



Thursday, August 22, 2013
Griffin Gate
3:00 to 5:00 p.m.

MEETING SUMMARY

<i>Chair</i>	<i>Sunita Cooke</i>	√	<i>AFT Rep</i>	<i>Judd Curran for J. Mahler Michael Golden</i>	√ √
<i>Co-Chair Academic Senate President</i>	<i>Sue Gonda</i>	√	<i>Chairs & Coordinators Rep</i>	<i>Joel Castellaw</i>	√
<i>Int. Sr. Dean of Planning and Institutional Effectiveness</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 Michael Barendse</i>	√ √ √ √ √
<i>VPSS</i>	<i>Jeff Baker</i>		<i>Supervisory Rep</i>		
<i>VPAA</i>	<i>Kristina VanderWoude</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>MNSES</i>	<i>Mike Reese</i>	√	<i>Guests:</i>		
<i>LTR</i>	<i>Nadra Farina-Hess, Denise Schulmeyer</i>	√ √			
<i>Allied Health</i>	<i>Debbie Yaddow</i>	√			
<i>Assoc. Dean, Athletics</i>	<i>Jim Spillers</i>				
			<i>Recorder</i>	<i>Patty Sparks</i>	√
<i>Dir. of Facilities & Operations</i>	<i>Ken Emmons</i>	√			

Meeting Convened: 3.00 p.m.

Introductions:

The Council introduced themselves and their area of representation for new members, Judd Curran, Katrina VanderWoude, Denise Schulmeyer and Nadra Farina-Hess.

Membership Terms

Sunny wanted to bring attention to the following members that have terms (3-year) that expired last spring or are vacant.

Janet Carter –
Adelle Schmitt –
Supervisory Rep -

Classified Senate
Faculty Rep
Vacant

She asked that these areas request replacements or re-appoint members again. She explained that replacements should have been discussed last spring and filled prior to the fall semester but time did not allow. This will not be the case next spring and replacements if any will be on board for the following fall.

Action Taken: Sunny will contact Michael Copenhaver for a Supervisory Rep.

I. Adopted Budget Update - Flood

Tim provided insight to the acronyms often used during meetings. He presented a PowerPoint Presentation as well as a hard copy for the Council, *Adopted Budget Overview* and *2013 – 2014 Income Allocation Formula*, for the Council to review. He explained that the Adopted Budget came in higher than Tentative Budget (which is usually the case) and highlighted on the following areas:

- **Budget Overview**
 - FTES Restoration Statewide \$89.4 million
 - GCCCD receives \$1.7 million
 - COLA \$87.5 million
 - GCCCD receives \$1.3 Million
- **Categorical Program Increases (Statewide)**
 - Student Success \$50 million
 - DSPS \$15 million
 - EOPS \$15 million
 - CalWorks \$8 million
- **One time Deferred Maintenance and Instructional Support** \$30 million
 - GCCCD for Instructional Support (3 to 1 Match) \$215,431
 - GCCCD Physical Plant (1 to 1 Match) \$215,434

Tim explained that Deferrals decreased to \$592 million from \$776 million this is good news and we are hoping we will not have to borrow funds to cover deferred payments from the State. Overall we are looking good given the circumstances.

Prop 39: Permanently increases taxes for out of state corporations to fund energy efficiency and clean energy projects. Tim stated we may be able to garner funds from the \$47 million allocated at the discretion of the State Chancellor, buy going green with new projects coming through our Facilities Master Plan.

Prop 30: This is a temporary increase wherein the Sales Tax increase expires yearend, 2016, and Income Tax increase expires yearend, 2018.

FTES Goals

Tim provided a handout for the Council to review. The two sided handout reflects the 2013/14 Income Allocation formula and the other side reflects FTES Goals district wide and college wide.

He explained that 2013-2014 FTES Goals for Grossmont College last year were 11,798 FTES, and the actual was 11,803. This year's goals are up to 12,604 FTES. He explained that we had to port back from summer (154 FTES) into last year's FTES to make cap. We planned a strong summer to meet that goal and now we need to make up those numbers again this year.

Tim explained the overall *2013 – 2014 Income Allocation Formula*, and how the distribution of funds through both colleges and the District were allocated. Overall our 2013-14, budget for Grossmont College is \$60,487,274.

Sunny stated that we have survived as a college through the budget crisis by being proactive with a contingency fund and frugal spending. We have also as a college been in depression mode and at the end of the year we have saved our dimes and nickels, however this year we are going to encourage managers to spend their budgets. In other words if funds are in your budget, spend them.

Tim explained that our \$4 million additional funds from TB to AB went to the following:

\$1.5 million to Purchase Order Carry Overs – POCOs (last year's commitments);
\$1 million to P/T Hourly & Overload Increase (restoration, summer pull-back and decreased efficiencies);
\$600,000 to Strategic Initiatives – funded Activity Proposals
\$400,000 to other outgo – Tennis Courts
\$500,000 to Additional Positions

Tim reported that a task force was tasked with determining the best avenue for the tennis court repairs/replacement. Unfortunately the architects came back and reported that the tennis courts cannot be fixed as discussed in June and meet regulations. The foundation will have to removed and replaced completely but this comes at a much higher cost. He then provided the overall distribution of funds by percentage for how our money is allocated.

