



**Thursday, August 25, 2011**  
**Griffin Gate**  
**3:00 to 5:00 p.m.**

### **MEETING SUMMARY**

**Present:** Michael Barendse, Barbara Blanchard, Janet Castanos, Carrie Clay, Janet Carter, John Colson, Sunny Cooke, Sheridan Dewolf, Tim Flood, Diane Glow, Michael Golden, Sue Gonda, Oralee Holder, Anita Martinez, Jane Nolan, Cheryl-Anne Phillips, Will Pines, Jim Spillers, Cary Willard, Jim Wilsterman, Debbie Yaddow

**Absent:** Steve Baker, Angela Feres, Chris Hill, Kerry Kilber, Nick Montez, Patti Morrison, Alba Orr, Shirley Pereira, Adelle Schmitt

**Recorder:** Patty Sparks

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

#### **I. Introductions**

The Council made introductions and welcomed new members.

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

Tim provided a handout, *California Community Colleges Budget and Accounting Manual Definitions*, for the Council to review. He stated that this is a useful tool for those not familiar with budget and key accounting terms.

Tim provided a PowerPoint presentation- *Budget Update* for the Council. He explained the budget process for the College, Tentative to Adopted Budget. Further he explained what a Full-time Equivalent Student (FTES) is and what Weekly Student Contact Hours (WSCH) are and how FTES calculates from WSCH (1 FTES equals 525 WSCH).

Tim utilized the PowerPoint presentation to explain where our funding comes from and how the district/college allocates funds.

Tim provided a handout, *GCCCD FTES Analysis Based on Budget Scenarios*, for the Council to review. He stated that the State is already talking about mid-year reductions. We as a college decided to serve as many students as we can but also be prudent with our fiscal side of the house. We built our budget with the assumption we will receive a mid-year cut. We currently are planning goals at cap, but the cap keeps changing and it is realistic to think that faculty is allowing more students into their classrooms. Last year we were over cap by 2,468 FTES, we needed to cut 639 sections to meet cap which equates to the 17,142 FTES goal for this year. We are being funded currently at 16,884 FTES, but we plan to serve 17,142 FTES. Tim reminded the Council that the State can go back in previous years and change the FTES allocation.

Tim provided another handout, *2011-12, Income Allocation Formula Adoption Budget*, for the Council to review. He explained that we ended last year with \$3.2 million, less POCOs totaling \$900,000 making our actual ending balance \$2.3 million. We are fortunate that our ending balances go back to us and not the district and distributed through the funding formula. Our Adopted Budget is \$60,402,656 down 2.7% from last year. He reviewed the budget breakdown with the Council.

Tim reported that the full-time employee benefits increased from 33% to 37% and hourly costs increased 1%. We brought in nearly \$8 million dollars from last year's budget into this year's budget, saving the college from a much larger cut in 2011/12. Tim reviewed the allocation of funds for critical needs and strategic initiatives. Tim reminded the Council that the Governing Board Adopted Budget Workshop at Cuyamaca this month is open to everyone.

### **III. Enrollment Update**

John reported that as of this afternoon we have a headcount of 19,750 students, 124 over last year at this time. Our units are at 172,692, 1,457 more than last year.

### **IV. Activity Proposals**

Tim provided a handout that lists the Activity Proposals prioritized by the IRC. He reminded the Council that at the last meeting it was agreed to fund Activity Proposals through number 15. He added notes in the status column which indicate what proposals were funded, and to fund further down the list to the \$500,000 level. Sunny reminded the Council that some of these Activities may be time sensitive, and may not be able to happen this year. If so, the Council agreed that funding should be used to go down the list to fund Activities that can be done. The Council discussed the proposals and agreed to fund additional Activity Proposals through number 26, and fund Activities as prioritized if a funded Activity cannot be completed by June 30, 2012.

*Action Taken: Council agreed to fund additional Activity Proposals through number 26, and fund Activities as prioritized if a funded Activity cannot be completed due to a later start.*

### **V. Accreditation Updates**

Barbara reported that we had a one-hour flex week activity that explained what accreditation is and why we do it. There is a three minute movie available under Accreditation on the Grossmont College website that will answer any questions about accreditation.

Barbara stated that the standard teams got together for the first time and started formulating plans for the semester as well as determining their core membership. There is a Steering Committee, which is made up of the co-chairs of all the standard teams that will meet on September 9, and an all-day training for co-chairs on Friday, October 21, at Cuyamaca.

### **VI. Committee Updates**

#### **Facilities**

Tim sent a Facilities Update via email the first week of classes.

#### **Enrollment Update**

Barbara stated that the 17,142 FTES goal we have for the College will actually be a reduction of 8.256% from what we offered over the last year. She explained that because we scheduled very conservatively, we get to add 7% back into our spring 2012 schedule. The department chairs will be getting their line sheets back on September 1. Of that 7%, the Enrollment Strategies Committee decided it would allocate 2/3 evenly across all divisions and 1/3 for classes strategically placed by the Enrollment Strategies Committee.

Barbara stated that Enrollment Strategies is meeting next week to start the process for the portion of the schedule that will be done strategically. This gives us an opportunity to not just look at what is evenly balanced for a department or division, but to see where there are bottlenecks over the entire campus. She explained that 120 sections overall will be added back into the spring schedule, 80 across campus by divisions and 40 sections will be placed strategically by the Enrollment Strategies Committee.

On another note, Sunny reported that if departments need help in recruiting adjuncts, please let Barbara know so that we can work with Human Resources in recruitments.

### Staffing

Sunny reviewed the Staffing Committee Charge with the Council. She stated that the current Staffing Committee charge is confusing and hard to decipher. She is suggesting breaking the charge into two which reflects the actual nature of how these committees worked (one for faculty and one for staff). She provided a draft charge for the Faculty Staffing Committee and one for the Classified Staffing Committee. The Council agreed to language and composition changes after a lengthy discussion. In addition, the Faculty Staffing Committee will have a faculty co-chair and the Classified Staffing Committee will have a classified co-chair. Edits to the charge and composition will go through the Staffing Committees and ADSOC. The meeting schedule for each committee will be determined through the chairs of these Committees. All comments and concerns can be brought forth in ADSOC.

### **VII. Review P&RC membership division reps**

Sunny reported that we need to determine who will be representing divisions that had reps rotate off Planning & Resources Council and associated committees. Sue Gonda sent a request out and has had a couple of people volunteer.

### **VIII. Other**

None.

Meeting Adjourned: 5:00 p.m.