



### 3. January 2, 2015

Sue Rearic explained that Friday, January 2, 2015, is the date the District reopens following the winter break. There was discussion regarding the work that needs to be accomplished in order for the District to be prepared for the intersession which begins January 5. Departments will need to assess their workload and the necessary staff to prepare for intersession.

### 4. FTES

- The [2014/2015 FTES Forecast](#) was reviewed. The 2014/2015 Adoption Budget was built on the State funded FTES enrollment goal of 18,103. There was discussion concerning whether the target goal should be set higher because some other colleges did not meet their enrollment goals and GCCCD could, thereby, benefit from any unallocated FTES. Sahar responded that there has already been a workload restoration by the State which is \$2.8 million (3.4%) in the 2014/15 Adoption Budget.
- FTES Taskforce – There was discussion of whether the FTES Taskforce should be convened in Fall or early Spring. In conclusion, it was agreed that there would be a discussion of FTES strategic enrollment at the November 10 DSP&BC meeting, and that the FTES Taskforce would be convened after the Governor's budget proposal in January (convene Taskforce late January or early February).

### 5. Fifty Percent Law Calculation

A [2013/14 50% Law Calculation Summary Actuals](#) and [page 9 of the 2014/2015 Adoption Budget](#) which reflects expenditures referenced on the summary, were reviewed.

### 6. Annual Financial and Budget Report (CCFS-311)

A [table of contents](#) for the Annual Financial and Budget Report (CCFS-311) was reviewed. The table of contents is provided as a reference for information contained in the [2013/2014 CCFS-311 Report](#).

In response to a question regarding why such a large amount was transferred to Capital Outlay (as referenced on the *Interfund Transfer Report*, page 44 of the 311 Report) instead of using bond funds, Sue responded that a large portion of transferred funds was State one-time money that was used for the districtwide parking assessment. President Cooke added that the Grossmont tennis court project was significantly larger than anticipated and was not included under the bond.

### 7. Staffing Plan

- Staffing Plan Facilitation Visit – As discussed in Chancellor Miles' [September 29, 2014 Message](#) regarding budget and strategic workforce planning, the District engaged consultants at College Brain Trust (CBT) to assist with planning efforts. Strategic workforce planning will be undertaken in two phases: Phase I is a [Comparison of Staffing Levels Report](#) that was conducted over the past summer. Phase II of the strategic workforce planning process includes two comprehensive workforce plans underway this fall: *Strategic Staffing Plans* and *Strategic Human Resources Processes for Staffing and Retention*. The next step of Phase II is to begin districtwide conversations with the CBT consultants on our human resources and staffing plans. The colleges and District Services each identified a group with which the CBT consultants will work to develop the plan. CBT will meet with the District Services Leadership Council, Grossmont College Planning & Resource Council, and Cuyamaca College Admin and College Councils when they make their facilitation site visit October 23-24.

There was discussion concerning how the staffing plan analysis information will be used, how it will be integrated with HR processes (EEO, diversity, etc.), and how far out the plan will be projected (which is anticipated to be 3-5 years). There was also brief discussion concerning the hiring of faculty in terms of the lower percentage of faculty that have been hired recently compared to classified staff and administrators.

- Strategic Hire Requests:

- Grossmont College – Admissions & Records Assistant, Senior; Evaluations Advisor; Director of Nursing; Admissions & Records Specialist, International Students
- Cuyamaca College – Instructional lab Assistant, Int. – Music; Counselor (SSSP)
- District Services - None

There was no objection to moving the positions forward.

## 8. Board Policies & Administrative Procedures

The following Board Policies (BP) and Administrative Procedures (AP) were sent to DSP&BC members for review via e-mail (8/28), and presented to DEC at the 10/13/2014 meeting:

Six-year review cycle – no changes:

- BP/AP 3510 Workplace Violence Plan
- BP/AP 3515 Reporting of Crimes
- BP/AP 3516 Registered Sex Offender Information
- BP/AP 3720 Computer and Network Use

Revised:

- BP 3525 (no AP) Skateboards, Roller Skates, Bicycles, Other Recreational
- BP/AP 6750 Parking (BP is revised; AP is new)
- BP 7600 (no AP) Public Safety Department

New:

- BP/AP 6530 District Vehicles

## 9. Items From the Floor

None

**Next Meeting: Monday, November 10, 2014 – 3:00 p.m.; Cuyamaca College Student Center, I-209**