The Council discussed the Income Allocation Formula and the eventual distribution of Prop V Funds. It was asked if the assigned square footage of Grossmont College is used for the percentage amount of the Prop V Funds allocated. Sunny responded that it is likely that we will get approximately 69.34% (same as the Income Allocation Formula) of the Prop V monies, not to be confused with the funding allocated to Dedicated Classroom/Lab Maintenance distribution which is allocated based on the assigned square footage. Sunny reported that in this State, the State sometimes contributes to the funding of new buildings with match dollars.

II. Staffing Recommendations - Cooke

Sue Gonda reported that we, as a college, have been conservative with our spending over the last several years, however, we need to utilize and spend our budgets for staffing to best serve students. We have funds available and we need to use the funds this year unlike over the past 4 years where ending balance has been used to deal with ever shrinking budgets. We must be mindful of the 50% Law, making sure we do not go over for direct teaching to students, and our Faculty Obligation Number (FON).

Sunny reminded the Council that there are well-defined and established processes in place for filling positions on campus. There is the Faculty Staffing Committee (Jim Spillers – Chair) that meets in the fall to hear position requests, assess, then makes a recommendation to this Council. This was done last December. Last spring, new classified staffing requests were heard by the Classified Staffing Committee. These recommendations and replacement positions came to this Council and this Council agreed to move positions forward.

Sunny explained we now have the Adopted Budget and with that additional funds. She provided a handout, *GC Additional Positions Proposed to be Filled Based Upon 13/14 Adopted Budget*, for the Council to review. These positions listed were pulled from existing 12/13 lists. They are:

Faculty

MCOM (10 month)

Counselor-Transfer Center (11 month)

She reminded the Council that we already agreed to move six faculty positions forward. There are a couple of reasons for doing this, we need to spend our funds and meet our Faculty Obligation Number.

Supervisory

Grounds/Maintenance Supervisor - filled by interim now

Business Operations – filled by interim now

Counseling – Tammy Houston's position – filled by out of class

Management

Associate Dean Special Programs - position presented by Jeff Baker

Staff

Admin Assistant, Transfer Center – Diane Sandoval retiring in December

Hyde Art Gallery (replace or hire a director) – Teresa Markey retiring in December (to be decided by division/department)

General Maintenance Worker Sr. – position filled by Police Officer into Maintenance Crew (negotiated)

Network Specialist – new position created to meet technology needs on campus

Creative Services Design Specialist – Lynette Wilson is retiring

Admissions & Records Assistant Sr – Kerry Etzel internal promotion to VA

For further discussion, Sunny stated that we are looking at either hiring a Tutoring Supervisor or Learning Assistance Center Specialist. There was an interim Supervisor, but that person decided to not do it anymore. This is a very important role and many models will be looked at.

The approximate cost for these positions listed is approximately \$500,000 (not including the Tutoring Supervisor or Learning Assistance Center Specialist). Tim reminded the Council that the approximate cost does include benefits.

Sue Gonda wanted to thank President's Cabinet for including her as chair of this Council to their last meeting wherein these positions were discussed. She requested that the Academic Senate Secretary be considered for this list as well, it is a part-time position. She expressed the need for this position explained its duties. The Council discussed this and whether this is the appropriate venue.

Tim reported that this is as an emergency hire and falls within the process. It would be brought to the President for consideration (Sue reports to Sunny). Sunny expressed that she, in good conscience, could not make that decision solely and decided to bring it here for discussion. After careful consideration the Council agreed to move forward with this position.

Action taken: Council agreed with recommendations made regarding staffing, including the Academic Senate Secretary position with the caveat that Sue Gonda follow up with a written description of the job and critical bullet points on the needs.

III. Enrollment Update – Flood/Hill

Chris Hill provided a handout, *FTEF Allocation Calculation 2013/13*, for the Council to review. We have a flat FTES target of 12,064, however we need to garner 154 from the summer pull back, serve non-resident students (estimated) of 740 for an adjusted 2013/14 target of 12,958 FTES. These FTES will come from summer 2013, fall 2013, and spring 2014. The remaining FTES target for this year is 6,083. We are going to target about 1.5% above cap in order not to miss any opportunity to capture more growth. We are building our schedule at 1.5% over cap. This means we are going to be allocating approximately 24 FTEF across the divisions, which totals approximately 119 sections. Sunny stated that both colleges are having a winter intersession (dates to be considered at DEC). We will need to have student support services.

IV. Student Services Reorganization - Baker

Jeff Baker provided an overview of the proposed reorganization for Student Services with the key changes being:

Add	Associate Dean, Special Funded Programs
	Dean, Counseling Services
Keep	Two (2) – Supervisors in Admissions and Records (in lieu of Director/Dean)
	Director of Financial Aid
	Associate Dean, Athletics
	Associate Dean, Student Affairs

The Council discussed whether or not a director or dean will be hired for Admissions & Records. Jeff stated that at this point we don't know if it will be a director or dean – but we need to make sure the area is properly supervised and with the two supervisors already in place, it is for now. The Council further discussed the need for the changes as reported and their appreciation for Student Services and their ability to enable such a smooth fall transition for students.

Action Taken: The Council agreed that the recommendations as discussed move forward.

V. Committee Updates

Faculty Staffing Committee

Craig Milgrim commented on the Key Message provided on the Agenda. He stated that the rubric used is not reflective for subspecialty areas within departments. Jim stated that the Committee has taken all recommendations regarding the changes to the rubric. Jim will bring this issue back to next month's meeting.

Meeting Adjourned: 5:00 p.m.