



Chancellor's Extended Cabinet
Monday, January 10, 2005
Chancellor's Conference Room

Confidential Minutes

Present: O. Suarez, A. Satele, B. Lastimado, C. Chiriboga, D. Quittner, D. Colli, D. Fitzsimons, G. Perri, J. Austin, J. Wales, P. White, S. Rearic, T. Martinez.

Absent: D. Agosto, P. Anderson

Recorder: R. Buss

Additions to Agenda

Suarez stated he responded to the Grossmont Academic Senate regarding the resolutions; all sites and the Governing Board have been copied. Suarez is hopeful that all items were clearly identified for the Academic Senate.

No action taken

The Chancellor announced the Grossmont College Academic Senate invited him to a meeting on January 18, 2005. Suarez requested both presidents attend.

No action taken

Budget Update

Suarez announced the Governor's budget recommendations. Austin stated additional information regarding the state budget would be provided on January 11, 2005. Austin indicated our growth rate has already been determined. Suarez announced that although there is not a proposal on equalization dollars, we will work hard on planning to make equalization funds more viable.

No action taken

Prop R

Austin indicated everyone received the quarterly report electronically. Paula Tillery can provide additional copies if necessary. The summary is located in the last few pages of the report. Austin welcomes suggestions for changes. An update was provided on *Prop R* construction at Grossmont and Cuyamaca College. The signage plans are coordinated through GAFCON. If there are questions or issues, Austin is willing to discuss alternatives.

Governing Board Tours

Suarez stated, the Governing Board closed session meeting now begins at 5:30 p.m., and the regular Governing Board meeting begins at 6:30 p.m. Suarez will talk to the Governing Board regarding Board tours.

2005-06 Nonresident Tuition Fees

Rearic disseminated the docket item on the 2005-06 Nonresident Tuition Fees. Rearic stated an e-mail was sent out to Extended Cabinet providing three choices to choose from regarding nonresident tuition fees. Included with the e-mail was a report on what local district's nonresident tuition fees are. Our decision is driven by other districts in our area and what they are charging. The presidents support the proposed nonresident fee.

Action taken: Extended Cabinet agreed on the proposed increase. Rearic will forward to the Governing Board for approval.

February Governing Board Meeting

Suarez announced, there will not be a quorum for the February 15, 2005 Governing Board meeting. Our Trustees will be attending a conference in Washington, D.C. Suarez advocated postponing the meeting to February 22, 2005.

Action taken: Extended Cabinet agreed on the proposed date for the Governing Board meeting in February.

Duplicate/Non Duplicate Program Inventory

Colli provided a handout on Duplicate/Non-Duplicate program inventory. Colli and Chiriboga will meet with Agosto pursuant to a request made by Suarez. Chiriboga stated this item was handled in February; Colli was not aware of a process. Chiriboga and Colli agreed to add this item to the DCEC agenda. Suarez announced that Agosto will chair DCEC. He concluded that all campus committees are being reviewed, to insure adequate access is given to bring forward issues. Adjustments to committees will be made if necessary.

Action taken: Colli and Chiriboga will coordinate a meeting with Agosto to determine the process for Duplicate/Non Duplicate Program Inventory.

Negotiations, Training, and Development

Lastimado stated United Faculty is still in the process of negotiations. Lastimado announced the settlement on the Unfair Labor practice claim brought by United Faculty. Lastimado requested suggestions on pursuing a bulletin/newsletter regarding negotiations. This would encourage factual communication. Lastimado will seek assistance from United Faculty in preparing the bulletin. Extended Cabinet constituents discussed the idea and were hesitant in making a decision, but determined that if United Faculty is willing to assist it could help minimize political issues. Lastimado announced the final training for Supervisory Confidential on Friday, January 14, 2005. Jack Sleeth, Legal Consultant, will be present for the training.

Action Taken: Lastimado will bring the bulletin/newsletter idea to a future cabinet meeting for further discussion.

