



**THURSDAY, NOVEMBER 20, 2014**

**3:00-5:00 PM, GRIFFIN GATE**

**MEETING SUMMARY**

<b>PRESIDENT</b>	Sunita Cooke (Chair)		<b>DIVISIONAL REPS (7)</b>	Adelle Schmitt	√
<b>VICE PRESIDENT ACADEMIC AFFAIRS</b>	Katrina VanderWoude	√		Jennifer Bennett	√
<b>VICE PRESIDENT STUDENT SERVICES</b>	Chris Hill (Interim)	√		Jane Nolan	
<b>VICE PRESIDENT ADMINISTRATIVE SERVICES</b>	Tim Flood	√		Michael Barendse	
<b>SR. DEAN OF COLLEGE PLANNING &amp; INSTITUTIONAL EFFECTIVENESS</b>	Beth Smith (Interim)	√		Craig Milgrim	√
<b>DEAN OF CAREER &amp; TECH ED/WORKFORCE DEVELOPMENT</b>	Christina Tafoya	√		Patty Morrison	√
<b>DEAN, COUNSELING &amp; ENROLLMENT SERVICES</b>	Martha Clavelle	√		Liz Barrow	
<b>DEAN OF ARTS, LANGUAGES AND COMMUNICATION</b>	Steve Baker	√	<b>BASIC SKILLS REPRESENTATIVE</b>	Corey Manchester	
<b>DEAN, ENGLISH, SOCIAL/BEHAVIORAL SCIENCES</b>	Janet Castanos (Interim)		<b>SUPERVISORY REPRESENTATIVES (2)</b>	Genie Montoya	
<b>DEAN, MATH, NATURAL SCIENCES &amp; EXERCISE SCIENCE/WELLNESS</b>	Mike Reese	√		Kurt Brauer	
<b>DEAN, LEARNING &amp; TECHNOLOGY RESOURCES</b>	Taylor Ruhl (Interim)		<b>CLASSIFIED SENATE DESIGNEE</b>	Rochelle Weiser	√
<b>DEAN OF ALLIED HEALTH &amp; NURSING</b>	Debbie Yaddow		<b>CLASSIFIED SENATE REPRESENTATIVE</b>	Linda Daley	
<b>DEAN, ADMISSIONS, RECORDS &amp; ENROLLMENT SERVICES</b>	Aaron Starck, Interim	√	<b>CSEA REP</b>	Will Pines	√
<b>ASSOCIATE DEAN, ATHLETICS</b>	Jim Spillers	√	<b>ASGC PRESIDENT OR DESIGNEE</b>	TBD	
<b>ACCREDITATION LIASON OFFICER</b>	Chris Hill	√	<b>GUESTS:</b>		
<b>DIRECTOR FACILITIES &amp; OPERATIONS</b>	Ken Emmons				
<b>PRESIDENT, ACADEMIC SENATE</b>	Sue Gonda (Co-Chair)	√			
<b>AFT REPRESENTATIVES</b>	Jim Mahler				
	Victoria Curran for Judd Curran	√			
<b>CHAIRS &amp; COORDINATORS REP</b>	Evan Wirig		<b>RECORDER:</b>	Patty Sparks	√



The Meeting commenced at 3:00 PM.

Tim Flood announced that Sunny Cooke was at a CCLC Conference and out of the county.

### **I. BUDGET**

Tim disseminated a handout, *Grossmont College Budget Update*, for the Council to review. He explained the handout reflects how funding is expended to date as well as fund expenditures from the prior year. He explained, overall we are tracking well against last year's spending patterns. Supply budgets are down 32% than last year at this time. He encouraged departments to spend their supply budgets. Utilities are slightly down however keep in mind that the college successfully completed Phase I of converting standard lighting to LED lighting in the outdoor interior and exterior areas of the college and the Parking Structure. We continue to reduce our energy use but rates continue to increase and we are not sure how the decommission of the San Onofre Power Plant will affect our budget. He will keep this council aware of any impacts to our energy use.

Tim related good news that department budgets have received the 10% increase in their supply object codes.

