



GROSSMONT COLLEGE
College Council
Thursday, February 27, 2025
3-5 p.m.
GRIFFIN GATE

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 |
|---------------------------------------|--|---|
| ☒ <i>Denise Whisenhunt, President</i> | ☒ Lu Tri Vi Huynh | <input type="checkbox"/> <i>Colleen Parsons, CSEA</i> ☒ <i>Proxy: Julie Bennett</i> |
| | <input type="checkbox"/> Cesar Nunez | <input type="checkbox"/> <i>Julio Soto, AFT</i> |
| | <input type="checkbox"/> Khaley Kaesser | <input type="checkbox"/> <i>Administrators Association Rep</i> |
| | <input type="checkbox"/> Alexa Isabella Narvaez | ☒ <i>Adrianne Garay-Lee, VPSS</i> |
| | | ☒ <i>Agustin Albarran, Int. VPAA</i> |
| | | ☒ <i>Sheree Stopper, VPAS</i> |
| | | ☒ <i>Joan Ahrens, Sr. Dean, CPIE</i> |
| | | <input type="checkbox"/> <i>Ernesto Rivera, Director of College and Community Relations</i> |

| ACADEMIC SENATE | CLASSIFIED SENATE | ADMINISTRATORS' ASSOCIATION |
|--|---|---|
| <input type="checkbox"/> Perla Lopez ☒ <i>Proxy: Sharon Sampson</i> | ☒ Andrew Hellier | <input type="checkbox"/> Courtney Willis ☒ <i>Proxy: Veronica Romero</i> |
| ☒ Richard Unis | <input type="checkbox"/> TBD | <input type="checkbox"/> TBD |
| ☒ Jeff Waller | ☒ Brandi Tonne | ☒ Nancy Saks |
| ☒ June Yang | <input type="checkbox"/> Michele Martens ☒ <i>Proxy: Bryan Lam</i> | <input type="checkbox"/> Wayne Branker |

| RECORDER | GUESTS |
|---------------------------------|---|
| ☒ <i>Bernadette Black</i> | Niko Crumpton, Tate Hurvitz, Denise Schulmeyer, Irene Palacio |
| <i>*Italicized = Non-voting</i> | |

| ROUTINE BUSINESS | |
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| 1. Welcome | <p>Denise welcomed everyone to the meeting.</p> <p>Denise stated they hosted a breakfast with high school principals in our area and gave a shout out to Courtney Willis. This was in partnership with Cuyamaca. The focus was on enhancing our partnerships with a focus on dual enrollment and transition to our community colleges.</p> <p>Denise participated in an AI Bootcamp conference for CEOs.</p> <p>She gave a shout out to the student success coaches for their recent work.</p> |
| 2. Establish Quorum (50%+1 of voting members) | Quorum was established. |
| 3. Additions/Deletions to Agenda | No additions or deletions. |
| 4. Approve Meeting Notes (12/5/24) | The meeting notes from 12/5/24 were approved. |
| 5. Public Comment (3 min max per comment) | <p>Irene Palacios spoke on the success and needs of the math and science tutoring center. The dream was to expand a drop in tutoring model. They went from 42.08% to 54.76% in fall 2024. As for this spring, Monday we were at 94%; Tuesday at 99%, and Wednesday at 98%. She emphasized the need to budget for more tutors. They are currently operating with 18 tutors compared to the 30 they used to have. Summer rates have increased from 24.69% in 2023 to 72.78% in 2024; we have no budget for the summer and they cannot support summer students. She noted that tutoring is not a line item in the general fund and advocated that it be added as one. Richard inquired if there is an avenue for part time faculty to help with the gap; they are currently asking for volunteers.</p> <p>Jeff Waller echoed Irene's comments and stated that there has been previous discussions about this issue but it seemed to fade away. He emphasized the need to have stable funding to make accurate and consistent scheduling. Tate added that in tutoring for the last three years, it has been funded through a number of categorical funds. One of the challenges is that multiple categorical funds came in at a lower number than it's historically been. Denise acknowledged the comments noting that VP Albarran is looking into it. She reminded that budgeting requires balancing the needs of the campus.</p> |
| 6. Review Norms | In order to be reflective in our process, the norms were reviewed. |

| DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS | |
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| 1. Flag Policy | Denise reported that the updated flag policy states that a flag request does not need to be resubmitted if it's already been approved; only if there's a change to the flag. |

