



Planning & Resources Council

THURSDAY, JUNE 22, 2017

3:00- 5:00 PM, 70-066

MEETING SUMMARY

PRESIDENT	Nabil Abu-Ghazaleh	√	DIVISIONAL REPS (7)	Adelle Schmitt	
VICE PRESIDENT ACADEMIC AFFAIRS	Katrina VanderWoude	√		Evan Wirig	
VICE PRESIDENT STUDENT SERVICES	Marsha Gable	√		TBD	
VICE PRESIDENT ADMINISTRATIVE SERVICES	Lorenze Legaspi	√		Irene Palacios	
SR. DEAN OF COLLEGE PLANNING & INSTITUTIONAL EFFECTIVENESS	(Interim) Mike Reese	√		Liz Barrow	
DEAN OF CAREER & TECH ED/WORKFORCE DEVELOPMENT	Javiar Ayala	√		Jessica Owens	
DEAN, COUNSELING & ENROLLMENT SERVICES	Martha Clavelle	√		Pat Morrison	√
DEAN OF ARTS, LANGUAGES AND COMMUNICATION	Bill McGreevy	√	BASIC SKILLS REPRESENTATIVE	TBD	√
DEAN, ENGLISH, SOCIAL/BEHAVIORAL SCIENCES	Agustin Albarran		SUPERVISORY REPRESENTATIVES (2)	Genie Montoya	
DEAN, MATH, NATURAL SCIENCES & EXERCISE SCIENCE/WELLNESS	(Interim) Cary Willard			Kurt Brauer	√
DEAN, LEARNING & TECHNOLOGY RESOURCES	Nadra Fareina-Hess (Interim)		CLASSIFIED SENATE DESIGNEE	Monica Blando	√
SR. DEAN OF ALLIED HEALTH & NURSING	(Interim) Domenica (Dee) Oliveri	√	CLASSIFIED SENATE REPRESENTATIVE	Brian Lam	√
ASSOCIATE DEAN OF NURSING/DIRECTOR OF NURSING	Domenica (Dee) Oliveri	√	CSEA REP	Will Pines	
DEAN, ADMISSIONS, RECORDS & ENROLLMENT SERVICES	Aaron Stark	√	ASGC REPRESENTATIVE	TBD	
ASSOCIATE DEAN, ATHLETICS	Thomas Armstrong	√			
ASSOCIATE DEAN OF STUDENT SUCCESS AND EQUITY	Lida Rafia	√			



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DIRECTOR FACILITIES & OPERATIONS	Loren Holmquist (Interim)	√			
PRESIDENT, ACADEMIC SENATE	Tate Hurvitz (Co-Chair)				
AFT REPRESENTATIVES	Jim Mahler		Guests		
	Sara Ferguson				
CHAIRS & COORDINATORS REP	Judd Curran		RECORDER:	Patty Sparks	√

Meeting commenced at 3:00 PM. Mike Reese was introduced as the new Interim CPIE Sr. Dean.

I. INSTITUTIONAL LEARNING OUTCOMES – SCHULMEYER

Denise presented the five ISLOs and their descriptive narrative for the Council, they are:

1. Critical & Creative Thinking
2. Communication Skills
3. Global and Local Perspectives
4. Technology and Information Skills
5. Life and Career Skills

The Council approved the ISLOs themselves, however had some suggestions regarding descriptions such as adding specific wording that is inclusive of soft skills which include communication skills, teamwork and collaboration, adaptability, problem solving and conflict resolution. These are marketable skills for students when job hunting.

Action Taken: Denise will take this information back to the ISLOs task force and after consultation with various constituent groups in the fall (descriptions only) will bring it back to this Council for final approval of the descriptions.

II. ENROLLMENT UPDATE – VANDERWOUDE

Bottom line, the College is short approximately 250 FTES. Efforts are to be commended as we did our best to capture FTES College wide. Cuyamaca College is in a growth mode and will contribute FTES enabling the District to make base.

Nabil reminded the Council that we will firm up numbers and see where we are and further, spend this summer reviewing enrollment strategies and retention efforts. The reality is we did



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not earn approximately \$1M, which is roughly the funding equivalent to the 200 FTES we did not sustain. We are looking at long term best practices concentrating on how to best serve students and their success.

FTES - Summer

The College did capture approximately 9.5% FTES over last summer as we added a lot of sections.

III. GOVERNOR'S MAY REVISE - LEGASPI

With the shortfall of FTES, Administrative Services is looking at discretionary costs such as, meeting meals/food and travel costs for example. We do have one-time funds to support 2016/17 budgets. The college will need to achieve 13,001 FTES in 2017/18.

2017/18 budget will remain flat, however the college will incur increased costs attributed to new positions and an approximate PERS/STRS increase of \$2M. PERS/STRS costs does increase annually.

