



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**Chancellor's Extended Cabinet**  
**Monday, February 13, 2006**  
**District Annex Conference Room**

**Meeting Notes**

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

Others Present: S. Herney

Absent: D. Agosto

Recorder: J. Danks

**Additions to Agenda**

Federal applications  
Chancellor/Classified Senate Award Updated  
Air Safety

**Criteria for Facilities Celebrations: Campus and Districtwide**

Susan Herney requested clarification on which events require Chancellor and Governing Board participation. The Chancellor stated *Prop R* construction and facility renovations/remodel are all board-sanctioned events requiring Trustee participation. Other events would include commencement, convocation, foundation events, scholarship, transfer, and annual awards ceremonies. The Chancellor asked that the college presidents prepare a list of important events and coordinate Board participation with Quittner and Danks.

*Action: College presidents to prepare a list of important college events and coordinate Board participation with Quittner and Danks.*

**Prop R**

Austin stated that at a meeting of the Datatel Users Group, the District received numerous compliments regarding the high level of wired classrooms. Regarding the CBOC, Austin reported that two *Prop R* audits (financial and performance) will be presented to the Governing Board by the CBOC Chair, Ernie Ewin. He stated CBOC members have expressed a desire to be more involved in the planning of construction and have had several meetings in that regard. CBOC has changed their meeting dates in order to review items before they go to the Governing Board. Austin stated he would meet with the Chancellor regarding a proposal to refinance the bonds. The Cuyamaca College Student groundbreaking ceremony is February 14.

Concerning the Grossmont College parking issue, Dr. Suarez commented he received a call from the owner of the land adjacent to the District; stating he is not interested in donating the land to the District. Colli will meet with the Chancellor and schedule meetings with his groups to expedite distribution of the information.

*Action: Colli will meet with the Chancellor and schedule meetings with his groups to expedite distribution of the information.*

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### **Budget**

Austin distributed a draft version of possible scenarios for the 06/07 equalization funding, showing statewide, \$240 million over three years; beginning with \$80 million in 05/06. Distribution formulas are being considered. For the 04/05 budget, the state is reverting several million dollars for growth that was not earned, which will come back as one-time Block Grant funds. The biggest problem for 05/06 is enrollment being under FTES base by 2.4%. The 06/07 FTES base will be the same as 05/06 if we do not grow by 2.36%, and funding will be reduced.

Quittner will put out a call for action to thank the Governor and legislators for equalization funding.

The Chancellor summarized stating, the politics focus on three categories for funding: noncredit, growth and equalization. The noncredit piece does not have a lot of support.

### **AP 3720 Computer and Network Use**

Austin distributed AP 3720 and stated it requires revision due to a change in Title V. He stated 60 days is being allocated for review and comment, which will include review by Henry Eimstad. This procedure will return to DEC on April 10.

*Action: AP 3720 will be subject to 60-day review and will return to DEC on April 10.*

### **BP 2105 Election of Student Members**

White distributed a revised draft of BP 2105, to include the option for appointment to fill a student trustee vacancy on the Board. He stated the President's Cabinet and the ASGC Board reviewed the policy. Dr. Suarez recommended the appointment option be added to the existing policy. White will distribute a second draft.

*Action: White will prepare a second draft of the policy and distribute it to DEC members.*

### **Proposed Administrative Procedures**

Proposed Administrative Procedures distributed to DEC members as follows:

- ✓ Chapter 1-No procedures
- ✓ Chapter 2-Quittner
- ✓ Chapter 3-Austin and Lastimado
- ✓ Chapter 4-Colli, Chiriboga, Smith, and Ford
- ✓ Chapter 5-White and Appenzeller
- ✓ Chapter 6-Austin
- ✓ Chapter 7-Lastimado

Members provided suggestions to clarify the process and best course of action to review, draft, and route the procedures to the proper groups. Suggestions included an updated grid, renaming the policy folder on the shared drive from "New Policies" to "Current Policies", specifying which groups the procedures should be routed to for consultation, and a specific timeline. Dr. Suarez requested a special workshop be scheduled.

*Action: Danks to schedule a special workshop on procedures.*

### **San Diego State University Dual Admission Program**

A letter was distributed from Sandra Cook, Executive Director San Diego State University, concerning SDSU's intent to end the Dual Admission Program effective Fall 2006.

### **Priorities-Federal Applications**

Quittner stated that she submits applications, based on highest priority for Federal funds each year. She inquired whether there needed to be a process for a District priority. Members agreed that Quittner should submit the forms based on each respective college's paperwork.

### **Air Safety**

Information: Quittner stated there would be political interest with the route to Gillespie Field as it pertains to air space and air traffic control. The interest would concern the avoidance of a disaster and how we would respond in the event of a disaster.

### **Classified Senate Award**

Lastimado stated he has received a final draft of the Nomination form for the quarterly Classified Senate Award. He will be meeting with Rocky Rose and Pat Murray by end-of-week.

### **Negotiations and Training**

Lastimado stated notification will be going out for the upcoming training, which is to begin in April, and will focus on events that have happened within the District.

Lastimado reported the Administrators' Association negotiations are complete, and that he will begin negotiations with United Faculty on March 8. Sue Rearic commented that Business Services is processing United Faculty increases for 04/05. Full-timers received retro checks in January, and the remaining retro checks will go out in February, which will delay budget development.

### **Other**

Colli requested clarification on travel items going to the Governing Board for approval. After review of District policy, the items will be removed from the agenda, if necessary.

The meeting adjourned at 11:35 a.m.

jjd



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**Chancellor's Extended Cabinet**  
**Monday, March 13, 2006**  
**Heritage of the Americas Museum**

**Meeting Notes**

Present: J. Austin, B. Appenzeller, C. Chiriboga, J. Christensen, D. Colli, B. Lastimado,  
D. Low, G. Perri, D. Quittner, S. Rearic, A. Satele, O. Suarez, P. White

Absent: D. Agosto, J. Christensen

Recorder: J. Danks

**Additions to Agenda**

Student Holds

**Prop R**

No new information to report per Austin.

