



Planning & Resources Council

THURSDAY, DECEMBER 14, 2017
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	Javiar 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 (Dee) 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)	√			



Planning & Resources Council

PRESIDENT, ACADEMIC SENATE	Tate Hurvitz (Co-Chair)	√			
AFT REPRESENTATIVES	Jim Mahler				
	Sara Fergeson	√	Guest	Denise Schulmyer Phillip Blanco	
CHAIRS & COORDINATORS REP	Judd Curran	√	RECORDER:	Patty Sparks	

Meeting commenced at 3:00 PM.

Introductions were made.

I. ENROLLMENT UPDATE – REESE

Currently we are significantly below our anticipated FTES goal of 13,001, by approximately 716 FTES, according to the College’s projections, they are: FA 2017 - 5797; SP 2018 - 5605; and SU 2018- 883 FTES.

Efforts to increase FTES are on-going; however, numbers and trends remain difficult to navigate. To date there are approximately 30 districts across California that are in a “Year of Stability” and approximately 15 that are in “Restoration” mode. We are doing the best we can with student success initiatives to increase our student population and we hope to improve efficiencies. The College saw an uncommon wrinkle in that FTES numbers were higher after census in fall. We are hopeful that that may reflect the efficacy of some of our college-wide retention efforts (such as “We’re All In”), but it is too soon to know for sure.

II. BUDGET UPDATE – LEGASPI

To date we are unsure what our budget will look like next year. The estimated costs for the loss of approximately 700 FTES is \$3.5 million. The District will be responsible for the decision to enter into a year of stability or not. Though there has been no official decision from the District, we are expecting that this is what will happen. It was explained that entering into a “Year of Stability” means that we are given an FTES number and if we are shy, the State will not take back funding, however the number we do make the following year will be our new base which in turn equals less funding.

As discussed at previous meetings, the President and Vice President of Administrative Services will delve into the College’s budget looking for ways to reduce on-going budget lines for next



Planning & Resources Council

year. Areas likely to be cut are equipment, travel, meeting meals and refreshments, and overtime. No activity proposals will be funded and although there is not a hiring freeze in place, all vacant positions will be scrutinized as to need and not automatically replaced. We will not be reducing this year's budget lines. Our goal will be to reduce our operating budget by the end of next year to more accurately reflect our actual earned FTES.

Nabil added that our primary focus is to educate students. Our goals are to increase FTES and plan for a large summer and fall. We are no longer in a place to add any sections hoping to gain FTES, but will increase sections to meet demand where needed.

Lorenze provided a handout, *Grossmont College – General Fund Update, Three Months Ended September 30, 2016 and 2017*, for the Council to review. He explained the top column designates where funding is being spent. There was an increase in academic salaries by 12% and a 1% increase in classified salaries. Benefits increased by 8% and Supplies decreased by 35%. Capital Outlay costs rose 184% as building budgets were under budgeted. Other expenses are down by 33%.

Lorenze further reviewed with the Council the on-going and one-time fund allocation. He reported that not only do we need to embrace international students but understand all international student income stays with the college. Due to the volatile political climate, we need to be conservative in projecting funds garnered from international students. We cannot depend on one-time funds being consistent or guaranteed. Retirement and benefit costs have and will continue to increase. Lorenze will continue to keep this Council informed to budget changes.

III. FACILITIES UPDATE - HOLMQUIST

Loren Holmquist provided a PowerPoint presentation regarding construction updates.

Padre Dam Project

Currently the College has 29 water meters and we are going down to one. This project is anticipated to be complete before the next semester start (spring 2018) by Padre Dam.

Lot 5 Village (100 Building)

This project is scheduled for completion by January 19, however, Facilities is hoping for a completion date of January 16. IT issues have delayed the project.



Planning & Resources Council

The Village will be identified as the 100 Building. It made more sense to label the building 100, than the classroom/office number. The campus will have way-finding maps as well as in and around the 100 Building entrances. The 100 Building will be located in Lot 5, for approximately three years.

Building 31

Not a lot of information, however this project will begin May, 2018, and scheduled for completion in July, 2019.

Theatre Project (Performing and Visual Arts Center (PVAC))

The PVAC has approximately 30 contractors (contracts) involved on this project. The college will begin to see movement today, December 14. There will be noise associated with this project but not during finals. When staff returns in January, after the winter break, there will be changes to fencing, between Buildings 10 and 20, and Buildings 26 and 27. Fencing will remain through the spring semester. There will be access to classrooms, however through January 19, Building 20 will be closed on one side.

