



CHANCELLOR'S CABINET MEETING

Monday, May 10th, 2004
Heritage of the Americas Museum

CONFIDENTIAL MEETING NOTES

Present: O. Suarez, J. Austin, T. Martinez, C. McMahan, G. Perri, D. Quittner
Others Present: D. Agosto, C. Chiriboga, D. Colli, D. Fitzsimons, B. Phillips, P. White, A. Satele, S. Rearic,
Recorder: R. Buss

MEETING WITH EXTENDED CABINET

9:40 a.m.

Additions to Agenda:

- ❖ Collective Bargaining Report
- ❖ Accreditation

Dr. Suarez wished Happy Mothers Day to all mothers at cabinet and welcomed Rosa Buss as the new supervisor in the Chancellors/Governing Board office.

Suarez

Budget Update

Dr. Suarez reported that there will be a May revise budget update by the end of the week. This will provide a different outlook for future budget planning.

Suarez

Board of Governors Update

Dr. Suarez attended the Board of Governors meeting on Monday and Tuesday (May 3rd and 4th) Dr. Suarez gained support from the Board and the State Chancellor for supporting the Governor's equalization amount of 59.8 million. Dr. Suarez and Brad Phillips did a CAL-PASS presentation on Tuesday for the Governing Board. The Board of Governors introduced Dr. Suarez as the leader of the equalization issue in California. The budget update included seeking a critical supplement for growth, which is an additional 27 million and an improvement of the noncredit rate through additional funding sources. There was opposition in the differential fee in maintaining the current policy of gradual increases. Dr. Suarez reported that the support of equalization will still create a need for additional resources.

Suarez

Jim Austin reported that everyone received the CCLC budget update via email. The May revise will show an increase in COLA, but there is still discussion on the use of the reversion account, because the funds are not on-going like they have been in the past.

Reversion account questions/statements:

Charleen McMahan speculated whether there were sufficient funds and questioned the possibility of class size affecting the reversion dollars.

Christina Chiriboga reported that she feels the demands to increase growth dollars, using instructional grants and planned to exhaust the reversion account for instructional equipment.

Jim Austin reported that initially the reversion account has to be used. It is imperative to not re-distribute money from scheduled maintenance until we are assured that we have the reversion account dollars. The strategy is to get all the monies allocated and then use the reversion account.

Dr. Perri stressed three components: COLA, two million dollar rate of adjustment for non-credit, than use the balance to pay-off old debt. Perri believes that Los Angeles will push for a sizeable amount to be set aside for "under-served populations" for Los Angeles. Another district has published that LA is under-

funded; Austin indicated that special circumstances do not exist for under-funded districts.

Jim Austin reported that the budget agreement is due by July 1st. He indicated that if the district declines we would not be funded to regain the loss. B. Phillips reported that facilities use a separate growth formula than instruction to determine growth. B. Phillips will meet with S. Bowlard in June to discuss the growth formula variation between instruction and facilities.

Technical populaces tend to look at the regional factors, which could be the reason why the formula is different.

Jim Austin reported that growth is looked at as a trend analysis. If there is a decrease in funding, even if you are above cap in terms of the funding formula, the decline causes the formula to go down. If the cap stays the same and there is an increase in the projected FTES, we have over-crowding and we need additional facilities causing budget issues.

Dr. Suarez reported that he acknowledges both campuses are having problems due to the budget and requested possible solutions from the constituents at Cabinet.

Solutions

Dr. Perri requested an approximate date to begin rehiring for the positions that were frozen due to budget cuts.

Christina Chirboga stressed the critical need for new faculty and did not sense there would be progress unless the hiring freeze was eradicated.

President Martinez provided statistics on the effects of the hiring freeze and the complexity in having to maintain the fulltime faculty obligation. This issue is creating a tremendous amount of tension and anxiety amid faculty and students.

Debra Fitzimmons reported that other campuses are taking our part time faculty and with the additional retirees it is becoming overwhelming. Faculty are asking a lot of questions that should be addressed.

Dean Collie reported that this has an impact on faculty and department chairs in regards to evaluations and additional workloads.

David Agosta reported that at Cuyamaca, they cannot relieve people from areas like evaluations, counseling, admissions and other key components on the campus.

Charlene McMahan reported on information regarding vacant positions on campus. She reported that there are areas in the faculty contract where compromises were made. The Academic Senate has accepted course by course equivalencies, which will be on the next Cabinet Agenda for discussion. Course by course equivalencies will make it difficult to fill with hourly personnel. There is preliminary discussion with grandfathering those with course by course equivalency if they cannot find qualified people. This issue puts an extreme amount of pressure on full time faculty.