**Budget**

Austin stated that declining enrollments make setting the FTES income estimates a challenge for next year. A possible \$3.4 million budget reduction is inevitable if enrollments do not improve. Austin recommended setting a District goal and distributed attachment 1, (Item C is recommended by the FTES Task Force), and attachment 2, which places a dollar amount on the options. A presentation is scheduled for the DSP&BC meeting today and there will be discussion concerning impacts on base funding options in order of fiscal impact, with a best-to-worst case scenario, as well as impacts on total state income options to base funding. Austin will issue several tentative budget versions along with the funding formula in a couple of days.

Lastimado stated there would be a 4.6% increase for Kaiser Healthcare.

*Action: Austin will issue several tentative budget versions along with the funding formula.*

**BP 2105 Election of Student Members**

Peter White distributed draft #2 of a proposed revision to BP 2105, which includes proposed language for the option of appointment. Perri, White for ASGC, and Cabinet agreed that BP 2105 would go to DEC on April 10, then to the Governing Board. Jennifer Danks will amend the electronic version to send to the Governing Board in April. The Chancellor requested a procedure be established. Quittner will draft a corresponding administrative procedure.

*Action: Jennifer Danks will amend the electronic version to send to Governing Board in April. Quittner will draft a corresponding administrative procedure.*

**Mandated Cost Reimbursements for Health Services Operations**

Colli relayed a suggestion that reimbursements received for mandated costs be returned to the areas claiming costs. Members discussed the impact on the total District budget. Lastimado mentioned that School Innovations has replaced SixTen & Associates as the mandated costs contractor. School

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Innovations is a larger company, offers training, charges less for services, and is a hands-on company. He stated the 05/06 claims need to be filed by November 2006.

### **Student Holds**

Rearic mentioned that taking into consideration the lower enrollment numbers and student center fee adjustment, the restriction for preventing students from enrolling in a new semester if monies are owed to the District for library fees, student fees, student benefit cards, and/or parking fees, needs to be reviewed. If fees are over \$20, the District is required to collect the fees pursuant to the Ed Code. Once the new student system is in, investigation of collection strategies will begin. Rearic will calculate the number of students that owe \$1 and \$5 fees.

*Sue Rearic will calculate the number of students that owe \$1 and \$5 fees.*

### **Supervisor Training**

Supervisor training is April 11 and 12, 2006. Human Resources will provide a third option for those instructional deans who will be on vacation.

### **Leadership Training and Negotiations**

Lastimado reported the Task Force sent out an on-line survey and encouraged all administrators to fill them out before the training; and stated that all groups except United Faculty had finished negotiations for 05/06.

Lastimado will be providing information on the vacant position of Manager, Institutional Research & Planning.

### **Strategy for Board Policies and Administrative Procedures**

Austin stated board policies on the status grid for more than 60-90 days would be going to the Chancellor and to the Governing Board. Two administrative procedures (Procedure on Procedures and Naming Facilities), will be going to the Chancellor. Cabinet members were given a copy of the first reading for the administrative procedure on Computer and Network Use. Austin reminded members that administrative procedures were distributed to stakeholders in February. White requested a joint meeting with Beth Appenzeller to look at the Chapter 5 procedures.

### **CCSA Quarterly Award**

Lastimado stated that the Chancellor, Quittner, Pat Murray, and himself, were working on the new CCSA Quarterly Award program. Murray indicated there were concerns regarding the inclusion of Classified supervisors.

Meeting ended at 11:20 a.m.

jjd



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**Chancellor's Extended Cabinet**  
**Monday, May 8, 2006**  
**Heritage of the Americas Museum**

**Meeting Notes**

Present: J. Austin, B. Appenzeller, C. Chiriboga, J. Christensen, D. Colli, B. Lastimado,  
D. Low, G. Perri, D. Quittner, S. Rearic, A. Satele, O. Suarez, P. White

Recorder: J. Danks

**Additions to Agenda**

Potential Revision to BP 5700 per AB 2165 (athletics)  
Smoking on Campus  
BP 7310 Nepotism

**2005/06 Audit Requirement Changes**

Rearic stated there are changes in the next audit, as dictated by the State Chancellor's Office, pertaining to students actively enrolled, noncredit courses, and CalWORKS. She will email the link to Extended Cabinet members. Regarding students actively enrolled, Rearic requested that a group consisting of Vice Presidents of Instruction/Academic Affairs and deans discuss the process and attendance certification. Regarding noncredit, the self-assessment documents will be tested and Rearic will provide the link. There will be three separate meetings scheduled to strategize the audit changes.

**Prop R**

Austin stated they are keeping everyone informed and asked to let him know if there were questions. Rearic stated key codes have been added to the equipment accounts for ease of monitoring. Perri stated the Communication Arts Building construction and detours are a challenge concerning student safety, but are being addressed. Colli stated construction on the Grossmont College Science Building is moving ahead nicely with a mid-Fall opening anticipated. He stated there has been less complaining with the new configuring of the Life Safety Road for ingress. Problems remain regarding Grossmont College parking, the *Prop R* spending plan, and land acquisition from the Gleich Family Trust. Austin added there is a joint offer being made to the Gleich Family by the District and the developer, and that the vernal pools on the property remain an issue.

**Budget**

Suarez reported he was encouraged with equalization and lower-funded districts reaching the 90<sup>th</sup> percentile. He stated slipping enrollments would create a difficult situation and have the greatest impact on the District. He asked people to work together to get continuing students to come back. Suarez added K-12 schools are dismissing employees due to anticipated low enrollments and lack of funds.

