



THURSDAY, MAY 24, 2018
3:00- 5:00 PM, GRIFFIN GATE

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	Mike Reese (Interim)	√		Liz Barrow	√
DEAN OF CAREER & TECH ED/WORKFORCE DEVELOPMENT	Javier Ayala	√		Jessica Owens	
DEAN, COUNSELING & ENROLLMENT SERVICES	Martha Clavelle	√		Nadra Farina-Hess	√
DEAN OF ARTS, LANGUAGES AND COMMUNICATION	Bill McGreevy	√	BASIC SKILLS REPRESENTATIVE	Shawn Hicks	√
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	Fabienne Chau		CLASSIFIED SENATE DESIGNEE	Monica Blando	√
SR. DEAN OF ALLIED HEALTH & NURSING	(Interim) Domenica Oliveri		CLASSIFIED SENATE REPRESENTATIVE	Brian Lam Cindy Emerson	√
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				
DIRECTOR FACILITIES & OPERATIONS	Loren Holmquist (Interim)	√			
PRESIDENT, ACADEMIC SENATE	Tate Hurvitz (Co-Chair)	√			



AFT REPRESENTATIVES	Jim Mahler				
	Sara Fergeson		Guest: Bernadette Black Terrance Riley		√ √
CHAIRS & COORDINATORS REP	Judd Curran		RECORDER:	Patty Sparks	√

Meeting commenced at 3:00 p.m.

I. BUDGET UPDATE - LEGASPI

The Governor disseminated his May Revise. The allocation for community colleges as proposed is as follows:

- Funding allocation - 60% on FTES
- Funding allocation - 20% based on the number of low-income students that districts enroll
- Funding allocation 20% - Student Outcomes with additional funding for outcomes of low-income students
- Establishes a two-year hold harmless to 2017/18 levels with COLA for two-years

The May Revise reflects what the Chancellors’ group recommended. Both the Senate and Assembly are looking at the proposal however, are not in full agreement with the Governor’s proposal to the hold harmless provision (Senate agrees to the two-year hold harmless provision however the Assembly does not).

Good news, the legislative analyst reported more income than last year. This allows for an increase in areas like deferred maintenance and instructional equipment.

To date, the budget process at State level is on-going and not set in stone. More to come.

Funding Requirements

Aaron Starck suggested that we need processes in place to track outcomes ensuring we meet the new funding allocation requirements.

CCC On-line College

There were some colleges that spoke against the proposed On-Line College, however it will be fully funded should this proposal be ratified.

No action taken.



II. ENROLLMENT - REESE

Enrollment numbers for summer are as follows:

Term Snapshot	2017SU Current Offset	2018SU Current Offset	Difference	Percent Change
Days Relative to Start of Term	-20	-20		
Duplicated Enrollments	7,709	8,289	580	7.00%
Unduplicated Student Headcount	5,683	6,004	321	5.35%
Residents	5,392	5,735	343	5.98%
Non-Residents	286	257	-29	-11.28%
FTES	860.59	929.92	69.33	7.46%
Residents	811.58	883.54	71.97	8.15%
Traditional Start	728.07	789.75	61.68	7.81%
Late Start	67.96	75.12	7.16	9.53%
Positive Attendance (Effective)	14.96	18.12	3.16	17.43%
Non-Residents	48.56	44.88	-3.68	-8.20%
Traditional Start	45.17	41.52	-3.65	-8.79%
Late Start	2.86	2.96	0.09	3.19%
Positive Attendance (Effective)	0.53	0.40	-0.12	-31.22%
Class Sections	312	335	23	6.87%
Traditional Start	261	283	22	7.77%
Late Start	38	36	-2	-5.56%
Positive Attendance	13	16	3	18.75%
Faculty (FTEF)	70.97	74.28	3.30	4.45%
Weekly Student Contact Hours (WSCH)	66,239.36	67,057.29	817.93	1.22%
WSCH / FTEF	363.77	375.59	11.82	3.15%
Scheduling Fill Rate (Students / Section Capacity)	61.28%	62.37%	1.09%	

The above data provided by Mike Reese.

We are up overall from last summer. Reese noted we added 23 more class sections. VanderWoude commended the work of deans, chairs and faculty to build a thoughtful schedule as our summer numbers are up. Good news for summer overall.

No action taken.



III. ANNUAL UNIT PLANNING - REESE

Template are being finalized and will then be vetted through the Academic Senate and GOSC members for feedback. Departments have been identified to run a summer pilot with the goal to have processes in place by fall.

