



GROSSMONT COLLEGE
College Council
Thursday, December 2, 2021
3-5 p.m.

Zoom Meeting

Zoom: <https://cccconfer.zoom.us/j/98655254065>

MINUTES

Telephone Options:

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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>Marsha Gable</i>		
	<input type="checkbox"/> Aundrea Kaiser	<input checked="" type="checkbox"/> <i>Barbara Gallego</i>
	<input type="checkbox"/> TBD	<input checked="" type="checkbox"/> <i>Patty Sparks</i>
	<input type="checkbox"/> TBD	<input type="checkbox"/> <i>Judd Curran</i>
		<input checked="" type="checkbox"/> <i>Bill McGreevy</i>
		<input checked="" type="checkbox"/> <i>Marshall Fulbright</i>

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
<input checked="" type="checkbox"/> Pearl Lopez	<input checked="" type="checkbox"/> Michele Martens	<input checked="" type="checkbox"/> Javier Ayala
<input checked="" type="checkbox"/> Julio Soto	<input checked="" type="checkbox"/> Diana Barajas	<input checked="" type="checkbox"/> Eric Klein
<input checked="" type="checkbox"/> Richard Unis	<input checked="" type="checkbox"/> Victoria Rodriguez	<input checked="" type="checkbox"/> Wayne Branker Courtney Williams
<input type="checkbox"/> Maria Martinez	<input checked="" type="checkbox"/> Bryan Lam	<input checked="" type="checkbox"/> Michael Copenhaver

RECORDER	PRESIDENT	GUESTS
<input checked="" type="checkbox"/> <i>Graylin Clavell</i>	<input checked="" type="checkbox"/> <i>Denise Whisenhunt</i>	<input checked="" type="checkbox"/> Loren Holmquist
<i>*Italicized = Non-voting</i>		<input checked="" type="checkbox"/> Taneisha Hellon
		<input checked="" type="checkbox"/> Moriah Gonzalez-Meeks
		<input checked="" type="checkbox"/> Joan Ahrens
		<input checked="" type="checkbox"/> Danielle Feliciano
		<input checked="" type="checkbox"/> Tate Hurvitz
		<input checked="" type="checkbox"/> Luma Shamon
		<input checked="" type="checkbox"/> Brodney Fitzgerald
		<input checked="" type="checkbox"/> Cindy Emerson
		<input checked="" type="checkbox"/> Kay Watson
		<input checked="" type="checkbox"/> Natalie Ray
		<input checked="" type="checkbox"/> Felicia Kalker
		<input checked="" type="checkbox"/> Ryan CLine

ROUTINE BUSINESS	
1. Welcome	Greetings / Introductions The meeting began at 3:03pm.
2. Establish Quorum (50%+1 of voting members)	Quorum reached.
3. Additions/Deletions to Agenda	N/A
4. Approve Meeting Notes	10.28.2021 Meeting Minutes (Approved)
5. Public Comment (5 mins)	Bryan asked when food service would be back on campus to which Bill responded that Griffin Grill will open the first week of the Spring 2022 semester.
6. President's Report	<p>President Whisenhunt began her report by thanking the Staffing Committee and the Faculty & Classified Prioritization Committee on their hard work through the process.</p> <p>She also extended her thanks and how proud she was that Grossmont received the Champion in Higher Education award for excellence in Associate Degrees for Transfer (ADT).</p> <p>President Whisenhunt reminded the Council of the Return to Campus meetings and relaying communication out to the college employees to ensure everyone is kept informed.</p> <p>She also wanted to remind everyone that we are in the process of getting ready for the March accreditation visit.</p> <p>We will celebrate the semester and hard work with a holiday celebration on Friday, December 10 with tacos in the quad.</p>

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS	
Governance Review/Evaluation (Table)	For January meeting, plan to bring examples of other apex councils.
Strategic Hires: a. Career Services Specialist	The Council was informed of this position. No objections to this hire request.

NEW BUSINESS	

FOR CONSENSUS *

** On College Council, consensus is reached when at least three-fourths (75%) of voting members present are in agreement on a decision. Consensus is not reached on College Council if more than two (2) of those in the minority are members of the same constituency (Gov. Handbook, pg. 10).*