**Bargaining Budget and Expense Reallocations Update**

Rearic reported that the recent settlement with United Faculty for last year had implications related to the prior year's expense. She reported the complicated task of calculating the United Faculty retroactive payments are being processed and that expenses will be moved from restricted accounts to unrestricted accounts. Adequacy of holding accounts will be addressed from a Districtwide perspective. Transfers will be completed by end-of-week.

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### **Update on Retros and Spreading the Budget**

Rearic reported expense transactions concerning bargaining groups are completed with the exception of United Faculty. Should United Faculty not be completed by the end of the fiscal year, there will be holding accounts established. There was discussion concerning potential United Faculty commitments in the ending balances. Rearic will distribute the purchasing deadlines.

### **Principles for Distributing Revenue from Leased District Assets**

Colli brought up for discussion consideration for a new cell tower on Grossmont College campus and disbursement of lease revenue. The Chancellor provided clarification stating revenue from leased District assets is District revenue, and asked Austin to research the policies regarding resources.

### **Part-time Special Admit Students (High School) Considerations**

Colli stated Grossmont College has considered waiving the enrollment fees for part-time special admits. Peter White and Beth Appenzeller suggested it be looked at from a broader field with minors on campus, parental notice, and the admissions procedure, as well as minor exposure, discipline, and abuse issues. Fee waiver is allowed by the Education Code, but would require a change/revision to the board policy on admissions in order to promote waiving enrollment fees for part-time special admit students for the Fall semester. The 60-day review by Districtwide Executive Council would require a waiver. The Chancellor stated faculty would need to concur out of a business necessity. Once vetted through shared governance, the Chancellor will support it with the administrators driving it. The college presidents will address the issue and provide handouts at the Districtwide Executive Council meeting today, for Board action on June 6.

### **LaSuer Bill**

For informational purposes, Colli distributed a handout regarding BP 5700—Athletics, and AB 2165 (LaSuer Bill), regarding felonies. If AB 2165 is passed, there would be no change needed to the Districtwide Student Discipline Procedures, but might require consideration for an alteration to BP 5700—Athletics, to make reference to state legislation and any emerging Education Code.

### **Smoking on Campus**

For information, Lastimado distributed a chart to breakdown the issues and student votes cast concerning smoking on campuses. The Chancellor requested that staff be polled on the smoking issue and requested that Bob Eygenhuysen and Research & Planning develop a survey to send to all employees.

### **Nepotism**

To clarify questions that had arisen regarding the recent approval of the board policy on nepotism, the Chancellor stated that it is in effect, and that current employees would be retained until June 1. Lastimado will send out a message concerning policy enforcement. Employees with permanent assignments will be reviewed on a case-by-case basis. The issue will be discussed further at the Districtwide Executive Council meeting.

### **Mission Statement**

Quittner distributed draft 10 of the Mission Statement and asked that recommendations be sent to her. A revised draft will be taken to Cabinet, then to Districtwide Executive Council.

Meeting ended at 11:45 a.m.

jjd



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**Chancellor's Extended Cabinet**  
**Monday, June 12, 2006**  
**District Annex Conference Room**

**Meeting Notes**

Present: J. Austin, B. Appenzeller, J. Christensen, D. Colli, B. Hertel, B. Lastimado (arrived at 10:34 a.m.), D. Low, G. Perri, D. Quittner, S. Rearic, A. Satele, O. Suarez, P. White

Absent: C. Chiriboga, J. Christensen

Recorder: J. Danks

Convened: 9:36 a.m.

Chancellor Suarez introduced Bob Hertel, Associate Vice Chancellor Districtwide Academic, Student, Planning & Research and encouraged everyone to invite him to attend meetings. Hertel asked members to send him information and materials on planning.

**Additions to Agenda**

Hourly Pay Rates

**Budget**

Austin announced the Conference Committee completed work on the budget and is anticipating it will go to the Governor before the end of June. He distributed the June 10, 2006, CCLC State Budget Update, e-mail dated June 10, 2006, from Robert Turnage, and a draft of the 2006-2007 Estimates of Income based on the Compromise. Highlights include COLA provided at 5.92% and 2% enrollment growth. The Conference Committee approved the full funding of the SB 361 to the 90<sup>th</sup> percentile, career and college preparation noncredit program receives \$30 million to increase the per-FTES rate toward the credit rate, and student enrollment fee reduced to \$20/unit, effective January 1, 2007.

Concerning the career and college preparation funding of \$30 million, Quittner requested the colleges look at the noncredit programs that could be transitional and aligned with credit, that CalPASS data be utilized, and the City of San Francisco CCD be looked at as a model for career preparation, basic skills, and transition. Quittner suggested the colleges engage in discussion regarding the Spring fee reduction and not losing Fall students.

Austin will send out the draft language for SB 361 districtwide.

**Prop R**

In anticipation of the Bond passing in November, Austin reported the architectural selection process has begun for the two state-funded projects--Grossmont College Health Services building and the Cuyamaca College CSIS building. If the colleges choose to proceed with those projects, there will be sufficient funds to match state proceeds from the sale of Series C bonds and refinancing Series A and B bonds.

**Budget**

Suarez reported he was encouraged with equalization and lower-funded districts reaching the 90<sup>th</sup> percentile. He stated slipping enrollments would create a difficult situation and have the greatest impact on the District.



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He asked people to work together to get continuing students to come back. Suarez added K-12 schools are dismissing employees due to anticipated low enrollments and lack of funds.

### **Parking Procedures**

Austin provided a follow-up to the last Cabinet meeting on parking procedures, stating concerns involve the number of permits to issue, length of time to issue, campus and public safety coordination, student workers, volunteers, part-time classified and certificated staff. However, the only change for the Fall semester is the increased cost for a third permit increasing from \$15 to \$40. Austin will send out an announcement this week. The Chancellor requested a comprehensive parking system be developed that works in conjunction with Public Safety.

