



GROSSMONT COLLEGE
College Council
Thursday, September 24, 2020
3-5 p.m.
Zoom Meeting

Telephone Options:

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Zoom: <https://cccconfer.zoom.us/j/93631111987>

NOTES

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
<input checked="" type="checkbox"/> <i>Bill McGreevy</i>		
	<input type="checkbox"/> Kaelin Mastronardi	<input type="checkbox"/> <i>Barbara Gallego</i>
	<input checked="" type="checkbox"/> King Wong	<input type="checkbox"/> <i>Colleen Parsons</i>
	<input type="checkbox"/> Enya Castañeda	<input type="checkbox"/> <i>Judd Curran</i>
		<input type="checkbox"/> <i>Marsha Gable</i>
		<input checked="" type="checkbox"/> <i>Marshall Fulbright</i>

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
<input checked="" type="checkbox"/> Denise Schulmeyer	<input checked="" type="checkbox"/> Nadia Almaguer	<input checked="" type="checkbox"/> Javier Ayala
<input checked="" type="checkbox"/> Julio Soto	<input checked="" type="checkbox"/> Cindy Emerson	<input checked="" type="checkbox"/> Martha Clavelle
<input type="checkbox"/> Richard Unis	<input checked="" type="checkbox"/> Michele Martens	<input type="checkbox"/> Lida Rafia
<input checked="" type="checkbox"/> Maria Martinez	<input checked="" type="checkbox"/> Marie Cervantes	<input checked="" type="checkbox"/> Michael Copenhaver

RECORDER	GUESTS	
<input checked="" type="checkbox"/> <i>Patty Sparks</i>	<input checked="" type="checkbox"/> <i>Nabil Abu-Ghazaleh</i>	<input checked="" type="checkbox"/> <i>Joan Ahrens</i>
<i>*Italicized = Non-voting</i>		<input checked="" type="checkbox"/> <i>Loren Holmquist</i>

ROUTINE BUSINESS

<p>1. Welcome</p> <p>2. Establish Quorum (50%+1 of voting members)</p> <p>3. Additions/Deletions to Agenda</p> <p>4. Approve Meeting Notes</p> <p>5. Public Comment (5 min)</p> <p>6. President's Report</p>	<p>Maria Martinez introduced herself, introductions made.</p> <p>Quorum established</p> <p>Proposal for Rapid Response Teams.</p> <p>8/27/2020 meeting notes accepted as final.</p> <p>No public comment.</p> <p>President Abu-Ghazaleh expressed his reflection and appreciation for the College Council and the shared governance system that is in place.</p> <p>Abu-Ghazaleh spoke briefly about Rapid Response Teams and noted that governance and operational structures are in place however, they could be enhanced by having rapid response teams in place to address emergency issues.</p> <p>Schulmeyer stated that this subject was discussed at Academic Senate. She said that one issue, among others was the need to have a more broad discussion as to needs for faculty having more say in decision making. Supplies, District IT, long- and short-term plans also were issues discussed. She noted that frontline educators have a lot of input as they are living in the new realm of working from home.</p> <p>Emerson expressed the same concerns as to the needs of classified professionals while working from home. Expecting staff to work on Excel spreadsheets utilizing a 13-inch screen is an example of issues staff are dealing with.</p> <p>The Council discussed equipment and the need to bring home their worksite equipment to be more efficient.</p>
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DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS

1. Review Virtual Norms

Held over from last meeting. The virtual norms were reviewed and accepted as established in April, 2020.

2. Meeting planning

Council discussed the process to schedule an annual meeting of College Council members and governance committee co-chairs to do planning and establish goals. A Doodle Poll had been sent and two Fridays in November seemed best. After discussion, it was determined that the session will be on Friday, November 13th. There was some discussion to keep the meeting under three hours. It was also discussed that since this is an interactive and informational meeting, it may not feel like a three-hour meeting.

Action taken: McGreevy will meet with Lida Rafia regarding the format of the meeting.