Dr. Suarez reported that he understands the dilemma, but called for solutions. He indicated that there is a priority hiring list that continues to be maintained. He is fully aware of the impact of the hiring freeze, but without the resources we cannot fill vacant positions. There is extreme anxiety among employee and union groups. There is continued discussion and review of all critical issues on campuses and at the district. Efforts are being made to establish solutions. We are under-funded as a system and working assertively for a solution. Dr. Suarez appealed to everyone to hold it together; we will work through this storm and should be "out of the woods soon." Dr. Suarez wants to identify initiatives and let the cabinet recognize that he is not above looking at the formula all over again for understanding, so solutions can be brought to the table. Dr Suarez's position is to be conservative so we do not put the district at risk.

Peter White reported that with these budget cuts and the inability to hire instructors, we will not be able to

offer the same classes and continuing students cannot get into classes to transfer to universities. P. White is expecting a great deal of student issues related to the students not being able to enroll in the expected courses that we have offered in the past.

David Agosta stressed the importance of having to free up some money; he indicated that fixed costs are going up faster than increases in budget issues.

Christina Chiriboga felt that we are at a dangerous point of looking at core services versus non-core services and explained that we cannot even maintain some departments.

David Agosta reported that we have three grants that have supplemented discretionary costs, but one of the grants expires. This may lead to the loss of an entire outreach program. Expiration of grants that support various services on campus will be lost.

The Chancellor reported that there is continued discussion on how to deal with this fiscal tightness and the need to provide services for students at both campuses. A possible solution was to split instructor assignments between Cuyamaca and Grossmont. Dr. Suarez stressed that Grossmont and Cuyamaca are in this budget crisis together. Rotating faculty between both campuses could support bringing everyone together as a District rather than functioning autonomously.

Brad Phillips suggested continued funding using grants. A grant writer could be a cost effective solution to some of our budget issues and could bring revenue to the campuses.

David Agosta indicated that these grants end and we would be in the same position we are currently going through in having to lose campus services. P. White implied that grant money is advantageous, especially if it is peripheral to what we do, but there is not an exit plan when the grant ends. Grants are an excellent source of revenue if they are incessant.

Chancellor Suarez indicated that grants should be used for some revenue, but not as a substitute for core services.

Dean Collie expressed concessions gained at the bargaining table about not laying off our employees and was apprehensive about entering tighter situations and losing services on campus.

Charleen McMahan reported that benefit packages continue to increase each year. She indicated that the COLA is insufficient for the step increase. She expects additional pressure from the unions to get back what they lost.

Chancellor Suarez recommended the development of an Ad Hoc group to analyze and review the strategic plan. P. White implied a problem because the campuses do not strategize together. P. White supports the idea of moving people around to bring unity to the District.

Chancellor Suarez inquired if the cabinet would support an Ad Hoc committee as early as today. Members of the cabinet were resistant to this idea due to the time of year.

Jim Austin suggested a budget workshop. He believes that before people can participate in the goal to change, they should know how things operate statewide.

President Martinez asked the Chancellor what the Ad Hoc committee would accomplish and stressed speculation as to the goals of the committee.

Chancellor Suarez pursued the initiative of having an Ad Hoc committee chaired by both presidents who would discuss solutions and determine the direction of the District. The committee could be comprised of a representative from every planning area. J. Austin concurred with Dr. Suarez in moving towards total District planning. Dr. Perri felt that there had to be parameters because if the system changes than

everything they have already done could be considered invalid.

Dr. Suarez indicated that the strategic plans have to be reviewed by the Governing Board. Any deviation, than we go back to colleges for reconsideration. Each campus is going in a different direction and there needs to be compatibility.

B. Phillips suggested that the colleges work independently on the strategic plan and then bring the plans to a District wide group.

Prop R Update:

The reports on projects are available on the internet. GAFCOM communication will meet with the college presidents for modifications. Joe Minor will be meeting with D. Fitzimmons and A. Satele about the possible threat of litigation of the county going after any public education program to collect on bond dollars. Other Districts have been threatened, but they have not followed through. J. Austin was confident that this will not go to litigation. J. Austin discussed docket items on the Governing Board agenda for May 18th. The excavation for the Grossmont science building should begin this summer. J. Austin reported on the rise in the cost of steal.

