



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

DISTRICTWIDE STRATEGIC PLANNING & BUDGET COUNCIL

MEETING NOTES – MAY 7, 2007

ATTENDING: J. Al-Amin, C. Chiriboga, D. Colli, J. Ford, B. Hertel, C. Hill, B. Lastimado,
J. Marron, A. Martinez, D. McDade, S. Pereira, G. Perri, S. Rearic,
A. Satele, S. Seevers, B. Smith, M. Wangler

ABSENT: Z. Close, J. Colson, B. Hash, T. Pitt, D. Quittner, D. Simms, O. Suarez,
B. Tiffany

ALSO ATTENDING: J. Fenningham (for B. Tiffany), T. Fox, P. Murray, P. Wright

RECORDER: P. Tillery

Strategic Planning

B. Hertel distributed a handout regarding the charge and composition of the Institutional Planning and Research Committee (IPRC), and explained that this is the latest version reflecting recommendations from previous meetings of the Districtwide Strategic Planning & Budget Council.

B. Smith recommended that one faculty representative from each college be added to the IPRC membership, as well as one part-time representative and one United Faculty representative. Her recommendation was that these positions be added, rather than just resource members. She added that the part-time and United Faculty representatives could alternate each year by campus, i.e., one year from Cuyamaca, and the next from Grossmont.

J. Ford commented that she would present the proposed charge and membership for IPRC to the Cuyamaca Academic Senate for review.

J. Fenningham commented that since Matriculation funds half of the Matriculation component of the Districtwide Academic, Student, Planning and Research Services department, that it would be helpful to have Matriculation represented on the IPRC. He suggested that either he or T. McNeil serve as a resource member.

Hertel thanked the members for their comments and suggestions and indicated that they would be taken under advisement. He said that the IPRC charge and composition would be brought back to the next DSP&BC meeting.

P. Wright distributed an executive summary of the California Community Colleges (CCC) *System Strategic Plan*. She explained that the *System Strategic Plan* provides a guide for improving student access and success, and informed members that the full plan is available at the CCC website. Wright reviewed the Vision portion of the summary, and briefly discussed the areas of focus in the CCC plan.

Wright commented that once the charge and composition of the IPRC is finalized, that the Strategic Planning process would move forward.

Smith commented that constituents were being asked for the process to begin without any process or guidelines.

Wright responded that the IPRC had agreed to begin work and take to the Senates in order to move the process forward.

C. Chiriboga commented on the work of IPRC explaining that the IPRC had discussed the process of developing the Strategic Plan, and that the process would be presented to the Academic Senates. She added that the IPRC is not a decision making body, rather it would be an advisory group to the Office of Districtwide Academic, Student, Planning and Research Services department.

D. Colli made the observation that it is important to reach some sort of agreement regarding the process rather than an outcome.

Smith remarked that it is important to have a process in order to move forward, and areas of focus and process need to be integrated. She added that the Grossmont Academic Senate would not meet again until September and that no process could be determined until then.

Hertel said that his department would be working on a timeline and draft process over the summer, but that the IPRC would not meet during the summer. He said that the approval of the charge and composition of the IPRC would have to wait for Senates to be convened after the summer break.

Budget

1. 2006/07 Budget Update

S. Rearic reported that information concerning purchasing year-end deadlines was recently sent to all faculty and staff via e-mail. She also reported that year-end deadlines (for items such as budget transfers, Stores requisitions, timesheets, etc.) have been established at the District level and by the colleges.

2. 2007/08 State Budget Update

Rearic distributed a Community College League State Budget Update. She explained that the Legislative Analyst's Office has proposed a 2007/08 State COLA of 4.53 percent (an increase from the 4.04 percent COLA in the Governor's January budget.)

3. Income Allocation Formula

Rearic distributed information concerning the 2007/08 Income Allocation Formula application. She reviewed assumptions, and their status, for the Tentative Budget.

She continued by discussing strategies for the 2007/08 Tentative Budget, which include using 2006/07 FTES goals (as recommended by the FTES Task Force), and using State income projections. Other strategies include colleges projecting dedicated income, assuming beginning balances at the same level as prior year Tentative Budget, and suspending the Declining Economy of Scale Factor in the Income Allocation Formula by maintaining at the 2006/07 level.

Rearic reviewed the Income Allocation Formula and estimates of income. She said that she would be willing to do special workshops regarding the Formula, if requested.

Rearic discussed the full-time/part-time faculty ratio. She said that Governing Board wants to increase the ratio and staffing commitments for new facilities, and that a plan is being developed that would allocate \$400,000 per college - \$300,000 for faculty, and \$100,000 for facilities. The plan will be brought to DSP&BC for information.

Rearic also informed the members that the Districtwide full-time/part-time ratio is 46.5 percent, which is above the State required obligation. She added that the Board has been very clear that they want to develop a plan to increase the ratio Districtwide.

Smith inquired whether the Board would be passing a resolution that would document their commitment to increasing staffing. She said that it would be very useful to know exactly what is happening.

Rearic responded that she would bring the suggestion forward to the Chancellor.

Chiriboga inquired how percentages of staffing requirements would be evaluated each year.

Rearic responded that the staffing commitment plan is being developed and will address this matter.

4. Budget Development Calendar

An updated 2007/08 Budget Preparation Calendar was distributed. Rearic explained that posting deadlines for Restricted budgets and supplementals, and Unrestricted, was extended to May 18, 2007.

5. Staff Development Funds

A 2006/07 Staff Development Funds allocation was distributed. Rearic explained that the total 2006/07 Staff Development Funds revenue is \$77,329, and would be distributed as: \$10,000 – Classified; \$4,000 – Mgmt/Supv/Conf.; and the remainder as a percentage by site: \$19,632 – Cuyamaca; \$43,697 – Grossmont. She added that site allocations are for all groups.

6. Block Grants

Rearic informed the members that information would be sent out in the next few weeks concerning keycodes for Scheduled Maintenance block grants.

7. DSP&BC Membership List

The DSP&BC membership list was distributed. Council members were asked to review and advise Paula Tillery of required changes. After any revisions, the membership list will be redistributed electronically.

8. Items From the Floor

- G. Perri inquired whether the May Revise would affect the Tentative Budget. Rearic responded that the Tentative Budget has already been allocated and would not reflect the May Revise. Rearic added that it is expected that the District's books will be closed by early August, and that better numbers from the State and Districtwide ending balances would be available then.

Next Meeting

The next meeting of the Districtwide Strategic Planning & Budget Council will be held jointly with the Districtwide Executive Council for presentation of the Tentative Budget. The Tentative Budget workshop will be **Monday, June 11, 3:00-4:30 p.m., and will be held in the Griffin Gate at Grossmont College.**