support (\$102,000). Tim reminded the Council that these are one-time funds.

Oralee inquired where the \$100,000 is located and how it is allocated. Sunny stated that these funds were in the LTRC budget since all the tutoring was under Kats at one time. Now tutoring budgets are administered in other divisions and the tutoring centers are all over campus so the discussion of priorities needs to be a broader discussion. It was determined that the deans working with department chairs will identify tutoring needs and will make recommendations in IAC for allocation of

those funds based on department needs for spring 2011. Further, the funds should be delegated according to need and not just split between departments.

*Action Taken: The Council agreed that the deans working with department chairs will identify tutoring needs and will make recommendations in IAC for allocation of those funds based on department needs for spring 2011.*

## **V. Critical Hire Lists Recommendations**

### **Staffing Critical Hires**

Sunny stated that critical hire positions have been discussed at the unit levels up through the deans and vice presidents and then to President's Cabinet.

Each position was considered and reviewed using the criteria established:

- Legal Mandates
- Accreditation Requirements
- Health and Safety Priorities
- Critical Threshold of Educational or Support Services
- Essential Operations and Supervision

Sunny reported that the following positions are being recommended for hire:

### **Evaluations Advisor, Annual Salary Including Benefits, \$61,461**

This is a key position in an already understaffed Admissions and Records Department. This position supports legal obligations to support VA students and their transfer and graduation requirements. VA students have increased from 336 in 2006/07 to 1,332 in 2009/10. This position is required by the ACCJC's Policy on Award of Credit and by the ACCJC's Accreditation Standards. Evaluators have the responsibility of evaluating Ed Plans - ensuring that veterans are paid for the classes they take in a timely manner.

### **Facilities Director, Annual Salary Including Benefits, \$136,798**

The Director of Facilities is a critical position. This position leads all of the college construction task forces and works with the District Facilities Planning Office to ensure that the planning meets the college and district needs. It requires the ability to meet legal mandates and health and safety requirements imposed by the federal, state, and local jurisdictions. Currently we have nearly \$40 million dollars worth of construction and roofing projects. In addition the Facilities Department is responsible for cleaning, maintaining and improving campus buildings, and grounds. This position has been held by the Vice President of Administrative Services which in itself is a full-time job.

## **Faculty Positions**

### ***Council Discussion re: Faculty Positions***

Sunny reported that she had a meeting with both the faculty and classified staffing committees. The Classified Staffing Committee never looked at replacement positions because they were automatic but that is not possible during these trying times. Faculty Staffing Committee stated that their job is to look at objective data, prioritize it and move recommendations to this Council. There were not a lot of critical hires for faculty positions being forwarded and likely only two could be considered. The Faculty Committee stated that during these times of fiscal exigency they felt that there is not a lot to prioritize and that can be done through the deans councils and then up through President's Cabinet. We will reexamine this each and every year.

Sunny reported that we do need to look ahead and plan for when funding does come available. There are departments now with faculty considering retirements. We need to plan for these retirements. In addition the district is preparing for a comprehensive salary study and the results may require dollars to be sure we are paying all employees in a competitive manner.

Steve Baker stated that he would like to address the process that the IAC took in forwarding the faculty positions. Each division was asked to bring forward what they thought were their most critical faculty needs to date. Each division did this and it was discussed at IAC. The two positions that moved forward were based on the discussion of those presented. The IAC knew there are only two positions to fill and they are well aware that there are greater needs for faculty. Further, he indicated that his division is going through Program Review and one of the issues has been the inability to gather instant data, i.e., enrollment, WSCH, and part-time/full-time ratios. Jerry Buckley has begun to build those kinds of reports and currently we are beginning to work with them. We haven't had this kind of information in the past and now we have the more relevant, current reports that can be pulled immediately.

***Action Taken as to Faculty Positions:***

Two positions moved forward from IAC, President's Cabinet reviewed these two positions and found that only one of the five criteria was met with both positions that were forwarded. After discussion regarding this single criteria it was felt that the divisions should have additional time to review and ensure that all positions that met this one criteria are looked at fairly and equitably. There was a concern that divisions may not have submitted positions since they did not meet multiple criteria.

