



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Chancellor's Extended Cabinet
Monday, February 12, 2007, 9:30 a.m.
District Annex Conference Room

Meeting Notes

Present: J. Al-Amin (left at 10:35 a.m.), C. Chiriboga, D. Colli, B. Hertel, J. Marron,
G. Perri, S. Rearic, A. Satele, O. Suarez

Absent: J. Colson, D. Quittner

Others Present: Jim Fenningham

Recorder: J. Danks

Convened: 9:35 a.m.

Prop R

Rearic stated the results on the *Prop R* performance and compliance audits are unqualified, with no discrepancies or management comments. The mandated cost audits are still under way.

Rearic stated the District is issuing the Series C bonds for \$52 million, and will be refinancing Series A and B bonds, which will bring additional revenue to the District. The Chancellor commented that the use of Gafcon to oversee construction projects, places the District in a superior position over other districts that received bond funds.

Budget

Rearic stated work is being done on District budgets for last year, this year, and next year. She stated there is a prior year adjustment of a negative \$2.4 million; an adjustment of cash from property tax changes; SB 361 considerations; and a mandated costs refund. She reported the budget calendar has been established and the payroll forecast is complete for 2007-2008. She will have more information at the next Cabinet meeting on mandated cost revenue, Gatsby 45, and two block grants, being held.

The Chancellor reported misinformation on FTES is being circulated, and asked Rearic to develop a presentation for today's budget workshop to clarify the base numbers concerning FTES. Rearic stated the District is below goal by 585 FTES and that summer will be pulled back to reach goal. Rearic will provide Chiriboga with information on open entry/open exit data.

Concerning the \$1.5 million mandated costs refund; it is being held pending audit results and will be utilized toward the negative adjustments from the state, and special one-time projects for the colleges. Lastimado stated that if the result of the mandated costs audit shows a downward adjustment to the \$1.5 million refund, it would be charged against the District's outstanding mandated costs claims.

Accountability Reporting for Community Colleges (AB 1417)

Colli stated the Governing Board would receive a report from Bob Hertel on accountability reporting and the colleges' preparation of narrative statements, which will include demographic, transfer rates, and student achievement data. A subsequent follow-up report will be made to the Board within a year. Jim Fenningham, John Colson, and Chris Hill, attended a workshop by the system office on ARCC. Fenningham stated the District's response to the data on the State Chancellor's website is due February 23.

Establish a Process Improvement Task Force

Hertel inquired into the possibility of forming a task force to explore how issues and items move through shared governance. Perri and Colli agreed that perhaps there should be a Districtwide process improvement plan, as opposed to a task force. The Chancellor asked the group to think about it and bring the topic back to Cabinet next week for further discussion.

CSEA Proposal for Options to Bookstore Management Task Force

Lastimado informed Cabinet that there was an email circulating with regard to a bookstore management task force. He stated the bookstore is not a negotiable CSEA item, and that the issue is whether to maintain bookstore operations with district employees or through attrition, the positions would revert to Barnes & Noble. He will distribute a letter for today's budget workshop. Rearic provided some history on bookstore and food service employees, stating years ago there was a decision to transfer food service to outside sources, and a decision to keep District employees for bookstore operation. The Chancellor stated employees have no authority to establish a task force with employees of other bargaining units, and asked Lastimado to provide clarification to CSEA leadership.

Student Discipline-Interim Suspension

Marron stated that he and John Colson looked at the student discipline policy. A recommendation for revision to the policy was distributed. Fenningham recommended adding that registration be restricted at both colleges. Perri suggested the entire discipline policy be reviewed for consistency, who administers the policy, and compliance with current law. Marron suggested vice presidents administer the policy. There was discussion that Districtwide Coordinating Educational Council (DCEC) reviews the revisions to the discipline policy. Colson, Marron, and Hertel will work on updating the discipline policy; will research whether it is an administrative procedure or an operating procedure; and will insure accuracy between the procedure and the policy. Marron will bring back the revised policy to the next Extended Cabinet meeting.

Supervisors' Training

Lastimado stated the supervisors' leadership training on shared governance has been suspended. The Chancellor stated he wants training provided for classified employees, with sensitivity to compensation, evaluation, and training and development. He will provide information to Districtwide Executive Council today on the Board workshop for collegial consultation.

Bargaining

Lastimado stated negotiations are on going.

Staff Development Funds

Lastimado stated staff development funds are available for administrator, supervisor, and classified staff training. He stated that funds should be available for Districtwide training, as well as new staff training and plans of improvement. The Chancellor asked that key people from both colleges and the district look at training and development opportunities, and put together a model that includes all groups. There was discussion on funds being held for use by each site. The Chancellor asked that this item be brought back for discussion.

Adjourned 11:16 a.m.



