



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

DISTRICTWIDE STRATEGIC PLANNING & BUDGET COUNCIL

Meeting Notes – October 11, 2010

ATTENDING: B. Blanchard, J. Buckley, J. Colson, M. Copenhaver, T. Corcoran,
T. Flood, R. Garber, C. Hill, J. Mahler, S. Rearic, R. Steinback,
M. Wangler

ABSENT: N. Comer, S. Cooke, H. Eimstad, C. Enders, J. Luis, C. Miles,
D. Quittner, S. Pereira, R. Rose, A. Satele, P. Setzer,

ALSO ATTENDING: S. Abushaban, L. Jensen, J. Recktenwald (for Comer)

RECORDER: P. Tillery

1. Strategic Planning

T. Flood reported that Grossmont College is going through the annual process of evaluating strategic-planning processes and working on activities for the coming year.

R. Garber reported that Cuyamaca College is going through similar processes.

2. Budget Update

Updates were provided on the State budget, cash flow and one-time funds:

State update: S. Abushaban explained that for fiscal year 2010/11, budget funding deferrals are \$180 million for the community college system, which amounts to \$13 million for the District. The State Chancellor's Office will defer payments to districts until July 2011. A schedule of apportionment payments from the State has not been received, but further information is expected. Once received, a schedule will be prepared regarding the timing of payments from the State and that schedule will be distributed at the next meeting.

Also included in the State budget were categorical restorations totaling \$35 million for the system, but the amount for the District is not known as this time. The State budget also included growth funds of \$126 million for the system, which is \$1.9 million for the District, which is less than the workload reduction in 2009/10.

Cash flow: Abushaban explained that payments from the State for fiscal year 2009/10 have all been received.

One-time funds: Flood and Garber briefly discussed the process for identifying needs and the allocation of one-time funds at their colleges.

3. 2010/11 Adoption Budget Income Allocation Formula Criteria and Strategy

S. Rearic electronically reviewed the four criteria that must be met in order for the declining economy of scale formula to advance in the Income Allocation Formula, thereby reducing the economy of scale. For 2010/11, the economy of scale did not advance because the criteria were not met.

4. Year-End 311 Report

Abushaban reported that the year-end *Annual Financial and Budget Report* (311 Report) for fiscal year 2009/10 was filed on October 11, 2010. She briefly discussed the components of the report.

5. 2009/10 50% Law

Abushaban reviewed the calculation of the 50% Law requirement that at least half of a district's current expense of education be spent for salaries of classroom instructors. She suggested that for ease of review members refer to the documents electronically reviewed, rather than the 311 report. The reviewed documents are available on the DSP&BC page of the employee intranet.

6. Fall 2010 Employee Counts and Full-time/Part-time Ratio

Rearic reviewed a chart that provided information concerning the full-time faculty obligation. She explained that we do not have State numbers yet and that more information would be provided at the next meeting. The chart will be updated to reflect new totals when the information is available and will be posted to the employee intranet.

7. Developing 3-5 Year Sustainability Staffing Plan

Deferred to November 8 meeting.

8. Unexpected Vacancies

Rearic reviewed District Services priorities for hiring and unexpected vacancies. Seven positions were identified as emergency hires: (1) Programmer Analyst, Sr. (2 positions)/Information Systems; (2) Network/Computer Equipment Specialist/Information Systems; (3) Network/Computer Equipment Technician/Information Systems; (4) Network Specialist II/Information Systems; (5) Computer Services Supervisor/Information System; (6) Public Info/Communication Specialist /Advancement & Communications.

Flood reviewed vacancies at Grossmont College. Five positions were identified as emergency hires: (1) Clerical Assistant/Student Affairs; Student Services Assistant, (2) Sr./Transfer Center; (3) Clerical Assistant, Sr./Child Development Center; (4) Clerical Assistant, Sr./ ACE; (5) Custodian/Administrative Services.

Garber reviewed vacancies at Cuyamaca College. One position was identified as an emergency hire: Financial Aid Advisor/Financial Aid.

It was agreed that the positions identified would be recommended to Chancellor's Cabinet for emergency hires. (List of unexpected vacancies approved for hire by Chancellor's Cabinet are attached to these notes)

9. 2010 Meeting Schedule - Revised

The 2010 meeting schedule has been revised to reflect changes in dates, meeting times, locations. The revised schedule will be sent to Council members electronically.

10. Items From the Floor

Council members inquired about FTES forecast for Spring 2011. Rearic indicated that the forecast information would be sent to Council members.