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. [Standard 4: 4.2 and 4.3 – Feedback by March 24th](#)

Denise Schulmeyer shared the latest draft of standards 4.2 and 4.3 and asked for further feedback. 4.2 focuses on the governance structure and participatory decision making, and examples were provided to show that we are actively engaged in governance. Richard stated that he's been to statewide conferences and it appears we are the only college that has a designated seat for part time faculty and suggested including that in the draft. It was also suggested adding that the governance retreats have become annual, which includes College Council and co-chairs of all governance committees. There was further discussion about chair of chairs as part of the participatory decision making, however it was noted that chair of chairs is operational. It's important to note the annual governance review.

Council reviewed 4.3 that focused on decision making structures and processes to advance the mission. It was suggested replacing "stakeholders" to "interest holders". Joan added at the last planning forum, we identified as a priority to decrease equity gaps in online course success for students. We amended the AUP so that individual programs could look at their own data and come up with an improvement plan. We won't be able to see the impacts until next year. Other suggestions included adding the Virtual Teaching and Learning Center, the Welcome Center, and the Village, and how they all came to fruition. Lastly, it would be good to point out retention and success indicators, as well as the revision of the faculty staffing rubric. Any other feedback can be sent to Denise Schulmeyer.

2. [Participatory Governance Training](#)

Nancy, Perla and Michele created a training on participatory governance that they hope to schedule during flex week; Nancy reviewed those slides with the Council and feedback was provided. One suggestion was adding a piece on clear communication and permission on what should be shared out. It was emphasized that it is every committee member's responsibility to bring information back to their groups; not just the chair's responsibility. Also, it was suggested including language on best practices in bringing forth communication. In order to encourage classified participation, it was suggested adding a hyflex modality option. It was also recommended adding a piece on how to join a committee. And, it was mentioned bringing this to HR as they conduct new employee orientations and this would be helpful.

Other feedback included noting that part time faculty are compensated for their participation in governance committees, and providing roles and responsibilities of governance committee members with scenarios. It was reminded that there is preparation work involved in committee work as well. There will be a separate training for chairs and co-chairs.

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| 3. Governance Handbook Review | Joan reviewed the timeline for the governance handbook review. She created a Google form to collect suggestions. Richard suggested having the Governance Handbook in Google to allow comments. The goal is to keep the review process open through the end of the semester which gives the prioritization committees time to address. The last day to submit suggestions would be May 22 nd . Those suggestions will be reviewed at the summer retreat. Once approved, CPIE will update the manual and send to governance committees by August 29 th . |
| 4. Annual Planning Forum | Joan stated that she will email Bernadette the draft agenda for the Planning Forum to send out with the minutes. We are at midpoint of our strategic cycle (2022-28) and the goal for the forum is to reflect on where we are. We developed the strategic plan based on the State Chancellor's Vision for Success. There were specific goals for completions, transfer, and career that we needed to work on and this was literally a call to action to close equity gaps. For Vision 2030, there is a stronger career preparation component. The key performance metrics will be shared out at the forum. Also, Carmen Hernandez facilitated the administration of a student survey on how students get information about their careers, and those results will be shared at the forum. Lastly, they will talk about strategic priorities moving forward. The forum is scheduled for half a day. |
| 5. AUPs | <p>Joan stated that on March 3rd, CPIE will send out an AUP process assessment survey to the deans, chairs, coordinators, and prioritization committee members. The last day to respond to that survey is March 28th. CPIE will present that information to College Council on April 24th. They will then present the plan for continuous improvement at the summer retreat.</p> <p>Joan will send Bernadette the link to the fall 2024 AUPs and resource requests so it can be included with the notes. One of College Council's responsibilities is to read program reviews and AUPs so this will be added to the next meeting. CPIE has been providing highlights but since College Council is the apex group, it is important for each member to read those documents. A total of 144 prioritization requests were received (faculty – 24; classified professionals - 44, professional development - 2, technology-23, and facilities-30). The goal is for the prioritization committees to complete their work and provide their recommendation to College Council by their May meeting. The AUPs will be shared now with College Council for informational use only.</p> |
| INFORMATION AND DISCUSSION | |
| 1. Strategic Hires (informational only) <ul style="list-style-type: none"> • Nursing faculty (IN-00002) • Student Services Assistant Sr. / Counseling (CL-00154) • Library Technician II (CL-00581) • Financial Aid Assistant (CL-00423) • Financial Aid Technician (CL-00605) • CDC Technician (IA-00136) | The strategic hires were reviewed by the Council. As a reminder, strategic hires are shared out for information. |
| 2. Grants / Initiatives Report Outs | Denise would like to have report outs of any grants and initiatives that are happening so the Council is aware of what's happening around campus. |