The meeting adjourned at 3:00 p.m.

rmb



Chancellor’s Extended Cabinet
Monday, May 9, 2005
Heritage of the Americas Museum

Meeting Notes

- Present: D. Agosto, J. Austin, C. Chiriboga, D. Colli, D. Fitzsimons, J. Ford, B. Lastimado, T. Martinez, G. Perri, D. Quittner, S. Rearic, A. Satele, B. Smith, O. Suarez, J. Wales, P. White
- Absent: None
- Others Present: H. Eimstad, D. Sims
- Recorder: J. Danks

Additions/Deletions to Agenda

- Remove Item F. (Mission Statement).....Agosto
- CSEA Update.....Lastimado
- Shared Governance.....Suarez

Suarez asked D. Agosto to provide an update on prerequisites and report cards to the vice presidents.

Colleague Implementation (Presentation)

Guests Eimstad and Sims provided an update on Colleague Implementation. Administrative and technical issues to be resolved concern degree audit and single transcript, moving to a single database, modifications to R17 (Release 18 is due in August 2005), and the possible purchase of a sequel version for the new database. We are on schedule and making good progress. No implementation date has been set. We are on budget.

Eimstad stated that the weekend of May 11, the new Outlook web site address was installed. The primary address is: mail.gcccd.edu. All publications should now reflect .edu. In addition, wireless hotspots were installed in the Grossmont and Cuyamaca LRC, which provide access to the internet or e-mail. Under consideration is the installation of additional wireless hotspots in the Museum, Griffin Gate, the Student Centers, and the College Conference Rooms.

Action: Information only.

Budget

Austin provided the highlights reflected in CCLC State Budget Update No. 6. The 2005-06 COLA was finalized at 4.23%. This COLA is expected to be funded in the May Revise and will cost \$25 million. Revenues for the last day of April and first day of May were strong. Year-to-date revenues could reach the Legislative Analyst’s projection of \$1.4 billion higher than the governor’s January forecast. Quittner added that we are asking people to call the Governor’s Office to thank him for the \$80 million; we need it in the May Revise. Austin stated the posting period is being extended, and suggested posting by May 16 or 17. The first Board Tentative Budget Workshop is June 14, which allows sufficient time to see the May Revise and issue a revised Budget Income Allocation Formula.

Action: Information only.

Prop R

Austin announced that all buildings receiving *Prop R* funding have entered into the construction phase, those being: Cuyamaca College: Communication Arts and Student Center; and Grossmont College: Science Building, Digital Arts Building, and Life Safety Road. Austin and Quittner will be making a District rating presentation in San Francisco. The District will be receiving \$100 million from Series B bonds, which will be sold at the end of May. From that money, the District will receive investment earnings. Austin commented that he would push for a workshop on how the state approves buildings.

In summary, discussion focused on demographics, the number of buildings in construction, exploding construction costs, and the need for updated Academic, and Educational Master Plans for both colleges, accreditation, and Datatel issues.

Action: Review Educational Master Plans at the next Cabinet meeting and with Extended Cabinet in two weeks on planning, mapping, and related issues. Suarez requested Brad Phillips and Darlene Cole be invited as a meeting resource.

Retiree Benefits

Austin distributed a handout summarizing the status of retiree health liabilities. An additional \$1 million is needed to fund liability for retiree health costs. He stated there is a need for workshops on this issue to educate constituent groups who work with bargaining units. At this time, a token amount of \$100,000 has been placed in the current budget and the 2005-06 budgets.

Action: Information only.

Shared Governance

Suarez invited comment and observation from Extended Cabinet members on shared governance and seeking technical assistance. Lastimado stated that he hears comment on two issues, the structure of shared governance, and the behavior of people exercising the structure of shared governance. Quittner commented that in reviewing discussions on shared governance workshops, a call for technical assistance was referred to after issues had been defined at a district level. Perri said, look at the long-term goal of what the colleges want to do to put this issue behind us, and hold a workshop to refresh everyone. Martinez stated a workshop would be another way to look at the information.

Action: Information only.

CSEA Update

Lastimado stated CSEA is reviewing S/C positions. CSEA is filing for a unit modification with the Public Employment Relations Board (PERB), to look at S/C positions to ascertain if they are within the CSEA bargaining unit.

Lastimado stated there is no agreement with U/F. He will be meeting with the U/F president on May 10.

Action: Information only.