### **Board Presentations-Campus Programs**

Colli inquired about resuming campus program presentations to the Board. The Chancellor stated he would consult with the Board and work with the presidents and Hertel concerning the programs and sequence of program presentations.

### **Board Action Items-Foreign Travel**

Colli commented on recent faculty foreign travel items and legal counsel's determination that Board approval was not necessary in certain instances. He requested an announcement be sent out by Human Resources clarifying when Board approval is necessary. He also mentioned the board policy may need to be revised as it only addresses who approves travel, but not when to apply it. Suarez requested further discussion of the matter at the next extended cabinet meeting when Lastimado is present to make recommendations.

### **Concurrent Enrollment Update**

Colli distributed a draft document of issues concerning concurrent enrollment. White stated areas of concern could be addressed by inserting in the applications a few words about parental rights. The Chancellor asked that White, Appenzeller, and Hertel identify common forms for concurrent enrollment and weave statements into the forms to coordinate the Student Services Departments between the two campuses.

### **Change in Work Schedules-Approvals**

Colli began discussion by requesting clarification on change in work schedules for Classified staff: 1) If Classified staff is on a 5-day week and no shift differential; 2) When is the approval effective; and 3) Over-time implications. The Chancellor stated there are no institutional 4/10 or 9/80 work schedules and that if there is an interest in changing a schedule, the CSEA contract must be honored. Lastimado will draft a memo containing the criteria and process, which will be sent to all managers.

### **Leadership Training**

Lastimado distributed the GCCCD Leadership Task Force Survey (Spring 2006) and asked for donations of books to develop a leadership library.

### **Over-time/Comp-time-Exempt Supervisors**

Lastimado is developing a list of non-academic positions, which he plans to present to the Governing Board in September. Supervisors exempt from over-time/comp-time is being reviewed to ensure that it is applied consistently throughout the District and will be discussed at the next Cabinet meeting.

### **Other**

Austin distributed resource materials from the May 11, 2006, Consultation Committee meeting.

District Administrative Procedure Manuals were distributed.

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Quittner stated Cabinet would review the mapping (how departments are defined), with feedback to be sent to Extended Cabinet, then to accreditation.

Austin stated both colleges would be receiving the same resources for budget information for accreditation.

Determining hourly pay rates will be added to the next Cabinet agenda.

Adjourned: 11:45 a.m.

jjd



**Chancellor's Extended Cabinet**  
**Monday, July 10, 2006**  
**District Annex Conference Room**

**Meeting Notes**

Present: J. Austin, B. Hertel, D. Low, J. Marron, G. Perri, D. Quittner, S. Rearic, A. Satele, O. Suarez, P. White

Others Present B. Eygenhuysen

Absent: J. Al-Amin, D. Colli, C. Chiriboga, B. Lastimado,

Recorder: J. Danks

Convened: 9:37 a.m.

Dr. Suarez introduced Cuyamaca College Vice President Student Services Joe Marron.

**Additions to Agenda**

Advanced Manufacturing  
Categorical Faculty Retros  
District Audit Changes  
Student Health Fees

**Budget**

Suarez announced Governor Schwarzenegger signed the state budget, which included equalization money to fund community colleges to the 90<sup>th</sup> percentile. Distribution of the equalization funding is based on AB 361, which has yet to be signed.

Austin added that unless we restore back to base, our budget would be cut. Matriculation is expected to be fully restored in 2007/08. There will be additional funds for career tech and scheduled maintenance through block grants. He stated there would be no change from the Tentative Budget to Adoption Budget other than larger ending balances.

Concerning faculty positions and the 75/25 ratio, Suarez stated growth needs to be linked to new positions and that enrollments statewide are down. He asked Quittner to discuss marketing strategies for the Spring semester at the next Enrollment Marketing Committee meeting.

**Prop R**

Austin disseminated a summary of the capital construction projects and stated the Quarterly Gafcon Report would be presented to the Board at the next meeting. Quittner will send out a news release on the status of construction projects following the Board meeting. Austin requested a simple summary of projects completed to date. The Chancellor stated parking is the issue at Grossmont College holding up the Student Center and Student Services Center. A meeting has been scheduled with Colli. He reminded members that the buildings being constructed are to serve the needs of current students.

Rearic stated preparations are underway for the Annual Capital Construction Board Workshop. Austin stated there is additional interest from refinancing the bonds for the new fiscal budget.

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**Other**

**Governing Board Trustee Wendell Cutting**

The Chancellor stated that with the death of Governing Board Trustee Wendell Cutting, by law, the Governing Board has 60 days within which to make an appointment or call a special election to fill the vacant seat. If they chose to do nothing, the County Superintendent of Schools is allowed to fill the seat by the regular November election. The Board will consider the options at the July 18 meeting. For the general election, the nomination period for the seats on the November ballot is July 17-August 11.

**Advanced Manufacturing**

Quittner expressed urgency in completing the paperwork for the Department of Labor, High Growth Training Initiative (Advanced Manufacturing) and the partnership proposal with East County Economic Development Council, San Diego Workforce Development, and business partners.

**Categorical Faculty Retros**

With no United Faculty settlement for 2005/06, White requested clarification on categorical faculty retros. Rearic stated that in the new fiscal year, categoricals do not have to fund the retros. She will send out a memo of instruction and schedule an informational meeting for all personnel involved with budget transactions.

**Student Health Fee**

White reopened discussion on student health fees for which the state authorizes a charge of \$15 per student and the district currently charges \$13 per student and waives the fee for BOG students. Discussion ensued regarding the impact on mandated cost reimbursements, impact on student health services and their participation in the decision-making process, and taking an item to the Board. The Chancellor requested that Hertel call a meeting for the appropriate people to discuss, seek input by student services, and forward a recommendation to Districtwide Executive Council.

