GROSSMONT
COLLEGE

GROSSMONT COLLEGE
College Council
Thursday, August 22, 2024
3-5 p.m.
ZOOM
HTTPS://GCCCD-EDU.ZOOM.US/J/82303750188

MEETING SUMMARY

Purpose: The College Council is the apex governance body which provides guidance and recommendations to the College President regarding institutional policies, planning, and processes in support of the college mission. It engages all college constituency groups (students, faculty, classified professionals and supervisors/administrators) and the governance system as a whole through the maintenance of clear governance practices and policies, coordination of committee work across functions, and a commitment to continuous improvement and consensus building. The constituent-based representatives of the council serve the college by maintaining a broad, college-wide, and student-centered view of the needs of the institution – both in the weighing of the input from its committees and in bringing forward items for consideration and discussion. In all matters within its purview, it will maintain a focus on the goal of equitable outcomes for all students as a key value informing decision-making.

CONVENER	ASSOCIATED STUDENTS OF GROSSMONT COLLEGE (ASGC)	ADVISORY
☒ *Denise Whisenhunt, President*	☐ Kameron Jones	☐ *Colleen Parsons, CSEA*
	☐ Vacant	☒ *Julio Soto, AFT*
	☐ Vacant	☐ *Administrators Association Rep*
	☐ Vacant	☐ *TBD, VPSS*
		☒ *Agustin Albarran, Int. VPAA*
		☒ *Sheree Stopper, VPAS*
		☒ *Joan Ahrens, Sr. Dean, CPIE*
		☒ *Ernesto Rivera, Director of College and Community Relations*

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
☒ Pearl Lopez	☒ Andrew Hellier	☒ Courtney Willis
☒ Carmina Caballes	☒ Diana Torres	☐ TBD
☒ Jeff Waller	☒ Brandi Tonne	☒ Nancy Saks
☒ June Yang	☒ Michele Martens	☒ Wayne Branker

RECORDER	GUESTS
☒ *Bernadette Black*	Bryan Lam
Italicized = Non-voting	Victoria Rodriguez
	Juliana Bertin
	Dawn Heuft
	Denise Schulmeyer

ROUTINE BUSINESS	
1. Welcome	Denise welcomed everyone to the meeting. It was noted she would like to conduct a game later in the fall during College Council on the governance handbook. Enrollment is up 11% and everyone was acknowledged for their collective work. Joan read a statement from the governance handbook on the decision making process, noting that the feedback on the governance survey showed that there was still confusion on the process. It was reminded that committees and college council make recommendations to the president; the decision then lies with the President in consultation with the executive team. They would like for each governance committee to read this at their meeting as well.
2. Establish Quorum (50%+1 of voting members)	Quorum was established.
3. Additions/Deletions to Agenda	Introductions was added to the agenda since there were new members to the group.
4. Approve Meeting Notes (5/23/24)	The meeting notes were approved.
5. Public Comment (3 min max per comment)	There were no public comments.

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS	
1.	

FOR CONSENSUS *	
On College Council, consensus is reached when at least three-fourths (75%) of voting members present are in agreement, and if there are no more than two members from any one constituency who disagree, then consensus to move recommendation forward to President is reached.	
1.	

NEW BUSINESS	
1. Review Norms	College Council reviewed the norms and no changes were made.
2. Review Meeting Calendar and Presentations Calendar	The meeting schedule was shared for the year. It was noted that some dates will need to be rescheduled due to a holiday. Also, any presentations to College Council will be capped at 15 minutes.

3. Accreditation	Joan Ahrens gave a presentation on accreditation. There are four primary standards and each standard is led by tri chairs (administrator, faculty, and classified). She reviewed the timeline with the group and noted that we have a full working draft. Last semester the draft was written and evidence was collected. One of the themes from the governance survey was to have a common goal for the committees to work on to provide cohesion on participatory work. Therefore, this fall, we are reviewing Standards I and II, and Standards III and IV will be reviewed in the spring. We need to identify gaps and design an improvement plan to address these gaps to ensure institutional alignment. The ISER report is scheduled to go to the board in Fall 2025; the peer review team reviews our ISER in spring 2026; and the peer team site visit will be scheduled in fall 2026. Joan reviewed the fall action plan which involves all governance committee's assistance with reviewing Standards I and II. They will be given a set of guidelines to follow and discussion prompts. Denise Schulmeyer added that this is a new process and ACCJC's approach is different and more student focused.
INFORMATION AND DISCUSSION	
1. Strategic Hires (informational only) • Vice President of Student Services (MG-00024) • Dual Enrollment Coordinator (New) • Administrative Assistant I/English (CL-00528) • Director of Financial Aid (MG-00002) • Financial Aid Supervisor (Z-00007930) • Financial Aid Advisor (CL-00627)	Each strategic hire was reviewed and a justification was provided noting the critical need for all positions.
2. Recap of Governance Retreat and Priorities	The governance retreat was very productive. They went through the survey and came up with priorities and a list of strategies. Those priorities included overall campus engagement, training, participation, and communication. The goal is to reconvene in January. Prior to that, the workgroups for each priority should meet and figure out a plan on how to actualize the top three strategies. Wayne acknowledged the retreat noting that we got high praise from Debbie DiThomas on our governance handbook and process. Perla added that Nancy Saks, Michele Martens and herself are working on hosting a training workshop during flex week; she will share that training to get feedback.