Next Meeting

The next meeting of the Districtwide Strategic Planning & Budget Council will be Monday, November 8, 2:30-5:00 p.m., Cuyamaca Student Center, room I-209 – NOTE: Meeting time extended to include discussion with District EEO Committee, EEO Task Force, and Diversity Committee regarding Diversity/EEO Committee structure and annual plans for District.

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

GROSSMONT COLLEGE

UNEXPECTED VACANCIES - EMERGENCY HIRING

Position	Rationale
Clerical Assistant - .4 FTE Student Affairs CL-00305	<ul style="list-style-type: none"> • Vacancy due to fall 2010 resignation • Only Evening Support Staff person on campus for the Evening Dean (current configuration) and to the Director of Student Activities position (Open Position) on the campus. • Responsible for the management & dissemination of the Instructor's Absence Hotline. • Performs liaison support with Public Safety for Evening Dean/Director of Student Activities. • Integral part of campus emergency protocols & procedures in the evenings.
Student Services Assistant Sr. - .4 FTE Transfer Center CL-00438	<ul style="list-style-type: none"> • Vacancy due to fall 2010 resignation • Assists the College in carrying out Board Policy 3260 Transfer Centers. • Serves all evening students as sole Transfer Center representative after 4pm
Clerical Assistant, Sr. - 1 FTE Child Development Center CL-00284	<ul style="list-style-type: none"> • Vacancy due to fall 2010 resignation • Intake specialist for collecting the required documentation necessary to ensure eligibility for the CDE CDD funded grant for the Child Care Food and Nutrition Program. • Title 22 and Title 5 tracking of immunizations, medical clearance, and emergency contacts are maintained for each child. • Meeting reporting requirements for CDC grants. • Support NAEYC accreditation standards for program. • Funded by outside grants rather than general fund.
Clerical Assistant, Sr. - .725 FTE American Collegiate English Program CL-00416	<ul style="list-style-type: none"> • Vacancy due to fall 2010 resignation • Primary contact for international students for verifying student visas, enrollment in college. • Liaison between ESL department and international students. • Liaison between international students and Admissions & Records, Assessment and Counseling • Day to day operations of the ACE program including: reporting, posting records, enrolling students in courses, research, and tracking of ACE program students. • Funded by ACE program restricted funds
Custodian – 1 FTE Administrative Services CL-00459	<ul style="list-style-type: none"> • Vacancy due to failure to permanently hire approved position from October 2009 • The custodial department is understaffed per square footage, particularly with new Health and Sciences Complex added to their workload. • Critical to be able to maintain health and safety requirements, and to maintain an appropriate learning and working environment for our students, faculty and staff.

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CUYAMACA COLLEGE

UNEXPECTED VACANCIES - EMERGENCY HIRING

Position	Rationale for Hire
Financial Aid Advisor Financial Aid CL-00427	<ul style="list-style-type: none">• Vacancy resulted from internal hire• Title IV Requirement• Reviews files and assists students in applying for financial aid• 50% increase in financial aid applications in last 2 years
Custodian – 1 FTE Administrative Services CL-00xxx	<ul style="list-style-type: none">• Vacancy due to failure to permanently hire approved position from October 2009• The custodial department is understaffed per square footage, with new buildings added to campus• Critical to be able to maintain health and safety requirements, and to maintain an appropriate learning and working environment for our students, faculty and staff.

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

DISTRICT SERVICES

UNEXPECTED VACANCIES – Emergency Hiring

Position	Rationale
Programmer Analyst, Senior Information System CL-00029	<ul style="list-style-type: none"> • Vacancy due to retirement • Web Advisor • Colleague • IFAS back up • Salary tables, retro Payroll, leave accruals • PR Encumbrances • Benefits
Programmer Analyst, Senior Information System CL-00162	<ul style="list-style-type: none"> • Vacancy due to retirement • Colleague • Prerequisite • Testing Faculty evaluations • Library Systems • Resource 25
Network/Computer Equipment Specialist Information System CL-00142	<ul style="list-style-type: none"> • Vacancy due to retirement • Equipment repairs • computer installation • Fiber optic cabling • Telephone support • Building/remodel-design review, planning & implementation
Network/Computer Equipment Tech Information System CL-00227	<ul style="list-style-type: none"> • Vacancy due to retirement • Equipment repairs • Computer installation • Cabling • Telephone Support
Network Specialist II Information System CL-00436	<ul style="list-style-type: none"> • Vacancy due to retirement • Installation and support of wireless network on Grossmont college campus • Network support
Computer Services Supervisor Information System SU-00041	<ul style="list-style-type: none"> • Vacancy due to retirement • System Administration for HP systems • Supervise Help Desk • Equipment installation • Blackboard support