Participating units:

SLO:

- American Sign Language
- Visual Arts

SSO:

- Transfer Center
- International Students
- ARC

ASO

- Maintenance and Grounds

During fall, the units as identified above will be evaluated. The goal is to make refinements to the templates and processes, then move forward through the new governance structure.

Action Taken: Units identified will begin their unit planning over the summer for fall review. Recommendations/refinements will be made to templets.

IV. ACCREDITATION – REESE

Faculty have the option to earn money over the summer working with the CPIE Office. CPIE has arranged for work groups to meet regularly over the summer to work on the narratives and evidence collection for all the Standards. Another idea is to invite Cuyamaca College folks over the summer to collaborate.

Abu-Ghazaleh related that the front matter of the self-study will relate how we are effective in our student success initiatives and as important, our overall plan on how to improve student success.



During the fall the narratives will be refined then combined along with evidence lists. The draft Self Study will be vetted through shared governance for feedback. The final draft should be completed by the end of fall. Issues to remedy:

- Identify and fix where there are issues or holes in the draft
- SLO Assessment – we need a full year of behaviors
- Website – must be updated. The Website should be easy to use

The Council requested the Accreditation Timeline be forwarded.

Action Taken: Patty Sparks to forward the Accreditation Timeline to the Council.

V. CLASSIFIED STAFFING COMMITTEE – VANDERWOUDE/BLACK

The Classified Staffing Committee provided the prioritized staffing list for review to this Council via email on May 23, 2018 and on May 21, 2018, the Council received a blank scoring matrix, the Committee’s timeline and a Classified Staffing Request form as requested at the April Meeting.

VanderWoude and Black presented the Committee’s prioritized Staffing list. Seven positions were considered with the exception of Dance Operations Facilitator which already went to the Governing Board in April and approved to move to a 1 FTE. The prioritized list is as follows:

The Committee’s recommendation included brief narratives of their summary on ranking decisions.

Composite Scores Based on Rankings		Current FTE	FTE Requested	Total Proposed	Ranking
Student Services Specialist/Outreach	18	0	1.0	1.0	1
Art Gallery Technician	30	1.0 (11 mos)	1.0 (12 mos)	1.0	2
Clerical Assistant, Math	33.5	.475	.325	.80	3
Evaluations Advisor	39.5	0	1.0	1.0	4
Dance Operations Facilitator*	42.5	.475	.525	1.0	5.5
Student Services Specialist/Veterans	42.5	0	1.0	1.0	5.5
Health Professions Specialist	44.5	.6	.15	.75	7



Discussion

Starck commented that the Student Services Specialist, Veterans, although a one-year, grant funded position, is an immediate need. The recommendation of the Classified Staffing Committee was to pursue the position through the Foundation (FGCCC) and bring the position back to the Committee at a later time as a long term classified position.

The Council discussed the positions and agreed to move the Classified Staffing Committee's recommendations to the President.

VI. STRATEGIC HIRES

- **Counselor (2)**

These positions are critical to meeting the needs of students. One position is funded through SSSP, the other general fund however there is no impact as this is a replacement position

- **Custodian**

This position is available due to an employee transfer and is necessary to meet needs of the college.

- **Computer Lab Tech**

This position is vacant due to a retirement and is a critical need to maintain a 200 computer lab, in addition to CSIS labs.

Lorenze Legaspi announced to the Council that he had accepted a position with Mesa College and will be leaving Grossmont College.

The Council agreed to move the positions forward and congratulated Lorenze on his new position.

Action taken: The Council agreed to move the positions forward to the President

VII. FACILITIES UPDATE

Prop V Update

Holmquist provided a PowerPoint presentation for the Council highlighting Prop V updates. The information shared today at this Council meeting was previewed at yesterday's Facilities Committee and recommended to move to this Council.



Phase I - Performing & Visual Arts Center

The project is underway. The completion goal date is September, 2019.

Phase II - 200 Buildings:

The planning team took a step back to rethink the space. The idea is to not renovate and instead build two brand new buildings, which turns out to be even more cost effective. Basic programming needs were previously addressed so the new concept will still meet the needs of faculty and staff. The proposed plan was presented to the departments for their input. The idea is to create an L-shape complex with a two-story building located behind the new Performing & Visual Arts Center and a three-story building adjacent to Lot 2. In addition, this proposal includes a 46,000 square foot courtyard. This proposal gives the college more square footage and efficiencies as to energy use. The proposed project schedule, August 2021 thru January 2023.