Austin

Classified staff appreciation:

Dr. Suarez attended Staff Appreciation day. Presidents from both colleges were in attendance. This was a very successful event. Dr. Suarez thanked everyone for supporting the staff to participate.

Suarez

District alignment

There was a brief discussion on accreditation and moving together because there are new regulations. There will be continued discussion on both campuses regarding each of the four standards, the self study, and student learning outcomes.

Collective Bargaining

C. McMahan reported that Chancellor Drummond is expecting 2-3 million dollars in penalties for the district failing to meet the 75:25 regulations. There is language in the Ed. Code to run pilot programs to convert part time to tenured track positions. AB1725 language has never been implemented.

McMahan

Other

C. McMahan reported that we are required to submit equal opportunity programs to the State Chancellors office for review.

**Extended Cabinet Adjourned
Regular Cabinet was cancelled**

11:30 a.m.



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

CHANCELLOR'S EXTENDED CABINET MEETING
Monday, August 9, 2004
District Annex Conference Room

Present: Suarez, Austin, Quittner, Martinez, Perri, White, Colli, Chiriboga, Rearic,
Satele, Fitzimmons, Wales, Lastimado, Agosto

Absent:

Recorder: R. Buss

Additions to Agenda	
Student Fees White discussed the increase in student fees. White indicated the California State Universities have not provided a list of students whose fees are to be waived. This has been done in the past. Chancellor Suarez stated that all students need to be treated the same unless the Universities provide this list.	P. White
Accreditation Organization Chiriboga indicated the accreditation team will return to our District in the Fall, 07' semester. She stated that with the new standards, we will need added preparation time. Chancellor Suarez stated the cabinet would discuss this issue to decide reassigned time. Chancellor Suarez stated that Barbara Beno from the Accreditation commission will give a presentation on September 21, 2004 for Administrators, management, faculty, and staff. Suarez will sponsor a luncheon during the presentation. Beno will focus on student learning outcomes. A shorter version will be presented to the Board as a Special meeting. Suarez requested campus constituents to invite ten people to attend.	C. Chiriboga
Other: Chancellor Suarez welcomed B. Lastimado, Vice Chancellor Human Resources to Extended Cabinet	Suarez

<p>Budget Update</p> <p>Trailer bills have not all been signed/approved. Chancellor stated that we have reached a milestone with the approval of equalization. "Our future is tied to equalization."</p> <p>Budget Update continued</p> <p>Austin shared the 1st draft of the Strategic Plan. This draft will go to the Strategic Budget Planning meeting today. Austin provided an overview. This draft will be changed before finalization. Austin elaborated on the reduction of PFE funds. Austin discussed the revised cap. Austin opened discussion on increasing the District goal and provided a handout on FTES. Planning is complete for fall, but the Chancellor agreed to meet with the Presidents and Austin to discuss strategies since there has been revisions to the budget after they have met with their campus constituents.</p> <p>Quittner elaborated on the trailer bills that have not been signed and gave additional insight to the budget and distribution of money.</p>	<p>Suarez</p> <p>Austin</p> <p>Quittner</p>
<p>Prop R</p> <p>Austin stated the dates for the Yearly Revision workshop. There have been many changes to the funding plan that require Board approval. Austin indicated a shortage of money if we kept last year's building plans. Austin will provide information to the Presidents of the restructure plan.</p> <p>Chancellor Suarez pointed to that the budget workshop will identify the strategies used to determine projects because of the increase in costs and identify what other resources are available. Suarez asked Austin to develop a report on the program management of Gafcon. Suarez stressed the importance of Gafcon's expertise, but a clear assessment is needed for observation of future plans.</p>	<p>Austin</p> <p>Suarez</p>
<p>Managing Sick Time</p> <p>Chancellor Suarez stated Lastimado's experience in getting people together and that he is interested in training for managers, supervisors, and administrators.</p> <p>Suarez indicated that we need to manage sick time. He requested that more questions be asked regarding doctor's appointments. It is important to get documentation.</p>	<p>Suarez</p> <p>Suarez</p>