**2005/06 Audit Procedure Changes**

Rearic distributed a memo outlining the 2005/06 audit procedure changes. The three areas being added to the audits are testing on students actively enrolled, noncredit courses, and CalWORKS. Sections removed from the audits are EOPS Administrator/Director Requirements, Gann Limit Calculation, and Scheduled Maintenance.

**Leadership Training**

Eygenhuysen reminded members of Lastimado's request for donation of books on leadership to be housed in the new Leadership Library. Hertel stated he would check into donated books from publishers, developing a checkout policy, and e-articles.

**Negotiations**

Eygenhuysen reported United Faculty will back their proposal and that there is an additional bargaining session scheduled this week for negotiations. He also reported that adjuncts are seeking severance from United Faculty by filing a Petition with PERB on July 3. He reported the Administrators' Association will sunshine the items identified for bargaining. Rearic stated two "hold harmless" holding accounts will be established for bargaining.

**Board Item for Travel**

In Lastimado's absence, Eygenhuysen asked that the item be held for the next Extended Cabinet meeting.

Adjourned: 10:47 a.m.



**Chancellor's Extended Cabinet**  
**Monday, August 7, 2006**  
**District Annex Conference Room**

**Meeting Notes**

Present: J. Austin, C. Chiriboga, B. Hertel, G. Perri, D. Quittner, S. Rearic, A. Satele, O. Suarez

Absent: Z. Close, D. Colli, D. Low, J. Marron

Others Present: J. Al-Amin, J. Fenningham, D. Martinez

Recorder: J. Danks

Convened: 9:37 a.m.

**Additions to Agenda**

Student Health Fees

**Prop R**

Austin stated the California Supreme Court issued the *Marina* ruling, which provides clarification that education funds may be used for traffic improvements but specifies there will be proportional mitigation that is cost sharing on a prorated basis. He stated this provides good news in regards to the County lawsuit concerning the Cuyamaca College Environmental Impact Report. He stated the district's engineers have researched the cost of mitigation on a project-by-project basis and determined that the costs will be minimal. The Chancellor will send a Districtwide email concerning the ruling.

Austin distributed the Annual Capital Construction Workshop materials and reviewed them. He stated the workshop will provide a status on the five Board approved facilities-related Master Plans, a summary of the five-year capital construction plan, *Prop R* expenditures to date, and proposed revised *Prop R* funding plan, which will be submitted to the Board for action on August 15.

**Budget**

Austin stated the adoption budget will be issued on August 14, and that work on ending balances is almost complete. He reported that declining enrollments would reduce district funding. The Adoption Budget Workshop will cover contingency plans in the event of further decline in enrollments. He recommended holding two block grants in the event the district fails to restore to base funding.

Quittner stated there would be a call to action to support SB 361, which would implement distribution of equalization funds.

**Student Health Fee**

Hertel stated there is a recommendation to raise the Student Health Fee to \$11 for the summer session; \$14 for the Fall '06 semester; \$14 for the Spring '07 semester, and to charge BOG-C students. He stated there is still an outstanding question related to charging the health fee to internet-only and off-site students. He recommended the fee increase go to the Governing Board at the August meeting in order to meet the college Spring schedule print deadlines. After discussion, the Chancellor authorized moving the item to Extended Cabinet and Districtwide

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Executive Council, then to the Board for the August meeting. He asked Hertel to conduct additional research to ascertain if the student health fee is being charged to all students at other districts.

**BP-2350-Speakers**

Dr. Suarez stated the Governing Board voted on this policy to change the length of time for public presentations from five to three minutes and that the policy is presently going through the process for revision. The Board's reasoning for the change is that it has become standard throughout the state to accommodate the number of public presentations going before the Board.

**Negotiations**

Lastimado reminded Cabinet that there is a Leadership Library located in the District Annex Building.

Lastimado stated CSEA negotiations for 2006/07 have begun with classified managers and supervisors. Rearic added that holding accounts at each site have been established for the impacts of the 2005/06 United Faculty settlement on negotiations. Dr. Suarez requested that Al-Amin, Satele, and Rearic meet to develop strategies and better understanding on how to handle the prior year agreement and the coming year potential for the impacts of United Faculty negotiation settlements.

Adjourned: 10:55 a.m.



**Chancellor's Extended Cabinet**  
**Monday, October 9, 2006, 9:30 a.m.**  
**District Annex Conference Room**

**Meeting Notes**

Present: Z. Close, D. Colli, B. Hertel, D. Low, D. Quittner, S. Rearic, A. Satele,  
O. Suarez

Absent: J. Austin, C. Chiriboga, J. Marron, G. Perri

Others Present: J. Al-Amin, J. Colson

Recorder: J. Danks

Convened: 9:40 a.m.

**Additions to Agenda**

Mission Statements  
Specific Items of Negotiation  
Job descriptions update  
Legislation

The Chancellor greeted members and introduced John Colson, Interim Vice President Student Services.

**Prop R**

Rearic stated that the *Cost Center Expense Summary* and *Proposition R—Expenditures to Date* (listed by key code, by site) was provided to the Citizens' Bond Oversight Committee (CBOC) for the last meeting. The CBOC was happy with the accounts and website. This information will be sent to presidents and business officers.

**Budget**

Rearic reported that census numbers were sent out and she is working on the 2006/07 forecast. She asked the presidents to estimate non-credit and open entry/open exit for FTES purposes, so that the draft census report can be completed and sent out next week. She stated census is up 1% for the first 8-week session and that the second 8-week session looks up a little more. Lastimado stated U/F is accusing the District of stalling on-schedule (COLA) increases for all employees. The Chancellor cautioned that unless enrollments increase, the District will not receive additional resources that are available, which would have a negative impact on employees. He stated the on-schedule salary increases cannot be considered until the FTES numbers and all data has been reviewed for 2006/07. He asked all administrators to set the issue straight. Rearic added that the Adoption Budget shows the District needs to restore to base or will risk losing \$2.3 million from the Adoption Budget. The State budget holds \$1.5 million in one-time funds that will cushion the District in the current year. Rearic, Satele, and Al-Amin will review the Adoption Budget at Districtwide Executive Council (DEC) and Districtwide Strategic Planning & Budget Council (DSP&BC) today.