The meeting adjourned at 11:35 a.m.

jjd



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

CHANCELLOR'S SPECIAL
EXTENDED
CABINET MEETING

Monday, May 23, 2005
Heritage of the Americas Museum
Cuyamaca College

CONFIDENTIAL MEETING NOTES

Present: O. Suarez, A. Satele, B. Lastimado, C. Chiriboga, D. Quittner, D. Colli, D. Fitzsimons, G. Perri,
J. Austin, P. White, S. Rearic, T. Martinez
Absent: D. Agosto, J. Wales
Guest: Dr. Brad Phillips, Darlene Cole
Recorder: R. Buss

Budget Statewide

Budget Update from CCLC was provided via email on Friday, May 20, 2005.

Austin disseminated Version B to presidents indicating balance is constant. Gross income over 7%; holding accounts up 16%; and total revenue is down. STRS transfer (*Prop 98*) still on Governor's budget. Austin discussed the challenges ahead, and stated that \$40 million on equalization is included in Version B.

Action Taken: Austin will distribute Version B for adoption budget before Board Meeting. Sue Rearic will meet with Lastimado and business managers to discuss holding accounts.

Distribution of Prop R Funding Plans from Both Colleges

Austin attended the ACBO Conference and discussed exploding construction costs.

Perri provided an overview of budget changes and explained shifts in funding for renovation, repair, and infrastructure. To cover costs, Cuyamaca College is looking for alternate funding options. Martinez is reviewing plans. Martinez discussed delaying the parking structure.

Fitzsimons stated bids are coming in higher than what was budgeted, due to the rise in construction costs. Fitzsimons is looking at the Master Plan to determine funding. Fitzsimons concurred with Martinez to delay the parking structure.

Action Taken: Suarez will meet with presidents to review the Prop R construction projects.

Review Education and Academic Master Plan/Planning

Concerns were discussed regarding demographics and districtwide Master Plans.

Phillips provided a history on planning information. He stated projections are difficult if longer than a year. He also stated in 1997-98, software was used for faculty planning at both campuses. Demographics WSCH projections need to be integrated for planning and growth. Phillips will review Education Master Plan. Suarez felt District plans from other colleges should be reviewed. Phillips suggested a committee be established to review past practices. He recommends the committee determine what elements are necessary for the Strategic Plan, Facilities Plan, and the Educational Master Plans.

Martinez stated an environmental scan is necessary every three years to assist with planning. Chiriboga recommended standardized data for Education Master Plans, with a three-year check. Chiriboga discussed the need for preparation and timelines for accreditation.

Action Taken: Commit to gathering data to use information from the Education Master Plan. Updates provided in 2006 through 2012.

Planning

Suarez stated trends in the community need to be reviewed for planning. The data regarding space availability was disseminated globally. Suarez indicated that the information provided would provide answers for additional construction.

Suarez stated the Governing Board is not going to make any decisions on changes to the current plans. Suarez would like an environmental scan done every five to six years. He suggested a standing subcommittee of strategic planning to work on the Master Plan and Accreditation. White suggested inclusion for timelines. Perri stated the current accreditation group should develop a planning process. The subcommittee should be linked to DSP&BC.

Action Taken: Planning and budget committee to discuss environmental scan. Quittner and Cole will develop a summary and a timeline to be disseminated to constituent groups



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

CHANCELLOR'S EXTENDED CABINET MEETING

Monday, June 13, 2005, 9:30 a.m.
District Annex Conference Room

CONFIDENTIAL MEETING NOTES

Present: O. Suarez, A. Satele, C. Norris for B. Lastimado, C. Chiriboga, D. Quittner, D. Colli, D. Fitzsimons, G. Perri, D. Agosto, J. Wales, J. Austin, P. White, S. Rearic, T. Martinez
Absent: B. Lastimado, C. Chiriboga, D. Fitzsimons
Recorder: R. Buss

Colleague Implementation

Eimstad provided a draft handout on the status of the Colleague Implementation program. Additional analysis and review is necessary. Eimstad indicated the system is complicated. Other systems may need to be reviewed due to integration issues. Eimstad will provide additional information in August.

Action Taken: Suarez requested that Agosto coordinate meetings regarding administrative issues related to the 16-week calendar. The Colleague Steering Committee will determine impact after a review of the history.