IV. CLASSIFIED STAFFING – VANDERWOUDE

A handout, *Classified Staffing Committee's Recommendations*, was provided for the Council to review. The handout provides a written summary for each position that details the discussion of the Committee's recommendations. Please see attached, **CLASSIFIED STAFFING COMMITTEE'S 2016/17 RECOMMENDATIONS, MAY 25, 2017.**

The Council commended the committee specific to the narrative provided on the handout. Bernadette Black was commended by Katrina for her work as co-chair.

Action Taken: Council agreed recommend the Classified Staffing Committee's recommendations as discussed.

V. ANNUAL UNIT PLANNING

Mike Reese reported that the Annual Unit Planning Task Force represented with classified staff, faculty and administrators, is tasked with modifying and hopefully streamlining the annual planning processes utilizing TracDat. The goal is to be able to house all requests including staffing within TracDat. The task force will be meeting through the summer and into fall.



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Nabil shared that this is very important work and is appreciative of the hard work the task force has ahead of them.

VI. END OF YEAR PLANNING UPDATE

- Achieving the Dream

Since the ATD Coaches last visit, a Student Success and Equity Task Force (SSETF) was formed. One of the SSETF goals is to integrate SSSP, Basic Skills, Title V, and Student Equity and educate folks on what each of the funding sources are for and how best to use them to serve students. Demands on colleges for creating more and more plans continue to increase. For our college to be effective, our plans need to be integrated with each other and with resource allocation.

- East County Educational Alliance (ECEA)

The ECEA has been around for approximately three years and the goal of the alliance is the promise to high school students, should they meet requirements, to receive a chrome book and 30 units of free college tuition. The requirements to date have not been determined, but will focus on academic readiness, engagement and college oriented. There will a “checklist” approach – some requirements being completed at the high school level and some on-line. The idea is to have a core set of opportunities for these students. Recently our college hosted 10th graders providing information on “free” college and gave them a tour of the campus.

We have three MOUs going to the Governing Board for ratification and the GUHSD MOU is in progress. Some components have to be worked through regarding unions. Helix High School has agreed to 32 sections.

- Shared Governance Re-Org

The President and both the Academic and Classified Senate members are working together on a new re-org structure. We will have a few changes and not complete overhaul. Some changes being considered:

- Separate planning from budget, have a College Council and a Budget Task Force



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- Student Success and Equity Committee is the committee to bring restricted funding make recommendations for allocations
- Distance Ed is proposed to move as a committee of the Academic Senate
- Technology Committee can be part of a college wide committee

The Budget Task Force will be a recommending body to the College Council. The goal is to comprise the membership with 3-4 faculty, 2-3 classified, 2-3 administrators, 1 student. The charge will be developed after constituent groups weigh in on what they want delegated to discuss at the meetings. The Budget Task Force will be a recommending body only, in other words, it does not own the money.

- IEPI – Resource Team Proposal

IEPI is a collaborative effort to help advance the institutional effectiveness of our colleges. IEPI will enhance the ability to serve students as demands on colleges for creating more and more plans continue to increase. Bringing in a resource consultant as we look at reinventing our own structure will enhance the productivity.

Barbara Gallego is tasked with charting the governance structure at Grossmont College. Once completed it will be extremely useful to some decision making regarding reorganization. There may be some opposition to change but change is good.

- Compressed Calendar

Next steps include Instructional Operations to develop a “mock” compressed calendar to pilot this fall. There are discussions continuing regarding a stand-alone finals week or include an extra week of instructional time which may help those sections with labs. There are split conversations regarding the Thanksgiving break, keep the traditional two days or take a week. Taking a full week will affect departments like dance and when they schedule their two main performances.

The idea is to have a mock compressed calendar piloted in the fall. This will give us time to address adjunct issues as to alignment with the region, facility pressures, and faculty issues as



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they arise. There will be some awkwardness but the value of serving students better will outweigh issues. The goal is to roll out the compressed calendar in the fall of 2019.

- Projects on the Horizon

California Pathways Project:

There is \$150M in the May revise for California Community Colleges and we are being told it will be disbursed to districts. We are looking at how to map work with Pathways Funding and requirements. We will know more in the next month after a conference call with EAB.

VII. STRATEGIC HIRES

- STUDENT SERVICES ASSISTANT – GABLE

This position plays a critical role performing specialized and complex duties assisting students in the assessment office. This person tracks and posts assessment records, data entry and retrieval, clearing requisites, and more. Further this position supports the mandated core services of the Student Success and Support Program.

The Council agreed to move this position forward.

Action Taken: This position will move forward as a recommendation for hire to the President.

