



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Joint

DISTRICTWIDE EXECUTIVE COUNCIL

AND

DISTRICTWIDE STRATEGIC PLANNING & BUDGET COUNCIL

MEETING NOTES – July 12, 2004

ATTENDING: D. Agosto, J. Althaus, M. Amov, J. Austin, C. Chiriboga, D. Colli, D. Fitzsimons, M. Herman, T. Martinez, G. Perri, D. Quittner, S. Rearic, R. Rose, A. Satele, D. Simms, B. Smith, O. Suarez, B. Tiffany, J. Wales

ALSO ATTENDING: R. Ibarra, J. Minner, D. Switzer

ABSENT: P. Anderson, J. Buckley, J. Custeau, J. Ford, S. Nichelson, P. White

RECORDER: P. Tillery

Gafcon Quarterly Report

Joe Minner, Gafcon Program Manager, presented the fifth quarterly Program Management report. Using a slide presentation, Minner began by discussing the Program Management framework: structured process, project controls, communication, and discipline.

In response to a question from member Smith regarding the cost of Program Management services, Minner explained that typically the monthly Program Management fee is approximately \$110,000 to \$125,000 per month. In addition, there are project management fees that range from three to six percent for each project. Minner added that Program Management fees would probably decline over time.

Minner briefly discussed the status of current projects at each campus. He explained that a marked increase in materials costs has been experienced. He said that while there is no direct control over the cost of materials, Gafcon is working with user groups to minimize these cost increases. They are also working with the State so that the increased cost of materials is recognized in funding.

J. Austin commented that members may be aware that another community college district is involved in a dispute regarding apprentices in connection with a Project Labor Agreement. He said that GCCCD does not enter into Project Labor Agreements.

Austin also informed the members that on August 17 the annual Capital Construction Workshop will be conducted at a special Board meeting that begins at 4:30 p.m. in the Griffin Gate. At the workshop, the Board will be provided with a reconciliation of the Bond Funding Plan, and an update on projects. The Board will also revalidate the Master Plan.

At the conclusion of the quarterly report, Austin explained to the members that without the Program Management services provided by Gafcon, it would be far more expensive and difficult to manage the multiple projects that are occurring at each campus. For example, he said that if Classified staff were hired to perform these functions, it would require approximately 8-10 FTE.

D. Switzer also commended the Gafcon staff for their dedication and expertise in providing Program Management services.

Budget

- State Budget Update

Austin explained that we are still awaiting the approval of the State budget and that some of the information that is being received is based on rumor.

The final FTES report for fiscal year 2003/04 was distributed. Austin provided information concerning CAP:

2003/04, P-2 funded CAP	17,308	X
2004/05 Growth Rate 1.025 =	17,741	(increase by 2.5%)
2003/04, P-2 Actual FTES	17,850	(542 over 2003/04CAP)

Austin said that 2003/04 is 107 FTES more than 2004/05 CAP projection.

It was stated in the meeting that the 2004/05 goals are below the 2003/04 final FTES. We have confirmed that the 2004/05 goals used in the Formula are 18,086, which is above the 2003/04 final numbers. We have noted that Page IV of the Tentative Budget presentation packet reflects the 2003/04 goals instead of the 2004/05 goals. This will be corrected in the Adoption Budget. Below is a summary of FTES:

	<u>CAP</u>	<u>Goals</u>	<u>Actual</u>
2003/04	17,308	17,621	17,850 542 - Final over CAP 229 - Final over goals
2004/05	17,741	18,086 (↑ 2.6 each site) 345 - Planned over CAP 236 - Planned over P/Y actual	

Austin also explained that if we drop below CAP next year, we will not lose money; and we will not lose growth money.

Member Amov expressed concerns regarding enrollment management and planning for significant growth.

Chancellor Suarez said that there is a plan for each college to grow by two percent, and be over CAP, and that the appropriate planning is being done.

- District Fiscal Update

2003/04

S. Rearic explained that the 2003/04 Purchase Orders have been rolled to 2004/05, and that a summary will be sent to site Business Officers. Additionally, payroll accruals have been done, and the initial spread of employee benefits at District level are completed.

Rearic said we are on target for a complete year-end close by July 31.

2004/05

Rearic reported that Tentative Budget is posted and that encumbrances for 2004/05 are taking place. The next step in the process is the Payroll Forecast, which should be completed by the end of the week of July 12.

Rearic also reported that the Allocation Formula should be issued in early August, and will reflect ending balances and new State revenue estimates.

Member Tiffany inquired when and how the District would be informed regarding charging the proposed new enrollment fees. Quittner responded that after the State budget is approved, the community college system would be advised by the State Chancellor's office.

Next Meeting

The next meeting of the Districtwide Strategic Planning & Budget Council will be **Monday, August 9, 2:00 p.m., at the District Annex conference room.**