



**Thursday, May 23, 2013**  
**Griffin Gate**  
**3:00 to 5:00 p.m.**

**MEETING SUMMARY**

<i>Chair</i>	<i>Sunita Cooke</i>	√	<i>AFT Rep</i>	<i>Michael Golden</i> <i>Jim Mahler</i>	
<i>Co-Chair, Faculty Rep</i>	<i>Michael Barendse</i>	√	<i>Chairs &amp; Coordinators Rep</i>	<i>Joel Castellaw</i>	√
<i>Academic Affairs Facilitator</i>	<i>Chris Hill</i>	√			
<i>VPAS</i>	<i>Tim Flood</i>	√	<i>Divisional Reps (7)</i>	<i>Adelle Schmitt</i> <i>Jim Wilsterman</i> <i>Jane Nolan</i> <i>Craig Milgrim</i> <i>Pat Morrison</i>	√ √
<i>VPSS</i>	<i>Jeff Baker</i>	√	<i>Supervisory Rep</i>		
<i>Arts, Humanities, Lang/Comm</i>	<i>Steve Baker</i>		<i>Classified Senate Rep</i>	<i>Janet Carter</i> √ <i>Irene Bauza</i>	
<i>CTE/Workforce</i>	<i>Christina Tafoya</i>	√	<i>CSEA Rep</i>	<i>Will Pines</i>	√
<i>Counseling and Enrollment Services</i>	<i>Howard Irvin, Int.</i>	√	<i>ASGC President or Designee</i>	<i>Victor Barajas</i>	√
<i>English, Social and Behavioral Sciences</i>	<i>Agustin Albarran, Int.</i>				
<i>MNSESW</i>	<i>Mike Reese</i>	√	<i>Guests:</i>	<i>Mary Eden</i>	√
<i>LTR</i>	<i>Kerry Kilber</i>	√		<i>Bonnie Schmiege</i>	√
<i>Allied Health</i>	<i>Debbie Yadow</i>	√			
<i>Assoc. Dean, Athletics</i>	<i>Jim Spillers</i>				
<i>Academic Senate President</i>	<i>Sue Gonda</i>	√	<i>Recorder</i>	<i>Patty Sparks</i>	√
<i>Dir. of Facilities &amp; Operations</i>	<i>Ken Emmons</i>	√			

**Meeting Convened:** 2:30 p.m.

Sunny opened the meeting by welcoming Ken Emmons, Director of Campus Facilities, Operations and Maintenance to the Council. Each member introduced themselves and what division/department they represent.

Announcement: Sue Gonda presented a Certificate of Appreciation from the Academic Senate to Michael Barendse for serving as the co-chair on this Council. Michael accepted the certificate and related that he enjoyed his time on the Council. Sue Gonda further reported that she will transition in as co-chair of P&RC.

## **Education – Program Review, Student Services**

Jeff Baker reported that there are 14 departments within Student Services. They are:

Admissions and Records  
Adult Reentry  
Athletics  
CalWORKs  
Career Services  
Counseling  
Disabled Student Programs and Services (DSPS)  
EOPS/CARE  
Financial Aid  
Health Services  
Student Affairs/ASGC  
Student Employment  
Transfer Center  
Veterans

Jeff provided a brief overview of each department and highlighted some or all commendations and recommendations for each. He explained that Student Services is on a six-year cycle however they are looking at adjusting the cycle to a three year comprehensive cycle with two annuals between. Further he explained that the program review process began back in spring 2011 and that the division encountered challenges as the tool utilized for program review proved difficult for his departments to utilize. They will be looking into updating the Program Review tool as well as the annual tool to better document Student Services. He also reminded the Council on the major issues his departments have had to deal with from budget cuts to personnel loss. He believes the departments did a fantastic job with the resources available.