Rearic reported the Registration and Parking Committees are reviewing whether to sell parking through the website instead of through registration. She will bring a recommendation back to Cabinet.

**Access to Student E-Mail**

Colli stated a researcher involved with the student Media Preference Survey, inquired as to authorization to gain access to student e-mail accounts. ATAC is looking into the matter and considering the following:

- ✓ When do we want to grant access to student email accounts globally and for what purposes
- ✓ Do we permit access to personal and/or gcccd accounts
- ✓ Selective use of e-mail
- ✓ How do we make the decisions of what to e-mail to students
- ✓ Option to unsubscribe to the service

The Chancellor asked that upon recommendation by ATAC, he would like Henry Eimstad invited to a Cabinet or Extended Cabinet meeting to provide information, and asked Colli to follow-up with Eimstad.

### **Health Centers**

Colli stated a Health Center versus Health Service Center model is being looked at and that a binder of information compiled by Kendra Jeffcoat was provided to Lastimado. Items to consider include employees, salaries, services provided, how we collection of fees, and distribution of fees. The Chancellor asked Colli to provide him with a copy of the binder information.

### **Mission Statements**

Colli stated Mission Statements would be discussed at DSP&BC today. He distributed changes to the District and Grossmont College Mission Statements, which were recommended by Grossmont College Academic Senate. Cuyamaca College Academic Senate passed the college and District Mission Statements, without revision. Mission Statements will be discussed at DEC and DSP&BC today. The Chancellor stated that he would support "tolerance" and "visionary" with regard to the changes recommended by the Grossmont College Academic Senate, as they are consistent with *The Way Forward*.

### **Negotiations**

#### **United Faculty**

Lastimado commented that the United Faculty (U/F) rollover contract was settled and adopted by the Board in September. The District and U/F agreed to bring eleven items forth for negotiations. He will be asking the vice presidents of instruction and student services to be sources of information in preparing a fair proposal for negotiations. The Negotiations Team consists of J. Colson, J. Al-Amin, S. Rearic, B. Eygenhuysen, A. Green, R. Buss, B. Lastimado, and on a couple occasions, D. Low and C. Chiriboga. The 2006/07 items for negotiations are required to be sunshined to the public before bargaining begins. Z. Close and B. Lastimado will send their items to J. Danks to be included on the Governing Board docket.

Lastimado stated the faculty SERP was eliminated in July 2004. If the SERP was applied for prior to July 2004, the applicant is eligible to receive it. (SERP is available to CSEA and Administrators Association employees.) The Chancellor added that U/F has used the SERP benefit against the District concerning the 75/25 issue, as positions were left vacant for a period of one year to fund the SERP. Because SERP has hindered progress on the 75/25 issue, it will not be supported for faculty.

#### **CSEA**

Lastimado stated the District proposed to Barnes & Noble that as Classified staff leave Bookstore positions, the position goes to Barnes & Noble, however, they would not agree. CSEA wants to make recommendations on Bookstore operation. If there is no recommendation by 2007, CSEA will phase out of the agreement.

### **Other**

#### **Job Descriptions**

Lastimado thanked everyone for the updated Classified job descriptions and stated there is a system problem with untrue messages, for which he apologized. He stated that ADA cases have become more prevalent over the past six months. Once the review of Classified job descriptions is complete, the job descriptions for the remaining groups will be reviewed.



Legislation

Quittner provided an update on legislation, which included *Proposition 1D*, ROP, capital facilities, Federal welfare reform, and submittals to the State. She distributed an article from *The Sacramento Bee* dated October 2, 2006.

**Board Policy/Administrative Procedure Process**

The Chancellor stated he would like a discussion on the board policy and administrative procedure process and asked the principal stakeholders to assess the progress for their chapters. He requested that technical changes go forward and that only substantive changes be part of the 60-day review process. He is not inclined to change the process.

Adjourned: 11:15 a.m.



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**CHANCELLOR'S EXTENDED CABINET MEETING**  
**Monday, October 11, 2004**  
**Chancellor's Conference Room**

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

Absent: David Agosto, Dean Colli

Recorder: R. Buss

<p><b>Additions to Agenda</b></p> <p>None</p>	
<p><b>Budget Update</b></p> <p>Suarez stated that at the state level, items are falling into place. The BOG will endorse the second part of equalization. The BOG will meet at Southwestern College in November. Attendance at this meeting will be helpful. Quittner stated the budget change proposal is 4%. The proposals of the BOG will be on September 8<sup>th</sup> agenda. Extended Cabinet constituents discussed budget issues from various meetings they attended.</p> <p>Suarez stated there continues to be concerns over the review of the formula. Suarez would like to review this within the next two months to determine a strategy to employ. Suarez requested a brief three year written plan to hire faculty predicated on the second and third installments of equalization. He requested Austin and the presidents work together to create a common report. The report should include positions in which faculty have retired and all other personnel needs. This report will enable the Chancellor to project future needs. The Chancellor stated that resources need to be in place, but he is committed to working together to bring the second installment of equalization to ensure the hiring of needed personnel. Perri requested that requisite qualifiers be a part of the report to avoid expectations. Suarez stated this plan would be reviewed yearly.</p> <p>Suarez stated he met with faculty from Grossmont College. He will present a brief workshop on the allocation formula. Suarez will walk them through the ballot language and the five strategic plans that the Board adopted. The Chancellor is willing to provide as many workshops</p>	<p>Suarez/Board of Governors</p> <p>Quittner</p> <p>Suarez requested a report from Presidents based on hiring personnel within two-weeks.</p>