After a lengthy discussion it was decided that the deans will go back to their division councils with a modified Staffing Request Form. It will be critical to include in the narrative demographic trends and enrollment change data as well as other crucial factors to be considered. Sunny stated that this is a long term employee and that also needs to be considered. The recommendation to have the faculty positions forwarded to President's Cabinet and then back to this Council in December was agreed to. Sunny stated that she will bring to DSP&BC the request for two faculty in November and report back in December with the actual faculty recommendations.

**Financial Aid Assistant or Supervisor**

We are looking to fill either the Financial Aid Assistant or a Financial Aid Supervisor, depending on which position best meets the need. Financial Aid had a 37% increase in FAFSA applications over the last year and it is taking 8 - 9 weeks before students learn of their eligibility. We are legally required to process all incoming applications, package all qualify students, and support implementation of year round Pell and Direct Loans. The college is currently not meeting the State required Maintenance of Effort (MOE) and this position will assist us in maximizing dollars to the college.

**Grounds Maintenance Supervisor**

This position has already been reorganized to produce a cost savings with a 50% reduction in supervision levels. This position is combined into a single supervisor that supervises both the Maintenance and Grounds crew. Without this position the college would fall below the critical level of supervision for two departments. We have a person currently working out-of-class doing the majority of this work for two years and cannot continue.

**Health Professions Specialist**

This position is a key position in the Health Professions Area and supports Respiratory Therapy, Occupational Therapy Assistant, Cardiovascular Technology, and Speech Language Pathology

Assistant Programs. These programs have 70 faculty members and approximately 247 students. Accreditation requires resources and support staff for these programs. In addition this position is responsible for all health and safety documents pertaining to students immunization records, CPR, etc., as required for clinical placement and legal documentation as required by health professions regulatory bodies. This would be the only support these three programs have.

### **Network Specialist**

This position would be an addition in the ICS Department of the Learning Technology Resource Division. This position has global impacts on the whole campus, especially when you think of offices being relocated, moved whether permanently or temporary. In addition the computer labs have increased from 32 to 56 along with the increasing number of computers on the campus. This position has tremendous impacts on student learning, computer labs, and exceptional learning environment that we provide.

### **Book Purchasing Assistant**

This is not a position funded by the general fund. This position works primarily with faculty to identify resources for students such as textbook requests, bundled request, and we are looking at customizing requests for students as a cost savings measure for students. Additionally, we are looking at a book loan program through Barnes and Noble. The only question right now is there is an issue that may impact this hire on all the other staffing in the Bookstore. If it is not advantageous to our students we will not hire this position. Tim clarified that this is not a new position and is currently being filled by an hourly. This would be a position that Barnes & Noble pays for but we would need to make sure it does not affect the staffing percentages as to the number of sales. In other words if we add this position it may affect other positions (hourly workers) in the Bookstore. Tim will be meeting with the vice president of Barnes Noble and will report back to this Council with an update.

Sunny reported that we have about 4 - 5 classified positions (depending on the Financial Aid position as discussed above), 2 faculty, and 2 - 3 supervisory administration positions (depending on the Financial Aid position as discussed above).

Tim stated that for all the positions discussed the total overall annualized costs total is \$559,296. This amount includes the Financial Aid Supervisor's salary. We started off with salary savings from resignations at \$343,121, less emergency hires \$132,702; overall the salary savings available total \$210,419. We also identified \$217,442 in the Adopted Budget, funds set aside to address the top three critical hire positions. That total comes to \$427,861 to fund staffing, but leaves us \$131,434 short to fund all the positions as discussed. We believe that we can assume this shortfall. He shared that we have savings in utilities, adjunct key codes and overall conservative budgeting.

*Action Taken: The Council agreed to move the positions forward, less the faculty positions as discussed above. The faculty recommendations will come back to P&RC in December.*

### **VI. Survey Says . . . How to handle Prop R Updates**

Tim stated that he sent a survey to this Council with five responses. He indicated that with those who responded, they wanted to see more information about Prop R expenditures. Tim is asking what kind of information the Council looking for and to send him questions and/or concerns. He is asking the Council to forward any questions and/or concerns to him via email. In addition he will be preparing an expanded survey monkey to this Council soon.

### **VII. Term Limits for Faculty**

Deferred to the next meeting.

**VIII. Committee Updates**

Deferred to the next meeting

Meeting Adjourned: 5:21 p.m.