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Chancellor's Extended Cabinet
Monday, March 12, 2007, 9:30 a.m.
Heritage of the Americas Museum

Meeting Notes

Present: J. al-Amin, C. Chiriboga, D. Colli (left at 11:15 a.m.), J. Colson, B. Hertel,
J. Marron, G. Perri, D. Quittner, S. Rearic, A. Satele, O. Suarez

Absent: T. Pitt

Recorder: J. Danks

Convened: 9:41 a.m.

Additions

Recruitment
Standard IV
Procedure Development

Prop R

Rearic reported the Governing Board Annual Capital Construction Workshop is being developed and asked Perri and Colli to submit any changes to the funding plan or highlighted programs. There was discussion concerning refinancing Series A and B Bonds, and issuing Series C Bonds. Rearic stated that for the workshop, the college presidents could present tentative plans for their portion of the expected \$10 million, knowing that adjustments may be made. She stated tighter estimates would be known in April. Quittner asked about the Attorney General's Opinion for the challenge on community colleges refunding and refinancing bonds. Rearic will provide her with a status.

Quittner stated the Citizens' Bond Oversight Council report would be sent out with the newsletter.

Quittner reported a nice article on the Water Conservation Garden appeared in the *Mission Times*.

Budget

Rearic reported the payroll forecast went out last week, the tentative budget is being developed, and bargaining is not completed with any group.

Rearic stated there would be discussions today in Districtwide Strategic Planning & Budget Council (DSP&BC) concerning FTES, budget development calendar, and FTES Task Force. The Chancellor expressed concern that FTES data is deliberately being mis-communicated by CSEA bargaining representatives, and asked colleges and Budget Council members to insure correct information is being communicated. There was discussion concerning actual and projected FTES numbers, pulling back summer, and strategies to address the consequences of pulling back summer. Rearic provided enrollment numbers for prior years to assist Quittner in media reports and to show how far college enrollments dipped. The DSP&BC handout will reflect where we are (which is below base) and where we were. Lastimado extended an invitation to anyone interested to participate in bargaining.

Monthly Recurring Council and Committee Meetings Calendar

Rearic distributed the draft calendar of monthly committee and council meetings, the purpose of which is to find times for additional shared governance meetings. After discussion, it was determined that the third Monday of the month from 3:30-5:00 p.m. would work for additional meetings. On the Wednesday before the third Monday, the Chancellor's Office would send out a notice to release the date/time if meetings were not necessary. It was agreed that if that Monday was not needed, if necessary, it could be used for a special purpose meeting for administrators. Rearic will make changes to the calendar and take it to Districtwide Executive Council (DEC) today.

Student Discipline-Interim Suspension

Since discussion at the last Extended Cabinet meeting, Colson distributed a revised draft to the student discipline policy, to reflect the college presidents' authority to make final recommendations. Upon receiving suggestions for titles, references to the Student Discipline Handbook, review of board policies, and final edits, Colson and Marron will take the recommended revision to DCEC.

BP 5016- Probation, Disqualification, and Readmission

Rearic stated she had discussions with the IS Department and Admissions and Records staff concerning implementation of BP 5016. Due to catalog and schedule printing considerations and timing, the recommendation of the group was that implementation occurs in the fall. Hertel stated the policy would be discussed at DCEC on Friday as to moving it forward. Colson recommended the policy be revised to reflect that disqualification occur only once a year. The Chancellor stated he would support implementation of BP 5016 to occur in the fall.

Recruitment

For information only, Lastimado distributed flow charts reflecting the faculty and classified staff recruitment process. He stated the process is being reviewed to apply HR technology and shortening the process.

Accreditation-Standard IV

Quittner suggested there be District-level input on Standard IV accreditation self-studies to insure accurate information on District processes. al-Amin stated the Accreditation Committee meets every Friday to go over sections and bring forth comments. He suggested Quittner refer her comments to Pam Amor, Bonnie Price, Beth Smith, Jim Fenningham, and Chuck Passentino. Comments concerning Cuyamaca College are referred to Jan Ford. Quittner also mentioned that the District Governance document was not referred to in Standard IV, and that the planning agendas should be college-specific. Quittner asked for the Facility Master Plans to be placed back on the District website. Perri asked for consideration of placing the Five Year Statements, prioritizing projects, on the website. The Chancellor asked everyone to check into it.

Procedure Development

Rearic stated AP 2410-Board Policy and Administrative Procedures, is going to DEC today, for a final reading.

Human Resources

No report.

Adjourned: 11:41 a.m.



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Chancellor's Extended Cabinet
Monday, May 14, 2007, 9:30 a.m.
Heritage of the Americas Museum

Meeting Notes

Present: J. al-Amin, C. Chiriboga, D. Colli, J. Colson, B. Hertel,
J. Marron, G. Perri, D. Quittner, O. Suarez

Absent: T. Pitt, S. Rearic, A. Satele

Recorder: J. Danks

Convened: 9:39 a.m.