<p>as needed to bring understanding to all shared governance groups.</p>	
<p><b>Prop R Update</b></p> <p>Recommendation went to the Board regarding division of resources. Faculty at Grossmont have resolutions. The Chancellor will not revisit the division of resources. The Board supports the Chancellor regarding this item. The budget item will be reviewed on a yearly basis to include the activities. There will no longer be yearly discussion on the division of monies.</p> <p>Austin provided a handout regarding the yearly update of the Proposition R Funding Plan—Options for Consideration. This is a draft item and has been made a part of these minutes. There was discussion regarding the Funding Plan Process and meeting groups. Suarez stated that the leaders should meet to provide information to campus constituent groups. White would like DEC to be able to have input, rather than to be receptors. White suggested a flow chart to determine the roles of the meeting groups. Suarez stated that every council can make a recommendation to the Chancellor. The reasons there are councils is to discuss and vote on items. D. Fitzimmons requested roles of Extended Cabinet and DSPBC be clarified. Suarez defined his expectations of Extended Cabinet. It is important that the Chancellor's Extended Cabinet work cohesively together. The leadership of this District has been successful. It is incumbent to everyone around this table to "not tear the fabric" of this District. We need to operate a good system that involves everyone cooperating and working together. Suarez has been working very closely with campus groups and will continue where necessary. Austin will clarify the roles of the DSPBC and consistency with the Master plans. Suarez stated there are people who believe that shared governance is a decision making body. It is a participatory role and it is a recommendation to the president. Austin will make revisions as necessary and share with DSPBC for additional suggestions and recommendations. Austin went through the remainder of the handout to clarify the options.</p>	<p>Suarez/Division of Funds</p> <p>Austin/handout made a part of these minutes.</p> <p>White</p> <p>Fitzimmons</p> <p>Roles of Extended Cabinet</p> <p>Austin</p>
<p><b>Training and Development</b></p> <p>Lastimado stated that sexual harassment training is mandatory for supervisors by January 1, 2005. There will be a training session on Friday, October 15, 2005, to kick-off the training and development series. Lastimado and the president's will discuss the training session dates. White suggested video taping the training sessions to share with those</p>	<p>Lastimado                  Training and Development                  Kick-off meeting:                  10-15-04</p>

<p>who are unable to attend the training sessions. Lastimado requested two hours be allocated for the training sessions. Suarez requested a clarification of the memo be disseminated today. The training session should be limited to Administrators' Association, Cabinet, Extended Cabinet, and Directors.</p>	
<p><b>Colleague Steering Committee</b></p> <p>Eimstad provided a Project Status Report on Datatel. The handout has been made a part of these minutes. Direction came from Cabinet to develop a linkage with colleges. Training will be at the District office in the Training Center. There has been excellent progress and cooperation. User groups and IS interaction is positive and we are ahead in approaching this project. The principle challenges are the way to subject routine procedures to analysis and procedures. There has been a lot of discussion over scheduling conflicts, so we will leave the dates, and those who are unable to attend will catch up to speed. The Chancellor thanked Eimstad and Dennis for their leadership and updates.</p>	<p>Eimstad/Handout made a part of these minutes</p>
<p><b>USS Ronald Reagan Tour</b></p> <p>This is still on the calendar and Suarez hopes that the Extended Cabinet will attend the event.</p>	
<p><b>Adjourned: 11:30 a.m.</b></p>	



**Chancellor's Extended Cabinet**  
**Monday, November 13, 2006, 9:30 a.m.**  
**Heritage of the Americas Museum**

**Meeting Notes**

Present: J. Al-Amin, C. Chiriboga, D. Colli, J. Colson, B. Hertel, B. Lastimado, D. Low, J. Marron, G. Perri, D. Quittner, S. Rearic, A. Satele, O. Suarez

Absent: J. Austin

Recorder: V. Wilson

Convened: 9:38 a.m.

**Additions to Agenda**

Pick-A-Prof  
Mandated Costs

**Prop R**

Quittner provided information on building grand openings: Grossmont College Science Building (January 17, 2007); and Grossmont College Digital Arts/Sculpture Complex (February 2, 2007).

Rearic stated that *Prop 1D* passed, which provides funding for the Business CIS and Health Science Buildings. The buildings are progressing with architects and should be ready to start construction in late 2007.

**Budget**

Rearic stated the following reports would be distributed at the next Districtwide Strategic Planning & Budget Council (DSP&BC) meeting: 311 Report for 2005-2006; Forecast and SB361 allocations for 2006-2007; and draft of budget calendar for 2007-2008. Rearic reported that 311 requires 50% of unrestricted funds to be spent in the classroom. Dr. Suarez stressed the importance of understanding the requirement, as this is often misquoted. Also discussed was SB361 criteria and standards for enhanced noncredit funding. Rearic stated the initial estimate is about the same as Adoption Budget. Chiriboga stated they are looking at possible ways to rework programs in order to maximize SB361 funding.

**District Governance Structure**

Regarding the District Governance Structure document, Quittner stated she reviewed committee structure at the last meeting. She requested comments within the next few days.

**Pick-A-Prof**

Lastimado asked, when the information was collected for the Public Information Request by Pick-A-Prof did we receive input from the faculty. Colli stated the information was collected at the District level and sent by Instructional Services. Chiriboga agreed there was no discussion with faculty regarding the information collected. Dr. Suarez asked if this was discussed by DEC, and there is no record of a discussion in the Notes.

### **Mandated Costs**

Lastimado reported that the District received an additional \$265,000 refund, bringing the total refund to just over \$1.9 million. He stated there might be a need for additional paperwork and to be responsive if you receive a request from his staff.

### **Leadership Training**

Lastimado reported that Hertel is heading a task force to determine topics for training. Discussion included the need for faculty, non-faculty, and district personnel training, and different methods of allocating budgeted amounts.