- **Strategic Hires**

Tim presented three critical hires to the Council, they are:

- President of Grossmont College: This position is an accreditation requirement and will be filled with an interim for six months. Time sensitive.
- Student Services Assistant, Sr.: This position provides a critical threshold of student support and is an integral component of the mandated core services related to the SSSP program. This position makes appointments with students for counseling and assessments as well as complex clerical and admin support to Student Services.
- International Student Specialist: This position will plan and coordinate international student events and services as well as new international student orientations sessions. This position will serve as the liaison to more than 700 plus students who are acclimating them to the higher educational/collegiate system.

*Action Taken: After a brief discussion the Council agreed to move these three positions forward.*

- Associate Dean, Student Success and Equity: This position comes to this Council for a recommendation to move forward. Chris explained that this position is categorized as a management position as it will oversee an extensive budget as well as supervise employees. The position is relevant and many community colleges statewide have similar



positions to oversee their Student Success initiatives. The college has worked diligently in providing goals and next steps for this initiative however there is no available person to coordinate and manage the intensive work load. This position is categorically funded through SSSP funds.

Tim and Beth spoke to this position adding that as a college we are responsible to spend SSSP funds with specific intent. SSSP funds can be expended for the following only:

- Assessment
- Counseling
- Advising
- Educational Planning

Staff is included as long as it relates specifically to the above-mentioned categories. Tim stated that the State is taking large chunks of funding and directing them to categorical funds like SSSP funding. Like Matriculation funds, the anticipation is that SSSP funds will be available for a considerable length of time.

Chris explained that the salary schedule placement is under review by the Administrators Association as well as the essential functions of the position. She believes the placement will be a MG-09 or MG-10. More discussion of how our existing programs such as Freshman Academy and like programs will be associated with the position, if at all.

The SSSP requirements were checked and re-checked by colleges up and down the state including our own college's questions that were submitted for clarification. 60% of the funding is based on actual services provided, which means we need to code every assessment, counseling, advising and educational planning appointments. The State Chancellor's Office held workshops specific to the requirements.

The Council discussed the position and members questioned the addition of another management position when there are critical needs throughout the campus. This concern is valid however this position will be funded through categorical funds that have specific use requirements, addressing needs with limited general funds is difficult. This position is a college wide position and will serve all departments and reports directly to the CPIE Dean. Of course this position can be used as a resource for many councils and committees. It was suggested that the position be clearly added to an org chart and disseminated for clear understanding who it reports to.

*Action Taken: Council agreed to move this position forward – noting one objection.*



## **II. FACULTY STAFFING RANKINGS:**

Jim reported that the Faculty Staffing Committee reviewed and ranked 32 positions over the summer and is asking this Council to move the positions forward as recommended. He used the overhead projector to highlight the positions for the Council. He stated that some disciplines submitted more than one of the same positions and in that case the council reviewed the second position as if the first position was hired for ranking purposes.

After discussion the Council agreed with the recommendation from the Faculty Staffing Committee, however would like to take back concerns discussed regarding the rubric and how positions are ranked.

The Council further discussed potential funding of these positions. Tim related that we will not know how far down this list we can go, if at all. There is some anticipation that the FON number will increase which means we will be obligated to those requirements and reminded the Council that the FON increases with growth.

*Action Taken: Council agreed with the Faculty Staffing Committee's recommendations, however expressed concerns regarding the rubric and how positions are ranked.*

## **III. STUDENT EQUITY PLAN**

Beth reported that we have a Student Equity Plan in writing and it is being reviewed currently through the shared governance process as well as on-line. The Plan is due to the Governing Board in December and stated that any feedback should be to her no later than next week. Further, she reported that this Council will track the progress of the Plan and reiterated the importance of having new leadership in place to manage and coordinate these very important initiatives.

## **IV. COMMITTEE UPDATES**

IRC – Tim disseminated a handout that entails how many Activity Proposals both division and department each division is allowed (Due January 9, 2015). Deans will be working with their departments on which Activity Proposal will be heard. All recommendations will come to this Council for review.

ENROLLMENT STRATEGIES – Katrina announced that their meeting has been rescheduled to December 8, 2014.



FACILITIES – Tim updated the Council on the 200 Complex. The architects met with each department to go over their needs and are working closely with a theatrical consultant. He stated that the depth of input is much greater than previous processes. He further stated that the 300 Building Design Task Force will be established soon to begin their discussion for design and department needs. There will be a full remodel of Building 31 and tear down of Building 36.

Meeting Adjourned: 5 p.m.

**NEXT P&RC MEETING DATE: TBD**

**VISION: CHANGING LIVES THROUGH EDUCATION**