



**GROSSMONT COLLEGE**  
**College Council**  
**Friday, December 4, 2020**  
**3-5 p.m.**  
Zoom Meeting

**Telephone Options:**

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Zoom: <https://cccconfer.zoom.us/j/93987573174>

**MEETING 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 checked="" type="checkbox"/> Brianna Flores for Kaelin Mastronardi	<input checked="" type="checkbox"/> <i>Barbara Gallego</i>
	<input checked="" type="checkbox"/> King Wong	<input type="checkbox"/> <i>Colleen Parsons</i>
	<input checked="" type="checkbox"/> Enya Castañeda	<input checked="" 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"/> Bryan Lam for Nadia Almaguer	<input checked="" type="checkbox"/> Javier Ayala
<input checked="" type="checkbox"/> Julio Soto	<input checked="" type="checkbox"/> Cindy Emerson	<input type="checkbox"/> Martha Clavelle
<input checked="" 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"/> Rochelle Weiser Marie Cervantes	<input checked="" type="checkbox"/> Michael Copenhaver

RECORDER	PRESIDENT	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>Eric Klein</i>
		<input checked="" type="checkbox"/> <i>Pat Murray</i>
		<input checked="" type="checkbox"/> <i>Luma Shamon</i>
		<input checked="" type="checkbox"/> <i>Loren Holmquist</i>
		<input checked="" type="checkbox"/> <i>Brodney Fitzgerald</i>

<b>ROUTINE BUSINESS</b>	
<b>1. Welcome</b>	Greetings / Introductions
<b>2. Establish Quorum</b> (50%+1 of voting members)	Quorum established.
<b>3. Additions/Deletions to Agenda</b>	No additions or deletions.
<b>4. Approve Meeting Notes</b>	10/22/2020 meeting notes approved via acclamation.
<b>5. Public Comment</b> (5 min)	No public comments.
<b>6. President's Report</b>	<p>President Abu-Ghazaleh noted that this is his last College Council meeting. He is impressed that the College stepped up to develop a shared governance program that is meaningfully tied to learning outcomes, planning, self-assessment and a very well thought-out resource allocation process. Further, he stated that he can walk away from the College knowing there is progress and long-term planning being done and is impressed with everyone's hard work.</p> <p>Ayala and Emerson expressed their thanks for Abu-Ghazaleh's contributions to the instrumental creation of our new shared governance structure, its equal opportunity of voices being heard and communication now evolving. They further expressed their thanks and hopes that the work will continue and thrive.</p>
<b>DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS</b>	

<p><b>1. President Search</b></p> <p><b>2. CC/Co-chairs planning session</b></p>	<p><b>President Search:</b> Denise Schulmeyer / Bill McGreevy The position posted yesterday. The application deadline is February 11, 2021. The tentative start date for the new president is July 1, 2021. <i>No action taken.</i></p> <p><b>CC/Co-Chairs Planning Session:</b> Bill McGreevy Briefed the Council on the Team Planning Meeting. A meeting summary of that event was provided for the attendees via email. Lida Rafia provided a brief overview of the history and development of the new shared governance process. Joan Ahrens provided an overview of the participant survey responses.</p> <p>During the retreat, break-out rooms for each committee were established. Discussions in the break-outs included the co-chair/member survey. Members could attend any break-out rooms (groups not assigned). Each group reported out.</p> <p>Comments included:</p> <ul style="list-style-type: none"><li>- Need for co-chairs to explain the work of the committee (Review their stated purpose)</li><li>- Each committee is related to a specific Accreditation Standard and is responsible for collecting accreditation evidence</li><li>- Set goals for member representatives to report back to their constituency groups; have some kind of feed-back system</li><li>- Overarching culture of trust issues are evident – could be related to lack of communication</li><li>- Should the President attend College Council meetings since recommendations go to that office?</li><li>- How are we as a College responding to racial unrest?</li><li>- Need to develop an overall staffing plan</li><li>- Develop a process for modifying composition and charge of committees</li></ul> <p>Comments: Ayala stated there was a lot of data shared. He noticed an overall pattern of how the co-chairs saw the communication piece differ from the member representatives. Shrinking that gap would be a good conversation to have.</p> <p><i>No action taken.</i></p>
<p><b>3. IEPI PRT Team planning</b></p>	<p><b>IEPI/PRT Planning:</b> Schulmeyer Ahrens, Ayala, Braff, Emerson and Schulmeyer are constructing a letter for a request for a Partner Resource Team. The goal is to send the request in spring for a fall visit. We are asking for assistance in developing an Educational Master Plan (EMP). Schulmeyer displayed the draft letter for the Council to review. The letter was modeled after researching other colleges' requests that were successful. The letter expressed a desire for assistance with our EMP and pertinent supporting statements. The last piece is documenting how the assistance needed is related to the core commitments in the <i>Vision for Success</i>.</p> <p>Schulmeyer will share the draft letter with the Council and requested feedback.</p> <p><i>Action taken: Schulmeyer will provide the draft letter for the Council to review and provide feedback.</i></p>

