



**Thursday, December 2, 2010**  
**Griffin Gate**  
**3:00 to 5:00 p.m.**

### **MEETING SUMMARY**

**Present:** Steve Baker, Michael Barendse, Barbara Blanchard, Jerry Buckley, Janet Castanos, John Colson, Sunny Cooke, Tim Flood, Chris Hill, Oralee Holder, Patti Morrison, Jane Nolan, Shirley Pereira, Will Pines, Adelle Schmitt, Jim Spillers, Jim Wilsterman

**Absent:** Fred Allen, Michael Golden, Kerry Kilber, Anita Martinez, Nick Montez, Alba Orr, Lynnette Wilson

**Recorder:** Patty Sparks

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

#### **I. Review of Meeting Summary, October 28, 2010**

Please provide Patty Sparks with edits or changes to the October Meeting Summary, if no edits or changes are submitted the Meeting Summary will move forward as final. Shirley welcomed Wendy Stewart, Dean of Counseling and Enrollment Services to the Council.

#### **II. Budget Update**

Tim provided a PowerPoint presentation for the Council. He reported on the Legislative Analyst Office (LAO) November 10, 2010, report. He explained that overall the State is projecting a \$25 billion shortfall (\$19 billion carryover deficit from last year and with this year's shortfall, totals \$25 billion). Major causes are an \$8 billion in temporary tax increases that will expire and the 2010/11 one time budget solutions.

There is a proposed \$2 billion cut in Proposition 98 for 2011-12. Proposition 98 Guarantees are based on a percentage of State revenues and because State revenues are so much lower, the Proposition 98 percentages are lower. That would be about \$220 million to \$254 million just to take care of the \$2 billion deficit. Our district receives 1.54% of the funds allocated to community colleges and Grossmont College receives .925% of what the District gets (based on the 2010/11 Budget allocation). Our responsibility, rounding to 1%, would be approximately \$2.2 million to \$2.54 million next year, before the State addresses other structural issues with the Budget. The LAO is already recommending to the State to reduce educational funding down to Proposition 98 Guarantees as a starting point. A State budget is not likely until April or May and the reductions could be far worse.

Tim explained that the good news is that the legislators all seem to realize that you cannot reduce \$25 billion in one year. The LAO is recommending a five year reduction strategy and suggesting \$10 billion of that be permanent and \$15 billion in temporary budget actions whether it be temporary reductions or revenue increases in 2011-12. The plan should stabilize, if they are actually able to get through the permanent reductions, by 2015/2016. He explained that next year will probably be our worst year yet and we must be mindful that we will have a new Governor and many new legislators taking office in January. Tim will email a copy of the LAO November 10, Report to this Council for their review.

*Action Taken: Tim to email the LAO November 10, report to this Council.*

### **III. Faculty and Staff Critical Hires**

Sunny reminded the Council that the last time this Council met the three areas, Administrative Services, Student Services and the instructional side of the college presented their critical hire lists. Recommendations were discussed based on what we thought our budget could support. Unfortunately as discussed above, it almost seems moot to bring more people on when we are faced with a deficit, however we budgeted for the top two or three positions in this year's budget. We need to be prepared if we have the opportunity to fill some of these critical positions.

Sunny explained that the following positions are on the critical hire list. They are:

- Grounds and Maintenance Supervisor  
This position has been filled by a person working out-of-class for the last two years and this person cannot work out-of-class anymore. She also reminded the Council that this position is a product of consolidating two supervisorial positions into a single supervisor position over two areas as a cost savings measure.
- Health Professions Specialist  
This is a person who supports multiple departments maintaining student records, clinical and health records, and accreditation records.
- Financial Aid Supervisor  
Due to increased student demand (30% year over year) and increased federal accountability this position is a critical hire for 2011. Additionally, Financial Aid did not satisfy the Maintenance of Effort requirement portion of what the State gives us for financial aid in a categorical called BFAP. Financial Aid can fulfill this requirement by hiring a Financial Aid Supervisor.
- Evaluations Advisor  
Due to the increases in veterans and crucial need to evaluate transcripts and certify those individuals, this position is crucial. This is a front line service person and will enter transfer data to ensure students are placed in the appropriate courses, as well as degree audits for graduation requirements.
- Facilities Director  
Tim Flood has been working this position as well as being the Vice President of Administrative Services, both of which are very demanding full-time positions for 2 ½ years. With the \$40 plus million in renovations currently underway, this position is more important than ever. .
- Network Specialist  
This position has global impacts on the whole campus. Computer labs have increased from 32 to 56 along with the increasing number of computers on the campus. In addition, secondary effects from construction also tax this department.