| CONSTITUENCY AND COMMITTEE REPORTS (2 minutes maximum) | |
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| 1. Constituency Updates: ASGC, Academic Senate, Classified Senate, Administrators Association | <p><u>ASGC:</u> Vi reported there was a recent spring event hosted by the Success Coaches. Next week they are working on planning for a Spring club event that features campus clubs and program. Lastly, ASGC reps are attending ASCCC in Washington DC.</p> <p><u>Academic Senate:</u> Sharon reported they are starting a taskforce that will be centered around research and drafting clear policies on AI. This will be led by Tate Hurvitz in collaboration with Cuyamaca's senate. An accessibility training was held on campus and they hope to see broader training. Richard added that there is a statewide PT academic senate meeting here in San Diego which is booked.</p> <p><u>Classified Senate:</u> Classified Senate sent a call out for interest to attend CLI and several applied. The eBoard is working on finalizing the headcount. Senate also promoted the Strengthening DEIA webinar series. Lastly, student appreciation pop up events will be held on April 9th from 11:00-2:00 and April 10th from 9:30am-12:30pm.</p> <p><u>Administrators Association:</u> No report.</p> |
| 2. Budget Committee (BC) | Sheree reported that the committee members were asked to attend the Budget forum in lieu of a meeting where they were able to receive the same information. The committee members were then asked to provide feedback. |
| 3. Facilities Committee (FC) | |
| 4. Planning and Institutional Effectiveness Committee (PIEC) | |
| 5. Professional Development Committee (PDC) | |
| 6. Staffing Committee (SC) | Vi reported they met last week and presented the new rubric on faculty staffing prioritization. The rubric for classified staffing was not discussed. It was noted that Adrienne will now be chairing this committee. |
| 7. Classified Staffing Prioritization Committee (CSPC) | |
| 8. Faculty Staffing Prioritization Committee (FSPC) | Agustin reported the committee met and Dr. Ahrens presented on data. They reviewed on how to review the 24 applications and looked at statewide institutional standards. CPIE provided 6 years of data to look at enrollment trends (sections, fill rates, etc). They talked about the importance of the faculty presentation not having a numerical value and came up with a defined set of questions. The presentation is not part of the ranking process so this helps level set the process. CPIE has the ability to help write applications and offer workshops during flex week. They will be meeting again on April 18 th to prioritize the presentation list to bring to College Council. |

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| 9. Student Success & Equity Committee (SSEC) | The committee is working on the 2025-28 Student Equity Plan as their top priority. They reviewed the template and data provided by the state and the NOVA system. A subgroup is being formed to work on this plan and if anyone is interested in participating in that subgroup to contact Victoria Rodriguez. Sharon asked if there will be a report out of the final outcomes; Andrew will follow up. |
| 10. Technology Committee (TC) | |
| 11. Accreditation Steering Committee | |
| 12. Governance Priorities Workgroups Report Outs <ul style="list-style-type: none"> • Overall campus engagement (<i>Graylin Clavell, Diana Torres, Agustin Albarran</i>) • Training (<i>Tate Hurvitz, Denise Whisenhunt, Jennifer Bennett, Perla Lopez</i>) • Participation (<i>June Yang, Wayne Branker, Julio Soto, Karo Macias, Courtney Willis</i>) • Communication (<i>Ernesto Rivera, Carmina Caballes, Diana Torres, Sheree Stopper</i>) | Denise reported that at the last governance retreat, priorities were identified and workgroups were identified to work on those priorities. At the next retreat, she wants to go into breakout groups for further discussions. |

| FOLLOW-UP | | |
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| Who | Item | Timeline |
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| <p>Participatory Governance: College Council Website Governance Handbook</p> |
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| <u>NEXT MEETING:</u> March 27, 2025 |
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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.