Report Card and Strategic Planning

The meeting (May 23, 2005) focused on planning; and Agosto and Cole provided a summary. Every six years a scan is produced and a three year report/summary is provided. There are currently 17 members on the Committee. White stated interpretation of data should be addressed at DSP&BC, rather than in the sub-committee meeting. Suarez indicated this is districtwide planning and the name should be changed. Appropriate data should be gathered for Accreditation. Suarez stated this is an ongoing process and updated summaries are necessary. The Presidents will update the Academic Senates. This will be reported to DEC on June 13, 2005.

Action Taken: Cole and Agosto to meet with Quittner and prepare a districtwide statement to be disseminated regarding the environmental scan.

Budget

CCLC provided the state budget update via e-mail; Equalization is at \$20 million. Quittner stated we need to work on getting Equalization to \$40 million. Budget adjustments will have to be made if \$20 million is received. Austin disseminated a draft power point for the tentative budget workshop.

Action Taken: Review draft power point and provide feedback to Austin.

Prop R

Austin stated the Governing Board Budget Workshop will include the funding plan from the Joint DEC and DSP&BC meeting held June 13, 2005. The Capital Construction Workshop will be in August. Tim Flood disseminated a projects list via email. Austin stated he will provide the Governing Board with information regarding the volume of projects occurring over the next three years.

We are a borderline Double A District due to management of the District, and positive activities occurring districtwide. The rating agency applauded the District for executing the original plan. Austin provided an overview of his trip to San Francisco in an effort to sell our bonds.

No Action Taken.

2005 FTES

Austin provided information on growth funding. Austin stated we could generate an additional \$1 million if we increased FTES. Austin recommends pulling FTES back (200 FTES). He feels we should be above base next year. Rollbacks will need to be done every year. A revised 320 can be filed when we submit in fall (Nov/Dec).

Action Taken: Determine strategy to take advantage of growth dollars by pulling back 210 to 320 FTES (gives growth over prior year). Review goals for 05-06 to ensure we will not go under base. Update faculty upon return in fall.

College Mission Statements

White feels discussion is necessary on shared mission statements to make sure it meets accreditation standards and requirements.

No Action Taken.

Telephone Registration, Fall 2005

There was discussion to discontinue the Summer 2006 telephone registration. The new Colleague Information System will not be succinct with telephone registration as phone registration software was not bought with Datatel software. Cole provided research on the impact to White, which is being implemented into the planning process.

Action Taken: Continue with phone registration through Spring of 2006.

Compressed Calendar

Agosto met with constituent groups to discuss other colleges using the compressed calendar. There are 37 of 109 colleges already using a 16-week calendar. United Faculty is not interested until next year given current issues. Expenses have not been discussed if conversion is made. Perri stated there was not a fiscal impact at San Diego City College – FTES did go up and then it leveled out. An important issue is to identify and plan the compressed calendar before Datatel conversion, to avoid costs, should changes be required.

Action Taken: Agosto to move the compressed calendar forward. Determine a conversion date and process. Agosto and Austin to follow-up with Eimstad to set framework throughout summer.

Combined Class Schedule

Quittner stated other colleges have combined printed schedules and schedules on the web. Current education schedules are being mailed out due to cost cuts.

Action Taken: No interest in combined schedule; not cost effective.

Duncan Hunter Tour

A representative from Duncan Hunter's office would like to tour campus on June 17. Quittner will let Hunter's office know that there are no students during summer to determine if they want to postpone the tour for a later date.

Action Taken: Quittner to plan Duncan Hunter tour on June 17, 2005.



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

CHANCELLOR'S EXTENDED CABINET MEETING

Monday, August 8, 2005, 9:30 a.m.
District Annex Conference Room

CONFIDENTIAL MEETING NOTES

Present: O. Suarez, B. Lastimado, C. Chiriboga, D. Quittner, D. Colli, G. Perri,
J. Austin, T. Martinez
Absent: A. Satele, D. Agosto, S. Rearic, P. White, V. Meneses
Recorder: R. Buss

Budget

Austin stated he is working on closing the books and that ending balances are not available. The Income Allocation Formula will be distributed at the DSP&BC meeting. There are changes to ending balances on non-resident fees; new hires and unfrozen positions at Grossmont College will affect the numbers.