Phase I - Building 31

Building 31 is a renovation project and scheduled to begin this summer with a completion goal for summer, 2019.

Phase II - Building 36

The Veterans Resource Center originally was to be included in the 500 Building Phase, however the planning team is proposing to house the Veterans Resource Center by assigning approximately 4100 square feet (ground level, west side) of space to the new two-story building project. The proposed project schedule, January 2020 thru August 2021.

Phase I - Buildings 51/55 - Phase II Buildings 52/53

Currently in the process of applying for State funds for Liberal Arts/Business Technology Complex. Phase I completion goal (Building 51 and 55), summer 2024, with Phase II (Buildings 52 and 53), fall 2025.

No Action Taken

Facilities Committee FR Prioritization, May 23, 2018

26 projects were prioritized and presented to this Council. The prioritized list was scored and ranked via the Facilities Committee. The list provides a description, reason for rating and a rough estimation of costs for the project for each request. (The prioritized list is attached hereto.)



Discussion

The Council discussed the process and the need for more understanding as to what a project request should look like, how to improve the process, and concerns that costs affected the outcome of where the project is placed.

The Council was reminded that in years past there was no process and now there is. The idea is to fine tune the process. The Council commended the process and is sensitive to the hard work but also requested to table this so the Council can take time to review the list.

Action Taken: The Council requested additional time to review the prioritized list and bring this agenda item back to the June meeting.

Council Adjourned: 5 p.m.



Facilities Committee FPR Prioritization May 23, 2018

Facility Project Requests (FPR) were submitted to the Facility Committee for the Participatory Governance of prioritization and then recommended to Planning & Resources. The FPRs are listed below in priority order.

1. 18.024. Building 10 Front Desk Upper Panel/Window Removal.

Description: Remove the upper panel/window at the student worker front desk space removed to make the desk and person sitting at it visible to our visitors as they enter the office. Students will feel welcomed as they can easily see the person who can assist them as they enter the office.

Reason for Rating: Student access and for workers to see the student. Low-cost, high impact. Ranked number one but with new information of higher cost, this may be ranked lower.

2. 18.025. Bldg. 60 Club Hub in ASGC offices

Description: The Club Hub would contribute to building our student engagement efforts by providing a space where all campus clubs can connect and communicate. The Club Hub would allow our student organizations to have a designated area and would increase the traffic in the ASGC office, exposing more students to the presence of their student government association.

Reason for Rating: Accessible options to explore. Good Project to incorporate students and get them involved in campus activities. ASGC Funding helped to rate.

3. 18.012. bldg. 30 Replace Bio Dept. Signage 1st Floor

Description: Biology serves approximately 5000 students per academic year. Current signage is confusing and negatively affects student's ability to locate their classrooms and the offices of the faculty.

Reason for Rating: Wayfinding for the student is essential. Could initiate a much more substantial campus-wide signage improvement.

4. 18.005. bldg. 70 LTR Technology Supervisor Office.

Description: Due to added position of a supervisor over Instructional Computing Services and Instructional Media Services. Currently, there is no office space for the supervisor.

Reason for Rating: Take a comprehensive look at all of building 70. A task force headed by VPAA is currently meeting to rethink all space usage in this building including current FPRs.

5. 18.017. Bldg. 20 Removing Interior Window and add Smart Board.

Description: Cut down on unnecessary distraction between the two classrooms and allow students to learn using the SMART Board that has already been purchased.

Reason for Rating: Cheap, easy and promotes student success.



6. 18.020. Bldg. 10 Welcome Desk Creation.

Description: This space will ultimately have computers and phones for Ambassadors to gather data, spreadsheets, contact info for visitors, accept tour requests, provide phone banking support. Etc.

Reason for Rating: The First impression for welcoming students is essential and gives directions for them. Would increase the functionality, outreach and range of services of the Ambassadors workspace.

7. 18.023. Bldg. 60 Student Affairs office - Additional Cubicle to include phone and CPU.

Description: Upon recent completion of hiring an additional employee (Student Services Specialist) and adding a Student Employee and an intern it will now be able to cover the front desk. However, it does not currently have the space to house the new employees. This project would likely directly affect approximately 50 students per day.

Reason for Rating: Need desk area for new personnel and the increase of student volume.

8. 18.003. Bldg. 70 Instr. CPU Facilities Supervisor Office Space.