Discussion: The Council discussed how information is getting to students regarding construction updates. Loren responded that Facilities will have weekly meetings with construction managers. Managers will provide a three week advanced scheduled that can be utilized for notifying students of construction on campus. He is working with Lorena Ruggero on how best to keep students updated.

Action taken: Loren will talk with Lorena on how best to keep students updated.

Facilities Project Requests (FPR)

The FPRs were created to prioritize and manage project request submissions. The process for submission is as follows:

- FPR's are submitted and reviewed by their Deans and/or VP
- Deans and/or VPs, if approved will present at their area division council meeting
- All FPR's (after review and recommendation through their division councils) to Facilities Committee
- Facilities Committee will provide ranked list to P&RC
- P&RC will make recommendations to the President



Planning & Resources Council

FPRs will have a Facilities Director's Report component wherein a more true accounting of costs, feasibility, and mapping issues are scrutinized. This combined with each of the Facilities Committee member score cards will ensure thorough scoring and ranking.

Lorenze commended Loren and the Facilities Committee for their hard work on this project as it is a big win for process.

IV. ISLOs DESCRIPTIONS, ACTION REQUIRED - SCHULMEYER

The ISLOs were approved last semester and the final draft was presented through several shared governance groups and at this Council in November. Then the taskforce worked to develop descriptions for each ISLO requesting edits and/or changes from constituent groups across the college. The task force incorporated the edits and is presenting the ISLO Descriptions for consensus to approve.

Changes are as follows:

1. Critical & Creative Thinking

Description: Paragraphs re-arranged. Third paragraph relocated to first paragraph Paragraph one becomes paragraph two, and paragraph two becomes three.

Paragraph One:

Students will demonstrate competence in interpreting and working with quantitative and qualitative data to weigh evident, support arguments, and solve problems in everyday situations.

New: ... working with quantitative and qualitative data to weigh...

Replaced: .working with numerical data to weigh...

2. Communication Skills

No Change

3. Global & Local Perspectives

Replaced Paragraph One:

Students will recognize the interdependence of the physical, social, political, economic, and cultural environment in which they live.



Planning & Resources Council

New Paragraph One:

Students will prepare to become global citizens by acknowledging and articulating the interconnection of the physical, social, political, economic, and cultural environment in which they live.

4. Technology & Information Skills

No Change

5. Life & Career Skills

Paragraph Two:

Removed: the word “artistic” Paragraph Two, Line Two.

Paragraph Two:

Students will engage in and interpret various forms of creative expression.

Denise stated that the ISLOs need to be shared with departments as well as be prominent on our College’s website. Measuring the ISLOs will entail mapping work designed to connect SLOs, PSLOs and ISLO’s. We will also use data from Student Surveys.

Action Taken: Council agreed to move the ISLO Descriptions forward as final.

V. IEPI VISIT DEBRIEF- ABU-GHAZALEH

The IEPI Professional Resource Team (Team) was invited back to the Campus on December 6. The team made up of peers from other community colleges met with the President and his Cabinet, as well as, participatory Governance focus groups throughout the day. The Team listened to us and offered their Menu of Options (MOO) regarding the College’s areas of concern, they are:

- Streamlining the college participatory governance structure and improving communication about decision-making with constituent members.
- Fully integrating planning and resource allocation processes.
- Better integrating learning outcomes assessments into integrated planning.

The Team shared some powerful insights and stated that we have a year to implement processes ensuring our accreditation requirements are fulfilled. Fortunately, there is funding



Planning & Resources Council

tied to this, \$200,000. The College will be requesting funds along with our perspective on how we can make changes utilizing the funding where most needed.

VI. ACHIEVE THE DREAM (ATD) - HURVITZ

The ATD Coaches were on campus last week on December 5. The Coaches met with District personnel in the morning then with College reps in the afternoon. Conversations included integrated planning goals of the three initiatives, SSSP, Student Equity, and Basic Skills, as well as an all campus forum on Guided Pathways. During the month of March (2018), planning meetings will be scheduled. Those involved will be tasked with developing structural changes, processes, and implementation strategies. The goal is to have established Guided Pathways in place by June, 2019.

VII. STRATEGIC HIRES

a. Director, Facilities, Operations and Maintenance - Legaspi

Lorenze reported that this position has been filled by an Interim, Loren Holmquist. Further, this position provides the day to day operational supervision and oversight for all campus grounds, maintenance, operations, and custodial departments, as well as assists with planning, design, as well as campus construction and renovation projects.

Action Taken: The Council agreed to move this position forward.

Meeting adjourned 5:00 p.m.