Sunny stated that this is an optimistic list. We may have to begin recruiting for these positions and keep a close eye on the State Budget. We can halt the hiring process if need be, but should move forward.

As discussed at the previous meeting we decided as a Council to go back to divisions in an effort to gain a fair and equitable look at critical faculty positions. Nine faculty positions were forwarded and after looking at data that the Faculty Staffing Committee looks at and more data that the Faculty Staffing Committee traditionally does not look at. She will present the two faculty positions (*Child Develop Center and ESL*) to Districtwide Strategic Planning and Budget Council.

Faculty Obligation Number: Sunny reported that our faculty obligation numbers are reported about this time every year. In looking at the regulations more closely, we have not been reporting our reassigned time properly. Grossmont College has approximately 29.5 full-time faculty equivalents (FTE) released on reassigned time, of which less than 18 FTE is contractual with just under 12 FTE for presidential discretionary reassigned time. When counted appropriately those releases increase our full-time to part-time ratio. Backfill for the full-time faculty on release time does not count on the part-time side of the equation. Our faculty obligation number is 57% full-time and 43% part-time. The District must meet the 49.9 full-time/part-time ratio State obligation. This information will be public as of Monday, December 6, 2010, and Patty will send the information out with the Meeting Summary.

Sunny is optimistic that we will get a few of these positions filled. Oralee asked where the faculty hires are numbered in the list. It comes down to what happens with the budget and the detrimental effects of department functions; The Child Development Center could be devastated if a faculty member is not hired. We will have a clearer sense of what is to move forward for each site after DSP&BC on Monday.

*Action Taken: Patty will send the full-time/part-time ratio information with this Meeting Summary. The Council agreed to move the two faculty positions forward (Child Develop Center and ESL) to the Critical Hire List.*

## **V. Lessons Learned**

Sunny reported that the one thing she has learned through this process is to have the Faculty Staffing Committee do their work. She is sure that the same decisions made would have been made by the Faculty Staffing Committee as it did in through this modified process. Further, she stated that putting list after list together for faculty needs year after year is not working.

Shirley stated that this Council agreed to place the Faculty Staffing Committee on hiatus because there was no money to move forward with recommendations. We need to go back to our groups and let their people know that the Faculty Staffing Committee is alive and well. Further she met with Barbara to review the Faculty Request Form and proposed some changes so that we incorporate more data into the form. They will meet with the Faculty Staffing Committee will meet in the spring to discuss the changes to the request form and the overall process, especially during time of a bad economy. Sunny reported that we need to not only look at data, but also the impact to students and the department /program. We need to look at qualitative and quantitative data.

Debbie Yadow inquired about Fred Allen's retirement and the replacement of Jerry Buckley in the Dean's Office. Sunny stated that she and Barbara will meet with the deans to discuss models and have frank open discussions, as well as include the campus community in open forums to talk about possible changes within the Deans' Office. She explained that Fred is a Sr. Dean and we can replace the Sr. Dean position with a Dean position; this would be salary savings that could be utilized more efficiently. Further, she stated the discussions regarding Fred's area will start with Fred's division and then include all others that may have an interest. Jerry's position will be filled by an interim. Barbara reported that applications for the interim position are due on December 8 and the interview committee will screen applications prior to the winter break. The goal is to have the interim person the first week of Flex Week.

## **VI. Defined Terms of Service/Term Limits**

Shirley reminded the Council that there was a brief discussion regarding service/term limits for faculty members on the Institutional Review Committee (IRC) at the last Council meeting. That brought up the discussion for other committees such as Facilities Committee, Faculty Staffing, IRC and this Council (all of which are committees of this Council). She questioned whether this Council would agree to having some kind of service limit for these four Committees.

Chris stated that similar discussions happened in Academic Senate regarding their committees. The concern of losing institutional memory on these committees by transitioning too many members out was discussed. One option was to allow a member to put their name back in the hat to serve on the committee again. The Sabbatical Leave Committee does place term limits on faculty members, however only half the members rotate off each year, so there are always experienced members. Further she mentioned that there are more faculty interested in serving on committees, but would have to wait until someone leaves. The Academic Senate has a selection process for faculty on committees. Typically, the Academic Senate is notified of a slot opening for faculty on a committee, the Senate President then sends out a solicitation asking for interested faculty. There are two kinds of placements, general slots and divisional slots. If it is a general slot the Academic Senate Officer's make the appointment using a set of criteria. If the slot is divisional, then the decision goes to the division on who they want to represent the division on the committee. Once those recommendations are made, then the Academic Senate ratifies the recommendation.

Sunny asked Will Pines how the classified staff feels about service limits. Will responded that this is good opportunity for classified staff to be involved and learn more about the college community.