3. Co-Chair Assignments	Joan presented [two recommendations for governance](#). It was first suggested that four out of the eight governance committees be co-chaired by faculty and the other four committees be co-chaired by classified so that we have good representation from all groups. It was asked if there's been discussion about having a tri-chair model as an option. It was also added that the training component of co-chairs is important. It was agreed that these suggestions should be embedded in the communication that is sent out from College Council. The second proposal is for the decision making process and aligning it with district governance. It was noted that the following areas are not PG topics: implementation of legislation; implementation of board policy; and job duties in job descriptions. Joan added that for PIEC, she is switching to a Canvas container (instead of Google Drive), and noted that she requested one for College Council. Materials uploaded in Canvas are not made to the public; however, the meeting agenda, notes, and handouts should still be posted on the internet. It was noted that working documents do not have to be posted on the website.
CONSTITUENCY AND COMMITTEE REPORTS (2 minutes maximum)	
1. Constituency Updates: ASGC, Academic Senate, Classified Senate, Administrators Association	*ASGC:* No report. *Academic Senate:* Their first meeting was held on Monday. Agustin gave a presentation on enrollment. There was also discussion on the faculty staffing list, bachelor's program and potential implications, and financial aid and how the verification process is impacting students. *Classified Senate:* They had a joint Classified Senate meeting with Cuyamaca at Cuyamaca. The team that went to CLI brought home the spirit stick. Also over the summer, they had the Classified Equity Institute. There will also be an evening convocation next Thursday for the evening shift for FMO and CAPS. The statewide classified senate developed 9+1 so Michele stated classified senate is doing a road show on 9+1 for their attempt to get it in AP2510. *Administrators Association:* Wayne noted there are a lot of areas under pressure right now from the state, feds, and students, and thanked everyone for their support. They will be working on self-reflection with admin association.
2. [Budget Committee](#) (BC)	Their first meeting is in September. Topics will include accreditation and identifying a new co-chair.
3. [Facilities Committee](#) (FC)	No report.
4. [Planning and Institutional Effectiveness Committee](#) (PIEC)	No report.
CONSTITUENCY AND COMMITTEE REPORTS (2 minutes maximum)	
5. [Professional Development Committee](#) (PDC)	The committee has not yet met.
6. [Staffing Committee](#) (SC)	The committee has not yet met.

7. Classified Staffing Prioritization Committee (CSPC)	The committee has not yet met.
8. Faculty Staffing Prioritization Committee (FSPC)	Agustin reported they have not yet met. He added that they are looking at the prioritization list to align with our fiscal timeline. Over the summer, they looked at the application and made revisions in formatting so it will be easier to read. He added that Joan assisted with the timeline to be in line with our AUPs.
9. Student Success & Equity Committee (SSEC)	The committee has not yet met.
10. Technology Committee (TC)	It was noted that Tate and the new co-chair met to discuss the semester, meeting platforms, and scheduling. They want to streamline presentations and work on rankings.
11. Accreditation Steering Committee	Joan presented on the slight modification to the AUP timeline, and emphasized the need to align with the fiscal year. The original intent of the AUP was to plan for the next academic year. However, we are currently prioritizing and implementing in the same year; the current timeline places a burden on hiring committees; and the April purchasing deadline gave little time to submit PRs. Therefore, the modification would align better with the fiscal year and with other colleges. Joan reviewed the new timeline noting that the advantage would be that new faculty postings can occur in the fall and the hiring process to be completed in the spring semester. The previous model created the need for search committees to meet over the summer and faculty are off contract. Perla invited Joan to share this at chairs of chairs and Senate.
12. Other	Sheree gave an update on Griffin Gate which is getting updated with painting and flooring. It will reopen in October.

FOLLOW-UP		
Who	**Item**	**Timeline**

Participatory Governance:
College Council Website
Governance Handbook

<u>NEXT MEETING:</u> September 26, 2024 – 3:00-5:00PM

Committees are to establish norms

In order to create valued outcomes, a commitment to participation, dialogue, and the pursuit of value in the form of useful output by all is necessary. It is acknowledged that there are power dynamics in a room. Work must be done to create the equitable and inclusive environment sought for effective and active participation. To do so, council/committee members will establish behavioral norms that include the following meeting rules of engagement, make use of meeting tools, and respect the roles of each member.

Engagement Norms
In participatory government, a high level of collegiality, respect, and civility is expected. Those expectations include the following rules:

1. Free flow of conversation and raising hands when needed.

2. Thumbs up/Thumbs down/Thumbs sideways to convey individual council members vote toward action items.

3. Parking lot for ideas and possible future action items.

4. Summarize talking points with similar language for constituency representatives to take back to their respected constituency and taking the last 5 minutes of the meeting to do this.

5. Estimated times for each agenda item is up to the Convener of the council.

6. No rank in the room, but those that wish can use salutations.

7. Please keep dialogue respectful.

8. Reminder – body language.

9. Once a semester we have a social gathering.

10. Starting and Ending the meeting on time.

11. Respect each other.

12. Repeating what was voted on after the vote.

13. Education/background from other committees to make appropriate decisions.

14. Use of technology/cell phones is only in an emergency, and to be mindful and professional of the meeting.

15. Norms will be revisited once a semester for now.

Virtual Norms (Established April 2020):

1. Consensus / voting: (a) state item for vote in the chat, (b) record votes in chat grouped by constituencies.
2. Use the raise hand feature in the participant window when you wish to speak.
3. Mute microphone when not speaking.
4. Record the meetings for note taker to use as needed.
5. Consider ways for guests to observe (i.e. use "Registration" feature for meetings. Keep the chat area reserved for voting and advisory members.