NEW BUSINESS	
<b>Recommendations &amp; prioritizations</b>	- See below
<b>FOR CONSENSUS *</b> <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>	

<p><b>1. Strategic Hires</b></p> <p><b>2. Technology Committee recommendation</b> <i>(documents attached)</i></p>	<p><b>Strategic Hires</b> - None submitted.</p> <p><b>Technology Committee Recommendation:</b> Klein Klein presented a Technology Request. The request was provided to Council members for review prior to the meeting. He explained that this request is similar to the off-cycle request submitted last year by the Biology Department to purchase 30 laptops. The Biology Department updated their request with relevant data.</p> <p>The Council voted: <i>Shall the Technology Committee Recommendation to move forward a request to replace and expand student laptops be endorsed?</i></p> <p>Unanimous “yes” vote from all constituency groups.</p> <p><i>Action Taken: Council agreed to move the request forward to the President for consideration.</i></p>
<p><b>3. Prioritization presentations</b></p> <p><b>Faculty Staffing</b></p> <p><b>Classified Staffing</b></p> <p><b>Facilities</b></p>	<p><b>Prioritization Presentations</b> <b>Faculty Staffing Committee</b> - Fitzgerald / Fulbright</p> <p>The Faculty Staffing Prioritization Committee heard presentations Oct. 30, beginning at 8 a.m. to end-of-day. Eighteen departments presented their requests. The general Staffing Committee approved the prioritization list on November 19. The list, including ranking and narratives, were provided via email prior to the meeting. Fitzgerald displayed the faculty staffing prioritized list for the College Council members to review.</p> <p>Future improvements suggested by the committee for the process were highlighted. It was suggested that the committee would be better able to assess the requests if the applications clearly stated specific needs related to the sub-disciplines and where the programs are in the curriculum development process. Is there alignment to future curriculum?</p> <p>Discussion: Member questioned whether the narrative will be made available to the presenters, as this would help them see why they ranked the way they did. Answer: Yes.</p> <p>Emerson requested that the prioritized list(s) be provided prior to the meeting to allow more time to review.</p> <p>Soto inquired about a counseling position for the Dream Center proposed last year. It was explained that positions do not roll over from the previous year. Soto expressed the need for the Dream Center Position as it relates to the College’s effort in serving underserved students. The Council discussed communication and it was noted that this prioritized list had been seen at the Staffing Committee, which includes representation by all constituency groups. Staffing Committee members should have shared the list with their constituency groups.</p> <p>Ayala stated that in February, the President stated that the Dream Center position(s) needed to be funded via categorical funds and would not be funded via unrestricted general funds.</p>

**Faculty Staffing Committee (cont'd)**

Fulbright clarified that the Staffing Committee had fulfilled its duties as charged. There is an understanding for the need of a Dream Center Counselor, however the process was followed with full transparency. The college community was notified back in September to submit their faculty requests. Ahrens stated that the Educational Master Plan, likened to a “north star” will reflect decision-making recommendations as charged by our committees and this Council. Fulbright further stated that the prioritization committees could distribute the list of submitted applications as information to the campus as another piece of communication.

Members agreed that the work of the Faculty Staffing Committee was done and should not hold up the process to move the prioritized list forward.

The Council voted:

*Shall the College Council endorse the prioritization list put forward by the Faculty Staffing Prioritization Committee?*

Unanimous “yes” vote from all constituency groups.

*Action Taken: Council agreed to move the requests forward to the President for consideration.*

**Classified Staffing Committee: Shamon / Fulbright**

The Classified Staffing Committee began its work on October 1 and received 34 requests for Classified positions. It was clarified that 3 of the applications were for replacements and not “new” positions, and that a 4<sup>th</sup> position should be submitted through a different process. Shamon and Fulbright both noted the huge undertaking this committee experienced in ranking the positions.

There were 30 positions presented on November 6. Some of the ranking criteria included the following questions:

- Does the position assist with the college’s immediate needs?
- Does the position assist in increasing services to students?
- Does the position assist with retention efforts?
- Is the position “critical?”
- 

The prioritized list was reviewed by members.

McGreevy indicated that there were approximately 23 positions presented in the Facilities, Maintenance and Operations area due to a number of years when FMO requests were not submitted.

The Council voted:

*Shall the Council endorse the prioritization list put forward by the Classified Staffing Committee?*

Unanimous “yes” vote from all constituency groups.

*Action Taken: Council agreed to move the requests forward to the President for consideration.*

Fulbright commended the dedication and commitment of the prioritization committees and the Staffing Committee, as well as his Administrative Assistant, Krista Ames-Cook for helping coordinate the entire process. Further, each presenter (Faculty and Classified) had an opportunity to answer clarifying questions. It was further suggested that there be an opportunity for training on how to improve application development when applying for positions, possibly during flex week.

Note: The Classified and Faculty Staffing Prioritization lists will be made a part of these notes and posted on the College Council webpage.