NEW BUSINESS

<p>1. Accreditation planning</p> <p>2. Annual Unit Plan / PIEC</p> <p>3. Planning & Resource Team (PRT)</p>	<p>1. Joan Ahrens provided a PowerPoint presentation, <i>Accreditation & Annual Unit Planning Update</i>. She reviewed the three recommendations from the ACCJC and ongoing efforts to ensure recommendations are met, recommendations are as follows:</p> <p>Recommendations:</p> <ul style="list-style-type: none">• Ensure that all DE courses demonstrate regular and substantive interaction as defined by the college• Fully implement the assessment collection, and use of SLOs for all courses, programs and units• Ensure that in every class section, students receive a syllabus that includes SLOs consistent with the officially approved course outline of record <p>*PowerPoint will be posted to the College Council webpage and as part of these meeting notes</p> <p>2. It was discussed to return the annual planning cycle back to fall-to-fall, rather than ask for another annual unit plan submission. The decision was to update the pilot completed in SP2020 with six questions. This is due October 1, 2020.</p> <p>The participatory governance flow chart was reviewed and timelines provided.</p> <p>*Flow-chart and timelines provided as part of these meeting notes.</p> <p>Discussion:</p> <p>Can SLOs damage a department with bad outcomes due to the pandemic? Ahrens responded that this process is not punitive in nature but an on-gong improvement process.</p> <p>Ahrens noted that the work being done should be used to develop good plans to improve upon. There is no value in being negative or attempting to punish a department, but it is imperative to develop improvement plans.</p> <p>3. Partnership Resource Team (PRT) to assist in long-range master planning. The proposal is to bring in an external team to meet to help identify and develop long-term plans.</p> <p>Abu-Ghazaleh stated that we need to ask, “What should our educational services look like over a ten-year timeline?”</p> <p>He stated that there may also be funding associated with having a PRT. There is a formal request that will have to be submitted to the State Chancellor’s office. This will require a lot of time and data gathering.</p> <p>Council organized a subgroup to put together a draft request for the PRT. Volunteers are Javier Ayala, Joan Ahrens, Cindy Emerson and Denise Schulmeyer. They will gather information about the process and draft a statement of what we would be requesting from the PRT.</p> <p><i>Action Taken: PRT subgroup, Javier Ayala, Joan Ahrens, Cindy Emerson and Denise Schulmeyer will draft a statement of what the College is requesting from the PRT.</i></p>
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FOR CONSENSUS *	
<i>* On College Council, consensus is reached when at least three-fourths (75%) of voting members present are in agreement on a decision. Consensus is <u>not</u> reached on College Council if more than two (2) of those in the minority are members of the same constituency (Gov. Handbook, pg. 10).</i>	
1. Strategic Hires	None
INFORMATION AND DISCUSSION	
No Discussion	
COMMITTEE REPORTS	
1. Budget Committee (BC)	<p>Gable provided a report regarding CARES ACT funding allocations to students. Of the approximately 8,000 student application requests for funding, approximately 4,000 students received a \$500 stipend.</p> <p>McGreevy provided a budget update to members. District is finalizing closing the 2019-2020 budget. To combat a large State deficit, the District proposed reductions in travel and student hourlies, and initiated a Supplemental Early Retirement Plan (SERP). Chancellor’s Cabinet will determine whether moving forward with the SERP is fiscally and operationally sound after applications are received and reviewed. The District will announce whether the SERP is being recommended to the Governing Board on October 9.</p> <p>We are currently in a hold harmless status and will maintain in that status through Fiscal Year 2023-2024. This means that the District is guaranteed to receive a State allocation at least equal to that of FY2017-2018, plus the established COLA for each year.</p>
2. Facilities Committee (FC)	Michele Martens stated that Loren Holmquist provided an update on preparing the campus for return of staff and faculty. Efforts were discussed regarding sanitization, supplies, and chemicals used.
3. Planning and Institutional Effectiveness Committee (PIEC)	No Report
4. Professional Development Committee (PDC)	No Report
5. Staffing Committee (SC)	<p>Staffing Committee met on September 17. Classified staffing rubric was reviewed, no changes were made at this time.</p> <p>It was determined that positions on the previous prioritized list will not move forward. The Committee is asking for new submissions by October 1. The Committee is looking at staffing plans from other institutions for comparisons and best practices.</p>
6. Classified Staffing Prioritization Committee (CSPC)	There is collaboration with the Staffing Committee, however there is an interpretation that the Staffing Committee presents and makes recommendations to the College Council on behalf of the Classified Staffing Committee. It was decided that the Classified and Faculty Staffing Committees will present their prioritized staffing lists to College Council. Classified did not change the currently used rubric, but will work to review the rubric in the spring. There is a need to link equity and our strategic goals in the process.

7. Faculty Staffing Prioritization Committee (FSPC)	The Faculty Staffing Committee will provide a clear chart of staffing needs. The Committee is committed to equity regarding instructional and non-instructional positions being evaluated on equal footing. Librarians and Counselors should be evaluated with the same equity criteria as instructional positions. Meaningful processes are being discussed.
8. Student Success & Equity Committee (SSEC)	No report
9. Technology Committee (TC)	No report
10. Accreditation Steering Committee	No report.

FOLLOW-UP		
Who	Item	Timeline

<p>WORK AHEAD</p> <ul style="list-style-type: none"> • <i>College Council Retreat?</i>
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<p><u>NEXT MEETING:</u> Thursday, October 22, 2020, 3-5 pm.</p> <p><u>REMINDER:</u> Nov. & Dec. meetings combined into one meeting on Friday, December 4, 2020, 3-5 p.m.</p>
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ADJOURNED: 5 P.M.

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.

Rules of Engagement

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 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.