<p>Faculty Staffing Prioritization List (Marshall Fulbright & Brodney Fitzgerald)</p>	<p>Dr. Fulbright briefed the College Council on the work that went into the Faculty and Classified Staffing Ranking lists. The Faculty Staffing Prioritization Committee reviewed and edited the rubric. The process involved reviewing faculty staffing requests, department/program presentations regarding their specific requests, and all of that went into the ranking consideration.</p> <p>Time was a little compressed due to the shift to the online platform, but the committee reviewed the requests in a fair and equitable manner and had the experience of last year moving through this process. Dr. Fulbright mentioned that sustaining programs as opposed to growth of other programs were taken into consideration.</p> <p>It was asked how far down these requests will be hired to which Dr. Fulbright responded that the committee does not know how many will be filled. Those positions with ** meant that they are categorical funded.</p> <p>Dr. Fulbright informed the Council that there were multiple issues in getting the student representatives to the meetings and participate but proceeded without their feedback.</p> <p>It was asked about having a discussion regarding hiring an instruction design specialist to which Dr. Fulbright responded with it is not the committee's job to request positions but to review and rank those positions requested.</p> <p>Consensus: All were in favor of moving forward with the Faculty Staffing Ranking List. Dr. Gable will move this ranking list forward to President Whisenhunt for her consideration and review.</p>
<p>Classified Staffing Prioritization List (Marshall Fulbright & Luma Shamon)</p>	<p>Dr. Fulbright began the briefing of the work that went into the Classified Staffing Prioritization Requests by stating that the requests went through the same process of reviewing the requests and present to the committee. Another layer was the committee asked those departments that provided numerous staffing requests to provide the department's own priority list to the committee to help gauge in the process.</p> <p>The rubric and guiding principles were very clear and the immense preparation over the past year assisted in the process and Dr. Fulbright is very proud of the committee's hard work in this process. The presentations provided 5 minutes for each presenter to detail the need of their request.</p> <p>It was asked if the Classified Staffing for Justice Scholars was categorical funded to which the Council was informed that it is through the general fund.</p> <p>Once the list is approved by the Council it will then go to the President for review. Luma requested if it would be possible to have a list as to what positions were filled. Dr. Fulbright suggested that the Staffing Committee get a list from HR moving forward and then come to the College Council as an information item only.</p> <p>Consensus: All were in favor of moving forward with the Classified Staffing Ranking List. Dr. Gable will move this ranking list forward to President Whisenhunt for her consideration and review.</p>

Facilities Requests (Loren Holmquist & Ryan Cline)	<p>Loren discussed with the Council the requests below.</p> <ol style="list-style-type: none">1. Art Exhaust: \$100k rough cost of this request. Due to the availability of state funding, and physical safety/importance of removing the fumes in these rooms this is priority #1. This is funded through scheduled maintenance through state funding.2. Mental Health Office Space: \$31k estimated cost by adding possibly two offices where the current waiting area is and moving the waiting area over to the right of the entrance and shorten the length of the front desk. It would also add an outdoor storage. It would allow Mental Health to provide better confidential services to students.3. Biology Cabinets: After the new chemical countertops are installed the department is looking to add cabinets in building 30-128 Biology lab. The cost is estimated at \$96,600. It would be the last phase of this project. <p>Consensus: All were in favor of moving forward these facility requests move forward to President Whisenhunt.</p>
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INFORMATION AND DISCUSSION	
<p>District Diversity Hiring Project (Taneisha Hellon & Moriah Gonzalez-Meeks)</p>	<p>Taneisha and Moriah briefed the Council on the work that they are doing with the Diversity Taskforce in collaboration with the Academic Senates and Chancellor's Cabinet.</p> <p>Javier mentioned that there is an area on the adjunct hiring document requiring 3 qualified applicants in the pool for departments/disciplines that might not be able to provide three? Moriah responded that this process takes the feedback to Chancellor's Cabinet. The intent with three qualified candidates is to at least interview three people that meet the qualifications, and to utilize previous candidates that recently applied for the similar positions for quick hires.</p> <p>Javier also asked when these changes in the hiring take effect. Taneisha mentioned that the taskforce is hoping to start this in the Spring 2022 but want to ensure it is done right. It will go to DEC in January before being adopted.</p> <p>Moriah added that revisions will be sent out to the appropriate groups.</p> <p>Michael mentioned that PE12 could be clearer in the title that this document only pertains to CSEA employees and not management/supervisor classified positions. There are no PEs guiding for administrative positions and the Administrator Association would like to assist in this work of creating guiding PEs.</p>
<p>Accreditation Follow-Up (Joan Ahrens & Tate Hurvitz)</p>	<p>Link: https://drive.google.com/drive/folders/1LH8Tm7eHFE3BNrKwozatMyxAq28lcV3R</p> <p>Tate briefed the Council of where the Accreditation process is at and where we are heading in the coming months.</p> <ul style="list-style-type: none"> - Tomorrow, December 3 the group is meeting with a consultant for feedback - Next week it will be available for Grossmont College to review and provide feedback - All SLO/PSLOs submitted to Nuventive - January 27 College Council recommendation - February 15 to Governing Board for approval - Follow-up visit in March <p>Work is being focused on the SLO recommendation. Nuventive is allowing for quick view of SLO status at both department and division levels.</p> <p>A consultant is reviewing the draft and offering an expert and outside perspective to help identify and eliminate gaps and/or points of confusion. The consultant will work with the group and conduct some mock interviews to allow practice for the March visit.</p> <p>The SLO work at its core is to focus on integrated planning. It is very important to understand how this works to maximize success and to articulate that process when we have our visit in March.</p> <p>Tate shared an overview of some core elements of integrated planning which include:</p> <p><i>Outcome Assessments</i> <i>Program Review</i> <i>Annual Unit Planning</i> <i>Resource Allocation</i></p> <p>Resource development is in progress which include:</p> <ul style="list-style-type: none"> - PSLO (Program Student Learning Outcome) video guidance - Canvas Outcomes Assessment - Appointments with Tate or Felicia regarding SLOs/PSLOs - The Outcomes Assessment Resource Page