**Facilities Committee prioritizations:** Tabled to the next meeting.

**INFORMATION AND DISCUSSION**

**1. Results from the Participatory Governance Survey**

Ahrens provided a brief overview of the Participatory Governance Survey and processes. Phase 1 details include: The survey was launched in November/December; Gathered and reviewed the initial results (done). In spring, they will conduct semi-structured focus groups and have committees contextualize survey results. The timeline is ambitious and we may not be able to hold to it due to an accreditation visit, however it is as follows:

- February/March 2021: Synthesize survey and focus group results
- April 2021: Prepare survey instrument to evaluate run-through of the new AUP process
- May 2021: Administer AUP Survey to Chairs/Coordinators/Deans/governance committees
- August 2021: Present evaluation findings and recommendations for improvement to campus – maybe a part of flex week?

Phase 2 begins January/February 2021 with the development of the Handbook using findings from Phase 1. March through June, feedback and recommendations for improvement will be incorporated into the second addition of the Handbook, review second additions, the second addition will be shared college-wide through the shared governance process and a final draft completed with a goal to publish and distribute in June 2021.

Ahrens briefly updated the Council on survey results and highlighted the following:

- Communication flow from committee members to constituency groups was rated 50% good to very good, 21% did not know and, 40% indicated it was poor to very poor.
- Communication from the Council constituency groups back to committees rated 58% good to very good, 80% did not know, and 23% indicated it was poor to very poor.
- Written comments in the survey were mostly positive.

*Action taken: Ahrens will send the survey results to Council members.*



<b>COMMITTEE REPORTS</b>	
<b>1. Budget Committee (BC)</b>	Michele Martens – At the November Budget Committee meeting, Carol Rapolla provided a presentation on how to access budget reports on Workday. McGreevy provided a Student-Centered Funding Formula refresher, including how the District is funded. McGreevy discussed cash flow issues regarding deferrals. The SERP savings were not as much as the District hoped for, but there is a savings. Some positions will have to be filled via out-of-class status.
<b>2. Facilities Committee (FC)</b>	Loren Holmquist – Currently the Facilities Committee is prioritizing 4 Facilities Project Requests through the AUP process and will present the prioritized list at the next College Council meeting in January.
<b>3. Planning and Institutional Effectiveness Committee (PIEC)</b>	Joan Ahrens – Working to improve the Annual Unit Plan template and will be finishing up that work at the next PIEC meeting on December 18. PIEC solicited feedback from chairs and coordinators and is wanting to tailor the student services template so it is more reflective of what they do. The governance evaluation is going to include surveying chairs and coordinators about the AUP process and the template in general. The new AUP template will be sent to all units across the College at the end of March for review. The new updated resource requests will accompany the annual unit plans for the October 1 due date.

<p>4. <b>Professional Development Committee (PDC)</b></p>	<p>Maite Valladolid – The Committee is focusing on anti-racism and reflecting on taking action as individuals. In our last meeting, we began by addressing the recent racist attack against a colleague. There is a need to address this attack and the systematic racism at our institution. Conversations about the role of committee members and our responsibility to report these difficult discussions back to constituency groups. The PD Office has been working on trainings and workshops to address these issues and further discussed making the training mandatory for those participating on governance committees. It was acknowledged at one of the meetings that the “theme” for this past year was too limiting. There is discussion on reviewing the process and how those themes are being proposed. The Faculty Program Development Committee accepts the offerings, but Flex Week guidelines require a Committee to review those offerings, and that should be the PDC. Proposals are coming and some are approved and some being kicked back. There was a call for more LGBTQ themed workshops. President Abu-Ghazaleh created the Anti-Racism Task Force, wherein five sub-committees were developed. Those subcommittees will report to the PDC at their regularly scheduled meetings. The Committee is reviewing the Student Campus Climate Survey that was issued between October 27 through November 12 and hoping to have the analysis complete by the end of the spring semester. Listening circles were established to discuss COVID and Race issues.</p> <p>A committee member requested clarity of who, if anyone, oversees Professional Development as there are more than one PD Committee?</p> <p>Response: Valladolid stated that a document that visualizes the PD Committees and their responsibilities is a good idea to develop.</p> <p>Schulmeyer stated that the Faculty Professional Development Committee typically takes responsibility of Flex Week, however works with the PDC. The PDC is more of a College-wide Governance Committee. There is some overlap and can be confusing.</p>
<p>5. <b>Staffing Committee (SC)</b></p>	<p>No report</p>
<p>6. <b>Classified Staffing Prioritization Committee (CSPC)</b></p>	<p>- No report</p>
<p>7. <b>Faculty Staffing Prioritization Committee (FSPC)</b></p>	<p>No report</p>
<p>8. <b>Student Success &amp; Equity Committee (SSEC)</b></p>	<p>No Report</p>
<p>9. <b>Technology Committee (TC)</b></p>	<p>No Report</p>
<p>10. <b>Accreditation Steering Committee</b></p>	<p>Joan Ahrens stated that the Accreditation follow-up draft is out and looking for feedback through December 14.</p>

FOLLOW-UP		
Who	Item	Timeline

**WORK AHEAD**

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**NEXT MEETING: Thursday, January 28, 2021, 3-5 pm.**

**ADJOURN**

### ***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.