Quittner reported she would be leading a training session on transparency and the administrators' responsibility to use accurate information. Discussed internal/external access to information about the District; sharing information in appropriate settings; and looking at information in context and how to interpret it.

### **Negotiations**

Lastimado reported they are still negotiating 2006-2007 contracts. The only remaining issue with CSEA is the cost-of-living adjustment. Other bargaining groups have several issues.

Rearic reported that we received the new rates for United Faculty (U/F) in October. Business Services is helping Payroll calculate the retro amount. Once the retro is calculated, they can work on the budget.

Lastimado reported that both CTA and AFT petitioned to represent college faculty. AFT was unable to produce enough signatures to represent part-time faculty. U/F petitioned, alleging that CTA had no right to represent part-time faculty. PERB will hear the matter in December. Any rights that we allow U/F regarding use of District voice mail, email, etc., need to be allowed to CTA. Lastimado will obtain a legal opinion.

### **Other**

Quittner stated there is no indication that the FBI is interested in this District. Lastimado reported that he has called the FBI, who indicated they were not interested and that they would call if they have questions.

Dr. Suarez stated there is a concern that some employees are using District time and equipment to work on counter-productive issues, which cannot be allowed. There was also discussion concerning counselors and faculty requesting students to vote certain ways. Freedom of speech and professional responsibility does not include using class time to discuss this issue. Dr. Suarez stated the District does not want to subdue anyone's rights, but also does not want to break the law.

Adjourned at 11:10 a.m.



**Chancellor's Extended Cabinet**  
**Monday, December 11, 2006, 9:30 a.m.**  
**District Annex Conference Room**

**Meeting Notes**

Present: J. Al-Amin, C. Chiriboga, D. Colli, J. Colson, B. Hertel, D. Low, J. Marron,  
D. Quittner, G. Perri, S. Rearic, A. Satele, O. Suarez

Absent: J. Austin

Others Present: Henry Eimstad, Brian Nath, Dennis Simms

Recorder: J. Danks

Convened: 9:35 a.m.

**Additions to Agenda**

New Building Previews for Governing Board Trustees  
Student Suspension

**Colleague Implementation**

Henry Eimstad, Brian Nath, and Dennis Simms provided a status report on Colleague implementation. Eimstad stated that when he last reported, they were focusing on implementation for Summer 2007. However, there are issues with Summer 2007 implementation including the bonus session at the end of the spring term and either eliminating or maintaining the costly touchtone registration. The Steering Committee has proposed going live with Colleague implementation in Spring or Summer 2008. Eimstad will seek the advice of legal counsel Tim Garfield concerning student identity privacy issues. Rearic will meet with Eimstad, Colli, Tiffany, and Beth Smith concerning the bonus session and challenges associated with Colleague implementation.

Eimstad reported good progress in implementation of the new degree audit system (DARS), which is ready to go live in the Spring.

**All-User E-Mail—College and District Policy and Procedure**

Eimstad distributed a handout concerning who has rights to send e-mail to groups. He stated there is not an automated system to assign access rights to all-user e-mail. Currently, employees are given all-user e-mail authorization by IS through notification or by Human Resources reports. The IS Department is working with Quittner to create an accurate list of who has access. Eimstad will monitor the access. After discussion, the Chancellor asked that for a draft operating procedure to be prepared.

**Prop R**

Rearic distributed a schedule showing the status of construction projects Districtwide. She will be updating the schedule after meeting with Joe Minner. Quittner will integrate the information into the Facilities Fact Sheet within the next couple of days for review and comment by Extended Cabinet.

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### **Budget**

Rearic stated Districtwide Strategic Planning & Budget Council (DSP&BC) is meeting today. She provided information on block grants, stating there is an unrestricted, one-time use block grant of \$1.5 million, which needs to be encumbered by year-end. The block grant could be looked at in relation to the Gatsby (retiree health care benefits) issue. At the DSP&BC meeting, Rearic will distribute materials related to apportionment and property taxes.

### **All-User E-Mail College and District Policies and Procedures**

This item was continued to allow time to clarify the 60-day timeline for the process on board policies and administrative procedures.

### **Free Parking-Summer 2007**

Colli inquired as to the effectiveness and benefits of the Summer 2006 free parking, stating it was a heads-up, as publications would soon be prepared for Summer 2007. The Chancellor asked for an analysis and discussion with key people and a report by Joel Javines. Perri suggested that any shortfall could be covered by the \$1.5 million block grant. This item is to be placed on the next Cabinet agenda.

### **Previews for New Buildings for Trustees**

Quittner stated she would coordinate the effort with the campuses for Governing Board Trustee previews of the new buildings. The Chancellor stated that he and Jennifer Danks would coordinate the dates and times with the Trustees for the first week of January.

### **Student Suspensions**

Colson inquired as to the immediate, intermediate suspension of students and the 10-day appeal provision. Colli suggested that the two Vice Presidents meet and determine if there is a need to confer with District legal counsel Tim Garfield concerning the need for revision of the appeal provision. After discussion, the Chancellor asked the Vice Presidents to review the process, look at other colleges, and bring back a recommendation to Extended Cabinet.

### **Human Resources Technology**

Lastimado reported that Human Resources started a three to four year process to update HR technology to tie in with Risk Management and the Payroll Department. Included in the updating will be a review of the recruitment process. Lastimado asked everyone to cooperate with Yvonne Hairston-Reid, who is currently contacting people districtwide to do the mapping.

Lastimado reported on the following matters:

- ✓ Negotiations are ongoing.
- ✓ The PERB decision on the Administrators Association unfair labor practice was received, which was in favor of the Board and states that the District did not commit an unfair practice.
- ✓ On November 22, 2006, the Administrative Law Judge's decision on Tim Cliffe was received, which terminated his employment for immoral conduct.
- ✓ The DLR decision was received on the David Agosto complaint regarding unpaid vacation time. They found no wrongdoing on the part of the Board.

Adjourned 10:50 a.m.