Suarez stated Scott Barr questioned operations; he does not feel the State standards and criteria are being met. Barr has had meetings with two Governing Board Members on the issue. Suarez asked Martinez to meet with Barr to discuss issues for clarification. Perri stated Cuyamaca College follows State mandates for hiring administrators. Suarez stated the Education Code provides standards and criteria by which we adhere and follow, along with the guidance of Board Policies and Procedures.

Cabinet discussed various emails from faculty. Austin suggested a "boiler plate" response. Suarez stated we have a process in place, which we need to use.

Austin questioned the faculty's interpretation of "work-to-contract." The District expects faculty to work according to their job descriptions, which includes meeting with students and attending meetings.

Action Taken: Martinez will meet with Scott Barr for further clarification of issues regarding operations.

Prop R

Austin stated many construction projects are occurring on both campuses, which will present many challenges. Opening bids for the Digital Arts Building revealed an increase in cost for doors and doorframes; concrete and steel costs did not damage the numbers. Via email, Austin distributed a handout on construction. The IPP, FPP, and Five-Year Plan, will be issues for the Governing Board to review. Austin provided flow charts to the Governing Board for clarification. Austin distributed a handout, *Options for Recognizing Additional Proposition R Interest Income*. He said \$3.5 million of additional funds went into Program Distribution, pursuant to Governing Board approval. Austin recommended money be placed in a holding account. Cabinet discussed various options and strategies for DSP&BC, and the consultant pay issue. Suarez would like this highlighted at the workshop; and asked college presidents to direct the consultant pay issue.

Action Taken: Austin to prepare the workshop for the Governing Board on Tuesday, August 9.

Accreditation WASC Training—September 9, 2005

Martinez confirmed he is hosting the Accreditation WASC training on September 9.

Sexual Harassment Training

Lastimado stated sexual harassment training is to be completed by January 2006, for all supervisors and managers.



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Chancellor's Extended Cabinet
Monday, December 12, 2005
District Annex Conference Room

Meeting Notes

Present: J. Austin, C. Chiriboga, D. Colli, C. Hanson, B. Lastimado,
T. Martinez, V. Meneses, G. Perri, S. Rearic, A. Satele, O. Suarez,
P. White

Absent: D. Agosto, D. Quittner

Recorder: J. Danks

Additions to Agenda

Spring 2006 Semester Enrollment

Perri reported Cuyamaca College enrollment is down 9%. T. Martinez stated Grossmont College enrollment is down 9-10%. Enrollment efforts were discussed. Suarez asked the Vice Presidents of Instruction to ensure their respective academic senates are aware of the impact of reduced enrollment on the budget and its affects. Austin illustrated future budgets for 2005/06, 2006/07, and 2007/08, will look like reflecting base, COLA, and no growth funds. The illustration will be presented to DSP&BC.

Budget

Austin reported the Funding Formula Task Force Committee met on December 9. No consensus was reached among members on a new formula. Jack Randall will prepare additional funding formula simulations to present at the next meeting, which is January 27. The Chancellor requested a recommendation or report from the Task Force in January.

Action: Austin will deliver a Funding Formula Task Force Committee Recommendation or Report to the Chancellor in January.

Training

Lastimado stated there will be training scheduled for supervisors relating to the Americans with Disability Act. The Chancellor requested that Lastimado prepare a catalog for training dates in 2006, and requested that the training extend to faculty leaders and faculty.

Action: Lastimado will prepare a schedule for 2006 ADA Supervisor Training.

Negotiations

Lastimado reported CSEA negotiations are complete, and a Tentative Settlement Agreement was reached. If the Agreement is approved by the CSEA membership, it will go to the Governing Board for ratification. CSEA members are voting on de-certification. Results of the voting will be announced by PERB on December 19.

Lastimado stated on the restructuring of two positions going to the Board for approval: Dean, Administrative Services to Vice President; and Sr., Director/Controller to Associate Vice Chancellor.

Other

Rearic stated the auditors' reports are due in January, and thanked everyone for their hard work and efforts during the audits.

The meeting adjourned at 10:43 a.m.

jjd