Description: Make room for the new Retention Center in 70-125 by moving the Technology Supervisor to 70-86. Also improves functionality in the new location.

Reason for Rating: Take a comprehensive look at all of building 70. A task force headed by VPAA is currently meeting to rethink all space usage in this building including current FPRs.

9. 18.016. 36-354. New student chair/desks in 36-354.

Description: Currently room 36-354 has about 40 rolling tablet arm chairs. The department would like to request other seating options to increase the surface area of the students' desks.

Reason for Rating: This is an expensive project and may be more conducive to wait for the new 36 building.

10. 18.030. Bldg. 60 Culinary Window Shades.

Description: Install shade on windows in 60-173 similar to Griffin Gate.

Reason for Rating: Being funded through Strong Workforce categorical funds. A better presentation to Facilities Committee is needed next time.

11. 18.001. Bldg. 70 Computer Help Desk Specialist Office Space.

Description: This project will relocate the person who is responsible for computer help, it will be beneficial for them to locate in a high traffic area.

Reason for Rating: Take a comprehensive look at all of building 70. A task force headed by VPAA is currently meeting to rethink all space usage in this building including current FPRs.



12. 18.004. Bldg. 70 Retention Center.

Description: The Retention Center will house the Retention Specialists, titled Student Success Liaisons, who have identified in the College's Strategic Plan. They will work with instructors to create an early alert program to identify students who are having difficulty in courses, direct students to appropriate resources and advise students on options available to overcome challenges. The retention center needs private office areas and a greeting area.
Reason for Rating: Take a comprehensive look at all of building 70. A task force headed by VPAA is currently meeting to rethink all space usage in this building including current FPRs.

13. 18.002. Bldg. 70 LAC Specialist Office Space.

Description: The building of a Retention Center will displace Dean Baldwin. The Learning Assistance Center Specialist who currently has an office in room 70-124. The Learning Assistance Center Specialist oversees the function of the Open Computer Lab (OCL). They need to be in the lab area with office space. There is underutilized space in the OCL that has been identified to configure an office area without impacting students or displacing other personnel.
Reason for Rating: Take a comprehensive look at all of building 70. A task force headed by VPAA is currently meeting to rethink all space usage in this building including current FPRs.

14. 18.007. 30-128 Complete Remodel.

Description: Space was made available in the classroom to add cabinets and countertop in the previous project. Now needs to add the proper countertop and cabinets to complete the project. The room serves Physiology Lab (Allied Health pre-requisite course); Cell & Molecular Biology lab (Biology degree program); & Principles of Biology (gateway course for transfer and Allied Health pre-requisite courses). Serves 300 students/week in Fall & Spring
Reason for Rating: Scope of work will need to be defined. Storage space needs to be increased to accommodate materials to serve higher enrolment in Biology.

15. 18.010. New Aquatics Center.

Description: The project will benefit Men and Women's Swim teams (CCCAA requires eight lanes for competition). Students taking Non-Swim, beginner, intermediate and advance swim classes (150 to 200 students) Men and Women's dive teams need a separate dive pool or deep water 14'.
Reason for Rating: Committee acknowledges the critical necessity for new aquatic center however not feasible for the FPR process. Should be part of the Facilities Master Plan.

16. 18.026. Bldg. 60 Culinary Dining Extension.

Description: Extend dining room 60-173 through the creation of a flexible wall to replace the existing window space on the east side of the room that will allow for additional seating/ table space increasing capacity from## to## for culinary arts dinners.



Reason for Rating: There may be other funds, and the cost is prohibitive at this point. If we want to have a larger space, we probably want to have a broader conversation regarding the future of this activity and would the expansion meet the anticipated needs. A better presentation to Facilities Committee is needed next time.

17. 18.015. New Light Switches in 36-353, 354, 355.

Description: Install light switches at the front of lecture rooms 36-353, -354, and -355 to allow instructors to seamlessly control them. Will enable instructors to seamlessly control the lights during lectures. The increased fluidity of lectures integrating the whiteboard and projection material will improve student attentiveness and, therefore, student success. The Earth Sciences Department predominantly uses these room for our lecture sections. There are several other departments that use these rooms as well.

Reason for Rating: This may be more conducive to wait for the new 36 building.

18. 18.013. Bldg. 30 Biology Dept. Teaching Garden.