<p>Overtime and Comp Time</p> <p>Lastimado will bargain for parameters on comp time. He indicated the importance of employees taking their breaks and lunches. Breaks and lunches need to be taken away from the employee's desk, otherwise, it can be considered overtime. Chancellor Suarez recommended that a policy be developed for the approval of overtime. Suarez stated that comp time and overtime needs prior approval by supervisors and managers. Discussion will continue at the next cabinet meeting. "We need a consistent standard practice through the District." (Suarez)</p> <p>Overtime and Comp Time continued</p> <p>Chancellor Suarez would like a presentation with all contracts for additional discussion on overtime issues.</p>	<p>Lastimado</p> <p>Suarez</p>
<p>Meeting adjourned to regular cabinet</p>	



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

CHANCELLOR'S EXTENDED CABINET MEETING
Thursday, September 16, 2004
Chancellor's Conference Room

Present: Ted Martinez, Debra Fitzimmons, Peter White, Jim Austin, Sue Rearic
Ben Lastimado, Jim Wales, Gerri Perri, Cristina Chiriboga, Satele, Dana
Quittner, Dean Colli

Absent: David Agosto

Recorder: R. Buss

Additions to Agenda	
Suarez distributed a handout reflecting three year FTES projections. These are draft projections to review and reflects fall census. This has been provided as information, no action needed.	Suarez
Budget Update Suarez stated that an agreement was made with McMahan before she left regarding step and column. There is documentation regarding the increase in step and column, which would be retroactive based on the outcome of negotiations. The Chancellor feels the cost of living for California is high and that the employees deserve a raise; Lastimado is working on the benefits package. Lastimado feels the argument is principal as the contractual language states that step and column is part of the compensation package. When the contract expires, it is null and void and will be re-negotiated. Lastimado is meeting with college groups and unions and working collaboratively to come to an agreement on a package deal.	Suarez/Lastimado
Prop R Update Suarez would like recommendations on how to proceed with issues related to Prop R funding. There have been issues on campus that money is not flowing properly through the formula. Suarez is thankful the equalization money has gone through proper calculations and he is confused as to why faculty would think this. He asks that we continue with workshops to communicate budget and Prop R issues. Lastimado stated that the faculty senate thanked those in attendance at the budget workshop. There are demands from constituents on campus regarding the distribution of Prop R funds. The Chancellor would like to provide	Prop R/Suarez Lastimado

<p>accurate information to bring everyone to an understanding. The Chancellor indicated that the union president should have total access to membership, but needs to be aware of unfair labor practices by contacting all employees via voicemail. Suarez stated that the Board is aware of all issues through memos and personal visits. Suarez has met with all Board members to ensure and support what is fair for our students and community. The Student Center budget has been reviewed and the Chancellor is confident with these plans going to the Board for approval.</p>	
<p>Austin distributed a handout regarding Prop R funding proposal. The development of the funding plan has been difficult due to construction cost increases. The handout will be provided to the Governing Board to review for approval. Austin requested Martinez have Tim Flood talk to Mary Ryder to bring understanding to the funding plan.</p>	Austin
<p>P. White requested clarification on the percentages on the handout. Austin appreciates all the work that everyone has vested in recommendations and suggestions. Austin has met with both presidents and although they would like more, they realize that this is the best we can do. Martinez suggested a future funding plan to ensure the rest of the needs get funded and completed. The Chancellor supports a plan for infrastructure needs in the future. The money we have will not accommodate all infrastructure needs, but it would be productive to conclude that we will develop a plan for additional resources for the items that will not be done. P. White feels that since Prop R's mantra was "R" for repair, that we develop a plan that highlights the building repairs. The understanding at Grossmont during Prop R was that buildings that did not meet standards would be repaired. The Chancellor summarized the need to move into the future to look for resources to prioritize the needs at each of the campuses. We need to be realistic, pragmatic, and move ahead. The Chancellor wants to maintain positive working relationships with both campuses. Austin is working diligently with his limited staff, and reliance on planning processes at the colleges has been high on the Chancellor's agenda. This budget plan is what will go back to the campuses and the administrators.</p>	Peter White Suarez

Adjourned: 10:50 a.m.



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

CHANCELLOR'S EXTENDED CABINET MEETING

Monday, December 13, 2004
District Annex Conference Room

CONFIDENTIAL MINUTES

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: H. Eimstad/D. Simms (Presentation)
Recorder: R. Buss

Additions to Agenda

Colleague/Student Instructional System

Training has been scheduled through Spring. Responses are positive regarding participation districtwide. Chiriboga will work with Perri regarding compensatory time for employees during training.

Eimstad indicated the Steering Committee will determine the strategies. A handout was disseminated and has been made a part of these minutes. Assistance will be required if there is a change to the calendar. Eimstad disseminated a handout regarding training and updates, which has been made a part of these minutes.