Additions

Accreditation Self-Studies
Board Bargaining Presentation
Ratification of Board Items
Contact with District Legal Counsel
Employee Reassignments
Alternative Work Schedules
News Release—Grossmont College Presidential Forums

Prop R

The Chancellor reported there are no issues raising red flags. Concerning the Grossmont College Student Center, Student Services Center, and parking, he is awaiting a meeting with the subcommittee of the Governing Board to move ahead. Colli commented that it would be ideal to see the project included in the Tentative Budget. Perri stated funds have been shifted in preparation of the Tentative Budget affecting the new building, putting the match back on Business CIS. The Chancellor stated there are shortages on both campuses.

Budget

In regard to the new fiscal year, the Chancellor stated the state budget has allowed for an increase in COLA from 4.04 to 4.53% and significant augmentations for one-time purposes.

Immediate Interim Suspension

Colson and Marron distributed the most recent revisions to the *Immediate Interim Suspension* language in the *Student Discipline Procedures Handbook* from Districtwide Coordinating Educational Council and Districtwide Executive Council.

Perri and Colli suggested the first sentence be two sentences. Chiriboga commented on the Vice President Academic Services and Vice President Instruction titles. At the request of the Chancellor, Lastimado will review the job descriptions.

Colson and Marron will make the discussed revisions and re-distribute the final draft electronically to DEC members for information.

Discipline

Colson distributed the *Student Discipline Procedures Handbook* and stated Augustin Albarran and Sharon Barrett have been asked to provide recommendations for needed revisions. The sections to be reviewed will include Student Code of Conduct, e-mail harassment, committee review for disturbing acts by students, the smoking policy, and public safety's role. A presentation is planned for Flex Week concerning the processes to handle student incivility. Chiriboga suggested that after final review of the recommended revisions is complete, that legal counsel review the revised version.

Perri will provide Colson with a chart of emergency procedures. Colli suggested the front cover of the booklet as a place for prominent items. The Chancellor summarized the discussion stating the two vice presidents will work with Lastimado and Hertel regarding discipline and legal issues, and requested the item come back to Extended Cabinet with recommendations.

There was discussion concerning the Faculty Code of Conduct and ethics.

Accreditation Self-Studies

The Chancellor stated the accreditation self-studies were sent to the Governing Board, and that there are concerns regarding the guidelines and reasons for the studies. He requested that this be emphasized at the Board meeting.

Board Bargaining Presentation

The Chancellor stated Lastimado prepared a bargaining presentation for the Board, which will be distributed to the presidents for comment and feedback. The goal is to update the Board on bargaining issues and whether to declare impasse or find additional resources. He stated the booklet is good information for public distribution.

Ratification of Board Items

The Chancellor stated that questions have arisen concerning the delay of the ratification of Item 501 at the April 17 Board meeting. He stated the CEO has power to make decisions prior to ratification by the Governing Board. He stated the District pays staff on docket Item 501 in their position until ratification and action by the Board. The Chancellor asked Danks to send information on ratification to Extended Cabinet members.

Contact with District Legal Counsel

Lastimado was asked to review which staff are allowed to contact District legal counsel. Quittner stated a few years ago a memo was distributed stating who was allowed to seek advice on behalf of the Board and District. The Chancellor asked to have the memo reviewed, redistributed, and for the presidents to share it with their staff and administrators.

Employee Reassignments

The Chancellor stated that when the District is faced with legal issues and the need to transfer employees, it is a District prerogative, and a department's obligation to comply. He said that people would be speaking against an employee being transferred into the EOPS Department.

Alternative Work Schedules

The Chancellor stated that a few years ago, the District implemented a 4/10 experimental schedule program. A few Board members did not like the schedule. He stated that alternative work schedules would not be issued except for business necessity. Colli recommended that the CSEA contract be reviewed concerning 4/10's and alternate work schedules. He believes the language needs to be reviewed and revised since the criteria has changed to what best serves the District. He also suggested eliminating the language from the CSEA contract that mentions employees. The Chancellor asked for

clarification of the language for alternative work schedules, to place responsibility on the administrators when it is in the best interests of the employee, students, and the institution.

News Release—Grossmont College Presidential Forums

Quittner reported the news release on the Grossmont College presidential forums went out to the media on Friday evening, and will be circulated to Cabinet and the Governing Board.

Other

Quittner reported on pending legislation concerning textbooks and personnel mandates.

Quittner reported she received a call from a regional newspaper regarding the District smoking policy, and reminded everyone that evaluation of the policy begins in the fall.

Adjourned 10:58 a.m.