Barbara stated that she came from a campus wherein service limits were in place for classified, faculty, and management. They rotated membership on committees about every three years with the option to throw your hat back in to serve again.

Patti Morrison asked if we could take a vote to consider service limits of 3 years for faculty. Janet Castanos requested that classified staff and deans also be included in the vote. Sunny made the motion to consider the service term defined as three years with a third coming up for rotation every year for faculty, classified, and management. Chris seconded the motion. The Council voted as follows:

Baker, Steve - No	Hill, Chris - Yes
Barendse, Michael - Yes	Holder, Oralee - Yes
Blanchard Barbara - Yes	Morrison, Patti - Yes
Buckley, Jerry - Yes	Nolan, Jane - Yes
Castanos, Janet - Yes	Pereira, Shirley -Yes
Colson, John - Yes	Pines, Will - Yes
Cooke, Sunny - Yes	Schmitt, Adelle - Abstained
Flood, Tim - Yes	Spillers, Jim - Yes
	Wilsterman, Jim - Abstained

Yes: 14  
No: 1  
Abstained: 2

Chris reported that the Academic Senate secretary is working on a master spreadsheet of all the faculty serving on committees and when they started and this could be used as a model for this Council. Shirley reported that she is cycling off as co-chair of the P&RC. She stated that the co-chair position is challenging and expands outside of this Council; she attends other district budget meetings. She works closely with the college president and receives a .2 reassigned time. Further she has enjoyed this opportunity and believes that the next co-chair will too.

Sunny reported that we will need to select a co-chair for this Council and stressed that the co-chair has a great deal of input and responsibility. P&RC members agreed that experience in P&RC is crucial prior to taking the co-chair position of the council. Chris stated that a discussion needs to

happen regarding the process of selecting a co-chair. She reported that anything college wide has been appointed in a more broad process and Senate Committees appoint their co-chairs within their committees. This Council will discuss the process of selection in future meetings.

*Action Taken: Council agreed to move forward with service limits for faculty, staff, and deans on the Facilities Committee, IRC, Faculty Staffing, and this Council with a third of the membership rotating off every year.*

## **VI. Committee Updates**

### **Facilities**

#### ***Winter Break***

Tim reported that over the winter break some of the tough demolition will be done. He explained that the area on west side of the LTRC around to the Walk of Fame area in front of the LTRC will be opened up for chiller line installation beginning December 23. Trench plates will be placed down across the fire lanes to ensure we maintain emergency vehicle access. The second part of the demolition is going to occur on the north side of the bookstore. Concrete will be taken out and replaced. The work should be completed by January 9, 2011. The Bookstore will be closed to students from January 3 to January 10, 2011. Students have been notified via voicemail messages and email. Employees will be able to work in the Bookstore and students can order books on line. Sunny requested that Tim forward this information to Chris Rogers to post on the website. Will Pines is concerned about getting books for special needs students and may need access to the Bookstore. Tim responded that we can provide access to employees.

#### ***Summer***

Tim stated that right after graduation the sidewalk that runs between 500 East Building and the Student center as you walk up from the modular village to the main quad will be demolished and replaced. That sidewalk will be closed at the end of graduation and should be re-opened on July 20, 2011. Faculty, staff and students will be able to access the campus from the east end by using the elevator or stairs in the parking structure that empties onto the sidewalk at Building 53. This allows for ADA and pedestrian access to the campus from the parking structure and modular village areas.

We will have to relocate the College Cashier's office for these six weeks.

#### ***Roofing***

Tim reported that over the summer nearly every part of the campus will hear or be affected by roofing projects. Two areas will be relocated during the roofing process (the entire roof needs to be replaced) and Tim is working closely with faculty and staff to best serve their needs during the relocation.

#### ***Other:***

#### **2007-2010 Tech Plan - Progress Report**

Barbara provided a handout, *2007-2010 Tech Plan - Progress Report*, for the Council to review. She stated that this report was generated by Kerry Kilber. This handout summarizes accomplishments and progress to date. If you have any questions or concerns please contact Kerry directly.

Barbara referred the Council to the handout, *2010/2011 Rollover Plan*. She indicated that there are four stages in the rollover plan. Stage One is for new computers in instructional labs, there are 178 machines coming in between December 20 and January 12. Stage Two involves installing the rollovers from stage one into various instructional labs as these are good computers, not old and are still under warranty. Stage Three represents the \$200,000 allocation for new computers on campus. Stage Four involves the secondary effects from Stage One and Stage Two. All stages have

estimated completion dates referenced. Barbara again stated that if this Council has any questions to please direct them to Kerry Kilber.

Meeting Adjourned: 5:00 p.m.