VIII. OTHER

No additional items

NEXT P&RC MEETING DATE: July 27, 2017, 3 – 5 p.m., Griffin Gate

VISION: CHANGING LIVES THROUGH EDUCATION



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CLASSIFIED STAFFING COMMITTEE'S 2016/17 RECOMMENDATIONS

MAY 25, 2017

Committee Members:

Chair: Katrina VanderWoude, Vice President of Academic Affairs

Co-Chair: Bernadette Black, Executive Assistant to the President

Members: Bill McGreevy, Dean of ALC

Denise Schulmeyer, Faculty

Kurt Brauer, Custodial Supervisor

Lorenze Legaspi, Vice President of Administrative Services

Marsha Gable, Vice President of Student Services

Nadra Farina-Hess, Interim Dean, LTR

Rochelle Weiser, Training Assistant

Sara Varghese, Interim Associate Dean, Student Affairs

- 1) **Art Gallery Technician:** Committee unanimously agreed not to rank since it is a minimal request to go from 11 month to 12 month position. **Recommendation:** Move position forward due to minimum impact.
- 2) **Library Technician I:** Committee agreed to pull from this process as it was learned this was already part of the LTRC reorg that went forward. **Recommendation:** Move position forward as a strategic hire. Position is budget neutral



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The committee recommends going with the composite scores based on total scores:

Composite Scores Based on Total Scores		Current FTE	FTE Requested	Total Proposed	Rank
Web Technology Support Specialist	521	0	1.0	1.0	1
Clerical Assistant Math	496.5	.475	.325	.80	2
Veterans Program Specialist	472.5	0	1.0	1.0	3
Athletics Info Specialist/Events Mgr	455.5	0	1.0	1.0	4
Library Technician I	428	0	1.0	1.0	5
Computer Lab Technician	424.5	0	1.0	1.0	6
Library Technician II	420	0	1.0	1.0	7
Tutoring Center Specialist	415	.475	.525	1.0	8
Dance Operations Facilitator	381	.475	.525	1.0	9
Administrative Assistant I (CCR)	351.5	0	.5	.5	10
Internship/Job Developer	338	0	1.0	1.0	11
Navigator/Educational Case Mgr	304.5	0	1.0	1.0	12

*Art Gallery Technician not included in ranking due to minimal impact.

*Library Technician I was pulled from the process as it was part of the LTRC reorg that went forward.

- **Web Technology Support Specialist:** Committee agreed unanimously that this be ranked as #1 as it is a college-wide need. After discussion, there was agreement that it was indeed appropriate that this position be housed in the LTR. There was discussion about this position and the duties mentioned regarding web maintenance in the proposal for the CCR assistant. Committee assessed that this role would be primary in working on website and in partnership with the Instructional Design Technology



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Specialist position under the leadership of the LTR dean, which also mirrors the model that is working quite well at Cuyamaca College under the umbrella of the LTR.

- **Clerical Assistant, Math:** Committee agreed that the request was minimal, and was sensitive to the growth of program since inception of this role in 1996. Also, the work associated with the reimagining of math, math pathways, and acceleration contributed to decision.
- **Veterans Program Specialist:** This position was presented as being essential to build the veterans program which is currently staffed by VA students. The committee also was supportive of staffing this center that currently is supported by a full time counselor but no other staffing.
- **Athletics Info Specialist / Events Manager:** Committee agreed it was important but there was some discussion about the cost of continuing with the part time configurations vs the cost of a full timer with benefits. There was also discussion about whether this position is a manager position vs. a classified position.
- **Dance Operations Facilitator:** Given the construction of the Performing Arts Center, we need to look at these positions in the division more collaboratively in conjunction with other roles, such as those related to the other performing arts – theatre, music, etc. As the staffing model for the new performing arts complex is fully developed, these roles will be discussed. **Recommendation:** Not to move position forward at this time as all positions in the division should be looked at more collaboratively as we plan the new facility.
- **Administrative Assistant I (CCR):** Committee agreed they saw no need for this position. There are currently one to two student workers in CCR. There's also support from the District with communication. There was discussion about some of the needs referenced in the proposal being handled by other areas of the college, now that there is staffing (outreach and engagement coordinators). It was also referenced that the webmaster position, if moved forward, will address some of the rationale addressed in support of this position.
- **Library Tech II, Tutoring Center Specialist, Computer Lab Technician** – all of these roles were discussed and the committee's discussion leaned toward letting the reorganization complete and reassess needs. The three supervisors are not all in place and the operation will need some time to settle before continuing to recommend positions for hire. The critical positions in the LTR that were brought forth are the Web Master and Library Technician I.
- **Internship/Job Developer and Navigator/Educational Case Manager:** The committee collectively did not see these positions as critical needs, given that structures are currently being developed.

Feedback will be sent to those who submitted a proposal after the formal recommendation goes to P&RC in June. P&RC's recommendation will then go to the President who most likely will confer with President's Cabinet.