Description: Create a new teaching garden adjacent to Building 30 & 30A. Areas are currently occupied by the standard ground cover. Space would be used to grow plants for use in Bio 110, 120 & 240. This area would provide hands-on experience for students in Bio 110, 120 & 240, serving approximately 2500 students per academic year.

Reason for Rating: Facility Committee advocates for alternative learning and teaching options for students. Unclear how the garden is used for student learning in specific classes. Unclear how the garden will be maintained and sustained.

19. 18.009. Bldg. 70 Move Math Study Center.

Description: Move the classes/labs that meet in 70-113 out to another space. Switch the furniture and computers from 70-113 to 70-066 (and vice versa).

Reason for Rating: Take a comprehensive look at all of building 70. A task force headed by VPAA is currently meeting to rethink all space usage in this building including current FPRs. This needs to wait until the new math study center in the revamped building 36 is designed. This move negatively impacts too many other programs at present, and these programs need planning phase included.

20. 18.019. Bldg. 52 Glass Door, Bulletin Board, Signage.

Description: Turn the old wooden office doors for two key faculty offices in the 52 building (569-A and 567) be replaced with GLASS OFFICE DOORS comparable to all other exterior faculty office doors in Building 52 to make the office more accessible and visible to students. Also, clear signage identifying the office as a place for Help and Information about the English Department, and for office 567 we are requesting a second bulletin board outside the office. Given that three (3) full-time faculty members are located behind the door.

Reason for Rating: This request is not as simple as it might appear. There is a need to research other options. Additionally, it is a high cost for a building slated for remodel.



21. 18.011. New Batting Cages at Baseball Complex.

Description: This project will directly affect both students in the ESW transferable courses as well as those in the intercollegiate baseball program. Right now the student is limited to on-the-field-facilities that limit the teaching environment. Because of the one hitting station on the field and classes of 30-50 students. Limits the amount of physical/kinesthetic learning and many times downtime as the instructor is teaching.

Reason for Rating: Review alternative options of "fixing" this space.

22. 18.006. Bldg. 70 LTR Administrative Assistance Office Space.

Description: Expand 70-176 office space into the Custodial Storage room 70-181 to increase the office of the Assistant Administrator for the Dean of Learning and Technology Resources.

Reason for Rating: Take a comprehensive look at all of building 70. A task force headed by VPAA is currently meeting to rethink all space usage in this building including current FPRs.

23. 18.008. Observatory Repair and/or Relocation.

Description: Move the observatory on top of the parking structure. The astronomy telescope observatory is in severe need of upkeep, repair, ADA accessibility and/or replacement. 1000 students a year pass thru our Astronomy and Physical Sciences classes and miss viewing opportunities (as well as our community at large) and use of our facility for Star Parties. The current observatory is not ADA compliant - in structure or in getting to the structure.

Reason for Rating: The scope of this project needs reevaluation with viable solutions versus using the parking structure.

24. 18.022. Bldg. 60 Supply Storage for Student Health/Mental Health Services.

Description: Provide Storage Shed for Student Health Services items in 60-135. Purchase or build the portable shed to be placed outside SHS north door. Necessary to use Room 135 as office/clinic for Mental Health Counseling and SHS.

Reason for Rating: Director's cost estimate is more significant than the FPR projected cost. Would probably need to go through DSA. While the space need is real, recommend exploring other options. It appears implied that this is a safety issue, which would merit further consideration, but specifics are needed.

25. 18.027. Bldg. 60 Culinary Garden.

Description: Garden space to be created in an open space located between the east side of building 60 and the handicapped space at the south end of lot 5. This garden would be used to provide fresh fruit and produce for the culinary arts department as well as possible collaboration with other departments. This space would have the added benefit of providing Culinary Arts dining guests with a view of the garden.

Reason for Rating: There are Bio-Infiltration System, Drought Tolerant Gardens and Student common area at this location. Increased rodents, pests and bees and who will maintain it is of concern. FPR is incomplete, with only a small portion of Section II filled in.



26. 18.014. Bldg. 36 Griffin Grapes.

Description: Construct a small demonstration vineyard on Grossmont campus. The objective is to create an outdoor laboratory for instruction in fermentation practices, viticulture and botanical studies. The vineyard will also serve as an attractive vegetal display for public pleasure.

Reason for Rating: Maintenance and sustainability issues are significant. Increased rodents, pests and bees 10' away from classroom doors is of concern. Additionally, the next redesign of building 36 will damage anything we do now. Wait for completion of 36 to reassess.