Annual Unit Plan Gap Analysis (Joan Ahrens, Danielle Feliciano)	<p>Dr. Ahrens shared the AUP Newsletter which highlighted a number of items including Nuventive, FA 21 Resource Requests, AUP Gap Analysis, and more.</p> <p>The AUP participation rate was at 89%.</p> <p>Dr. Ahrens gave Resource Request quick facts which included the following:</p> <ul style="list-style-type: none">- Faculty Staffing Requests = 29- Classified Staffing Requests = 38- Facilities Project Requests = 5- Instructional Technology Requests = 5 <p>Gap Analysis:</p> <ul style="list-style-type: none">- Gap #1 – No process for submitting large equipment requests- Gap #2 – No process for submitting requests to hire new managers/directors- Gap #3 – General lack of understanding of strategic hire process (when to submit repeat request, when to replace an unfulfilled strategic hire request with an on-cycle request)- Gap #4 – Need a process for submitting division-wide or institution-wide requests (Teaching & Learning Center)- Gap #5 – Need to establish a process for submitting innovation requests (How would these requests be funded and prioritized) <p>For Gap #2 Barbara mentioned that you submit a Re-Org form that goes through the District. Barbara mentioned that there is a disconnect in the process as there is currently between 5-10 Re-Org requests that have been submitted but not reviewed.</p> <p>Eric mentioned that the Technology requests will be coming to the College Council in the Spring.</p> <p>Dr. Ahrens voiced that programs are putting forth a lot of work into their AUPs and resource requests and need to be informed of the status and see that they are being heard.</p> <p>Dr. Ahrens went over possible solutions that are highlighted in the AUP Newsletter. Please see the AUP Newsletter link below.</p> <p>https://drive.google.com/file/d/14P93G9WpT7MHGSishthbMXPmyheRh720/view?usp=sharing</p>
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CONSTITUENCY AND COMMITTEE REPORTS	
1. Constituency Updates ASGC, Academic Senate, Classified Senate, Administrators Association	N/A
2. Budget Committee (BC)	Bill shared with the Council that the committee had a robust discussion on the charge, composition, and responsibilities and will be bringing recommendations at the next College Council Meeting in January.
3. Facilities Committee (FC)	N/A
4. Planning and Institutional Effectiveness Committee (PIEC)	<p>CPIE put together a very informative website and Danielle shared the link to the website from the Forums this fall semester.</p> <p>Website Link: https://sites.google.com/view/pieccommittee/piec-home</p> <p>Gensler came and presented and collecting data from Grossmont College. Gensler is assisting with the Facilities Master Plan. CPIE will be meeting with Gensler on December 8 from 1pm-2:30pm.</p>
5. Professional Development Committee (PDC)	N/A
6. Staffing Committee (SC)	Besides the faculty and classified ranking lists that were already discussed earlier in the meeting Marshall mentioned that the committee will be looking into growth vs. replacement positions moving forward.
7. Classified Staffing Prioritization Committee (CSPC)	N/A
8. Faculty Staffing Prioritization Committee (FSPC)	N/A
9. Student Success & Equity Committee (SSEC)	Dr. Ahrens mentioned that they will be sending forward recommendations to College Council for the Governance Handbook.
10. Technology Committee (TC)	Eric mentioned that the committee will be meeting next week to discuss the requests from the AUPs and to prioritize to bring to College Council in January.
11. Accreditation Steering Committee	Tate already gave an update on what the Accreditation Steering Committee was working on, but Dr. Ahrens took the moment to share how hard everyone on the committee has worked and thanked the committee for their hard work.

FOLLOW-UP		
Who	Item	Timeline

WORK AHEAD <ul style="list-style-type: none"> Governance Evaluation (FA21) <ul style="list-style-type: none"> All members provide input through evaluation link <include link here> Review Handbook and provide suggestions for edits, deletions, additions
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NEXT MEETING: Thursday, January 27, 3pm-5pm [via Zoom](#)

Dr. Gable mentioned that the January 27 meeting will review the Governance Handbook.

ADJOURN at 4:50pm.

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.