Suarez requested information regarding conversion to a 16-week calendar. Eimstad will meet with Agosto for further discussion.

Action Taken: Eimstad to discuss 16-week calendar with Agosto

Governing Board Meeting

Suarez announced Bill Garrett as the new Governing Board Trustee.

The Board members reaffirmed the *Prop R* resources. The Board will receive *Prop R* budgets on a yearly basis. Suarez requested critical decisions from the Board need districtwide circulation. White suggested an augmentation to the Courier. Quittner suggested a quick highlight the day after the Board meeting.

Suarez requested all information disseminated from the President's office be copied to Rosa Buss.

Suarez requested support from the Presidents for decisions made by the Chancellor and/or Governing Board. The Board voted and agreed to all bargaining unit agreements with the exception of United Faculty; Lastimado will meet in January 2005, to continue negotiations.

Action Taken: President's office will copy Suarez with all information disseminated campuswide.

Proposition R Funding Plan

Austin disseminated the Process for the Yearly Update of the *Prop R* Funding Plan electronically, and has received suggestions and recommendations. There are some constituency groups who would like to de-fund some projects, which need clarification. Suarez stated that our shared governance process will be respected. District decisions are made using this process.

Suarez scheduled three meetings with the following administrators: budget administrators, student service administrators, and instruction administrators. Meetings were made mandatory and Presidents and Vice Chancellors needed to be in attendance. Suarez stated he relies on his cabinet; current campus issues need to be handled via the Presidents.

Action Taken: Chancellor will hold meetings to discuss Grossmont College issues.

Cash Flow

Austin disseminated handouts regarding the Cash Flow process, which has been made part of these minutes. This is for everyone to review prior to the Districtwide Strategic Planning and Budget Council (DSPBC) meeting. White suggested putting technical language into layman terms. Quittner will work with Austin to accommodate this suggestion. Suarez requested administrators simplify things for everyone to understand.

Perri requested clarification on the Cash Flow process. Austin has the cash flow plan, which is quantitative IRS driven. Rearic provided clarification and recommended changes to the timeline. Perri and Martinez provided suggested changes. Suarez requested everyone compromise on changes, reviews, and suggestions on the process. Suarez holds everyone accountable to get information distributed for understanding and clarification to their constituents.

Suarez requested information regarding the 3D/I report. Austin stated an agency completed a Facilities Assessment and used scheduled maintenance to cover costs. The 3D/I was stretched too thin and could not effectively do the job. Austin stated he has a hardcopy of the 3D/I report which is available electronically. Tim Flood wanted a database that has information to reflect on improvements and changes. There are current additions and changes now to the 3D/I report and business rules have been changed to evaluate buildings. Austin clarified the need to have a consistent database to insure business rules are parallel. Martinez supports this change and looks forward to the updates. Austin stated that history in the database would not be changed or made retroactive. White requested clarification on old dollars versus new dollars. Fitzsimons requested copies of the reports when completed. Suarez stated that the Senate has listed this as a concern and would like better information delivered to them.

No Action Taken

Board Tours

Board meetings will now begin at 5:30 p.m. and regular meetings at 6:30 p.m. Suarez will meet with Presidents to discuss Board Tours.

No Action Taken

Tobacco Policy

Lastimado disseminated a handout regarding the District Tobacco Policy, which has been made a part of these minutes. Lastimado stated the tobacco committee will meet, and he would like feedback regarding the handout. Policies are not being enforced; the current policy states the parameters of this policy. The tobacco policy is in the discussion stages and White has discussed this with the ASGC President, Rick Walker. White suggested designated smoking areas only.

Recommendations and suggestions are to be submitted to Lastimado and/or Eygenhousen by the end of the week.

No Action Taken

Data Sharing between Colleges

Chiriboga received a request to share reports from IS. Colli indicated there was a joint meeting to review the two reports that IS developed for enrollment management. In reviewing these reports internally, the suggestion came up to share information on aligned courses. These reports are available for both campuses, department chairs, and coordinators.

No Action Taken

December 22, 2004

Suarez announced CSEA and Supervisory Confidential employees will be off on the December 22, 2004. White indicated it is critical to have some offices open. White requested that the campus not close early on the 22nd and the Presidents will manage the appropriate areas to determine closures at each campus. Suarez will send out a districtwide email to reflect this information.

Action Taken: Some offices on campus will remain open as determined by management.