



Thursday, June 27, 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 Jim Mahler</i>	
<i>Faculty Rep</i>	<i>Michael Barendse</i>	√	<i>Chairs & 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 Jim Wilsterman Jane Nolan Craig Milgrim 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 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>LTR</i>	<i>Kerry Kilber</i>	√			
<i>Allied Health</i>	<i>Debbie Yadow</i>	√			
<i>Assoc. Dean, Athletics</i>	<i>Jim Spillers</i>				
<i>Academic Senate President/Co-Chair</i>	<i>Sue Gonda</i>		<i>Recorder</i>	<i>Patty Sparks</i>	√
<i>Dir. of Facilities & Operations</i>	<i>Ken Emmons</i>	√			

Meeting Convened: 3.00 p.m.

Education – Tutoring Augmentation Funds (AP)

Kerry Kilber provided a PowerPoint presentation that detailed information on the tutoring augmentation from AP Funds allocated through the Activity Proposal process. She reported on the augmentation amounts allocated to each division and what the outcomes were. Some highlights discussed:

- Augmentation Funding
 - Biology Learning Center - \$9,508
 - Chemistry - \$16,800

- Earth Sciences - \$6,004
- Math Study - \$23,696
- Physics - \$7,296
- ESBS Division
 - English Writing Center 0 \$48,798
 -
- LTR Division
 - Open Computer Lab - \$17,456
 - Tutoring Center - \$71,175

College wide Total: \$200,733

Kerry discussed outcomes, head counts, and usage. Further, she discussed considerations and recommendations as follows:

Considerations

- Staffing of Centers
- Technology Support
- Facilities
- Training
- Communication of Services to Faculty and Students

Recommendations

- Standardize systems for Assessing Effectiveness
 - Collection of student use and success data
 - Post-tutoring session evaluation
 - End of semester satisfaction survey
- Explore other tutoring options
 - Use of faculty (FT/PT) for tutoring activities
 - Online tutoring

The PowerPoint will be available with this summary when posted to the Planning & Resources Council website.

The Council discussed the data presented. The Council would like to have more data as to usage and the dollars allocated to determine whether adjustments to the budget need to be made. If the data collection system is replaced with a better data collection system, we might have a better data set but, it would take longer to establish the base – adding another two years for proper analysis. Council requested analysis on usage by students and allocation of dollars. Tim stated he will work on some numbers and get back to the Council. Kerry reminded the Council that not all of the \$200,000 allocated for tutoring was utilized.

Action Taken: Tim to provide numbers regarding the hours and funds allocated for tutoring.

I. Budget Information and Update

Tim reported that the Governor signed the budget. Budget transfers were completed to clear negative balances. Please realize that IFAS will be down for a couple of days. If you have open POs

for the 2013/14 year, get them in early as there is a shortage of personnel in Purchasing. This will allow for timely orders over the summer. If you have an emergency – please contact him at Administrative Services.

II. Classified Staffing – Recommendations

New Positions:

Sunny reported that last month the Classified Staffing Committee provided their recommendations from the 35 new positions submitted. Unfortunately, we are in a position as we were with Faculty Staffing Committee with regards to legal mandates and accreditation requirements. There were positions the Classified Staffing Committee recommended that moved positions down that absolutely have legal, health and safety, and accreditation requirements. To meet requirements the following positions were moved up and they are:

New Positions

Student Services Specialist
Student Services Assistant
Culinary Arts Food Buyer

Replacement Positions:

Replacement positions for this purpose are positions we cannot do without. What came through as the top three replacements are:

Replacement Positions

Athletics Equipment Technician
College Cashier
Custodian

The Athletics Equipment Technician will provide his/her expertise as to equipment for all 16 teams. The College Cashier's Office normally employs two full-time and one .75 position but, currently it is down to just one position (Interim College Cashier). If that person calls in sick or takes a vacation the office closes with no service to our students. We are down five custodians and another on long-term leave, this is critical as to the cleanliness to classrooms and facilities.

As a reminder we hired four classified staff through the Classified Staffing Taskforce. President's Cabinet is tasked with taking the two lists, New and Replacement, combining them, trying to find funds and helping P&RC to determine how far down we could fund. The positions recommended in priority order:

Modified Classified Staffing Recommendation:

1. Student Services Specialist
2. Student Services Assistant
3. Athletics Equipment Technician
4. College Cashier
5. Culinary Arts Food Buyer
6. Computer Help Desk

7. Multi-Media Technician
8. Music Technician
9. Custodian

We are hopeful to fund positions to number 6, maybe to 8. It was discussed that most of the positions listed were utilizing PE19 funding which will be redistributed in next year's budget for classified staff. We will know more when we move from Tentative Budget to Adopted Budget.

Action Taken: The Council agreed to move positions 1 through 9 forward as recommended with the funding available.

III. Other

- a. Healthcare Occupational Training Center (HOTC). In 2006, the Grossmont Healthcare District, a taxing entity, sold a bond in East County (Prop G). They have contributed generously to training programs for health care providers in the past. In their 2006 Bond they included a building to be built specifically for Grossmont College for training in their first career in allied healthcare and for those needing re-training. This project has been on and off again due to parking and municipal and legal issues. Grossmont Healthcare had to purchase additional La Mesa property however the building is now moving forward. We are involved in design of the building. Our responsibility is to furnish the classrooms and labs. The great news is we will have a great building to work out of and all costs that can be shifted to Grossmont Healthcare District will be.
- b. Tennis Courts. Tim brought with him a small piece of the tennis court. The tennis courts at some point of time were covered with a thin cap sheet of concrete. We resurfaced the courts recently however, the thin layer of concrete cap sheet is becoming detached from the subsurface. There are two ways to fix this, they are: Jackhammer out the concrete and re-pour it; or place a post tension slab. The recommendation is to repair the tennis courts at the lowest most effective cost.

Sunny stated that this serves as an on-going reminder how important it is to set aside funding for unexpected repair/renovations.

Action Taken: Council agreed to move forward with fixing the tennis courts.

Meeting Adjourned: 5:00 p.m.