*Action Taken: Provided with this meeting summary is the Commendations and Recommendations reviewed. See document attached for each department's commendations and recommendations.*

## **Activity Proposal Presentations**

### ***Tim Flood - AP 483, Grounds and Maintenance***

Tim provided a brief summary of Activity Proposal AP-483, Landscape Revitalization, Outdoor Education Zones. He reported on highlights and how it supports the GCCCD and GC Strategic Plans and sustainability efforts and the following:

- Reduce the college's water usage
- Provides an exceptional learning environment by expanding the learning environment into the outdoor landscaping.
- Provides a community resource demonstrating native plants and drought tolerant approaches

Tim further reported on Student Learning Outcomes, explaining how the landscape education zones are being incorporated into course curriculum. Tim reminded the Council that water is becoming an increasingly expensive resource, we are saving funds with the drought tolerant landscape but the waters costs are increasing.

A copy of the PowerPoint will be available for review once this meeting summary is posted to the Planning & Resources Council's website for review.

### **Bonnie Schmiede, AP – 967, Early Admission Opportunity (EAO)**

Bonnie provided a handout, *Early Admission Opportunity (EAO)*, for the Council to review. She also introduced Mary Eden who is also very involved with the day to day operations with EAO. She reported that this is an assessment, orientation, and advising program for high school seniors – mainly serving the east county students, mainly however it does serve students from all over. Components to the program are as follows:

- Assessment – students are assessed in March
- Orientation – students have orientations in April and May
- Advising – First Semester Plan
- Parent Orientation
- Priority Registration
- Feeder to Freshman Academy

She reviewed the components, the number of students served, as well as pre and post assessment data.

A copy of the handout will be available with this meeting summary when posted to the Planning & Resources Council webpage.

After reviewing the outcomes of this program, the Council agreed to make an ongoing financial commitment to this program.

#### **I. Budget**

Tentative Budget:

Sunny stated that we have to have a Tentative Budget (TB) on the books by June 30 for a July 1 start. We did receive the May revise and can incorporate many aspects into TB. The Adopted Budget will be finalized after July. Based on the Adopted Budget, we will determine how many classified positions we will be able to move forward.

Tim provided a handout, *2013– 14 Income Allocation Formula*, for the Council to review. In the May Revise, the Governor is proposing \$87.5 million for a COLA adjustment, \$89.4 million or a 1.63% to restoration/access, and \$50 million for Student Success (old Matriculation). Of the \$50 million, \$7 million will be allocated to e-scrip/planning tools, etc. All of these numbers can and will shift. Categorical budgets were hit extremely hard and there is pressure to increase funding for these programs rebuild. Even though there are potential additional matriculation funds available we must be aware that for every additional matriculation dollar provided, there is a \$3 match requirement the college must identify from our current budget. The good news is that is the State is contemplating expanding allowable expenses that can be used in that match. We are hoping to be able to offset costs where allowable. Sunny reported that how we spend our matriculation funds can also affect our 50% law.

Tim explained that the TB for Grossmont College is at \$56.4 million. He detailed what was included and stated that it does not include actual beginning balances. The Tentative budget sets our ending balance at \$1.44 million, ending balance will likely come in higher at Adopted Budget. Tim reviewed the income allocation with the Council and discussed the increased costs for benefits and utilities including our new obligation to pay sewer. With the anticipated (estimated) Growth, our 12/13 FTES target is currently at 17,014. If you multiply that by restoration/access of 1.63% we will have to garner 277 additional FTES. For Grossmont College our FTES Target is 11,990 and we as a college will

have to garner an additional 192 FTES. Tim reminded the Council that the FTES numbers will continue to fluctuate as they have in the past. We will have a more complete analysis once the state has approved the budget in mid-June.

### **Committee Reports**

- Classified Staffing Committee

Steve Baker provided a handout, *Classified Staffing Committee- New Staffing Requests*, for the Council to review. The Committee reviewed 35 requests. He thanked Bernadette Black for her work on this Committee as co-chair. He explained that the department representatives presented their positions on May 3 and 10. The committee then ranked and prioritized the positions which are identified on the handout. Tim wanted to clarify that some of these positions may be existing positions requesting an increase in hours.

Sunny stated that a lot of these positions identified have been deemed classified work. These positions have been filled by short term employees that cannot be utilized in an on-going way. If we can't use short term hourly employees how do some of these departments survive?

Meeting Adjourned: 5:00 p.m.