



GROSSMONT COLLEGE
College Council
Thursday, January 28, 2021
3-5 p.m.

Zoom Meeting

Zoom: <https://cccconfer.zoom.us/j/95497401471>

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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"/> Kaelin Mastronardi	<input type="checkbox"/> <i>Barbara Gallego</i>
	<input checked="" type="checkbox"/> King Wong	<input checked="" type="checkbox"/> <i>Colleen Parsons</i>
	<input type="checkbox"/> Enya Castañeda	<input type="checkbox"/> <i>Judd Curran</i>
		<input checked="" type="checkbox"/> <i>Aaron Starck</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"/> Lorena Ruggero for Martha Clavelle
<input checked="" type="checkbox"/> Richard Unis	<input checked="" type="checkbox"/> Michele Martens	<input checked="" type="checkbox"/> Lida Rafia
<input checked="" type="checkbox"/> Maria Martinez	<input checked="" type="checkbox"/> Marie Cervantes	<input checked="" type="checkbox"/> Michael Copenhaver

RECORDER	INTERIM PRESIDENT	GUESTS
<input checked="" type="checkbox"/> <i>Patty Sparks</i>	<input checked="" type="checkbox"/> <i>Marsha Gable</i>	<input checked="" type="checkbox"/> <i>Joan Ahrens, Tate Hurvitz, Loren Holmquist, Nancy Saks, Gabi Aliyev</i>
<i>Italicized = Non-voting</i>		

ROUTINE BUSINESS	
<ol style="list-style-type: none"> 1. Welcome 2. Establish Quorum (50%+1 of voting members) 3. Additions/Deletions to Agenda 4. Approve Meeting Notes 5. Public Comment (5 min) 6. Interim President's Report 	<p>Greetings / Introductions Quorum established.</p> <p>No additions/deletions. 12/4/2020 meeting notes approved by acclamation. No public comments.</p> <p>Dr. Marsha Gable discussed enrollment strategies, the budget, and the Chancellor's repopulation plan. Enrollment is a priority. Dr. Gable noted that COVID cases are slowly trending down, however San Diego County is reporting high impact areas. Fall planning is still being discussed in terms of what it will "look like." Flexibility is key. The Chancellor is holding an Emergency Preparedness Meeting (January 29) for further discussion on repopulation plans.</p> <p>Spring semester goals: Improve communication and strengthen relationships with each other.</p>

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS

<p>1. President Search – Denise Schulmeyer, Bill McGreevy</p> <p>2. IEPI PRT Team planning – Denise Schulmeyer</p> <p>3. Enrollment update – Dr. Fulbright</p>	<p>1. President Search Posting opened December 1, 2020 and closes February 11, 2021. The tentative start date is July 1, 2021. <i>No action taken.</i></p> <p>2. IEPI PRT Team Planning Report This process started back in September/October on getting an IEPI PRT Team to come to campus to help with planning, specifically in developing an Educational Master Plan (EMP). Cindy Emerson, Joan Ahrens, Javier Ayala, Denise Schulmeyer, and Lara Braff were tasked with constructing a letter, which the Council reviewed.</p> <p>Schulmeyer highlighted specifics of the letter:</p> <ul style="list-style-type: none"> - No more than two pages long (one page currently). - The letter comes from the President of the college. - Must include who we are, what we are doing well, with what we want help, when we want it to occur, and how the PRT can help us. - We are asking for help with our EMP and integrating our shared governance committees into our planning processes. <p>The draft letter will be provided to the Council for review via email from Patty Sparks. The Council thanked the group tasked with this draft and agreed to forward the draft letter to Interim President Gable for her review and edits, if any. The goal is to have a visit from the PRT in the fall of 2021.</p> <p><i>Action taken: The draft letter will be provided to the Council and the Interim President for review.</i></p> <p>3. Enrollment Update Dr. Fulbright reported that currently Grossmont’s FTES total is at 4,448, which is approximately 89.4% of our goal. We are still approximately 22% below of where we need to be (2017/18 FTES). We can get closer to our goal by providing late-start classes and providing as much access to students as we can. He noted that ensuring students have what they need to stay on track is imperative. As a note, our FTES increased by 40 in a day-and-a-half, this approximates \$150,000 worth of apportionment, so every FTES counts. Hoping to meet the 100% goal by the end of the semester. <i>No action taken.</i></p>
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NEW BUSINESS

<p>Recommendation & prioritizations</p>	<p>- See below</p>
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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).*

- 1. **Strategic Hires**
- 2. **Accreditation Follow-up Report – Joan Ahrens**
- 3. **Planning Forum/Handbook Survey – Joan Ahrens**
- 4. **Prioritization presentation Facilities Committee – Loren Holmquist**

1. **Strategic Hires** At the time of this Agenda, five Strategic Hire Requests were submitted for consideration:

Associate Dean of Nursing

This position is vacant due to a resignation with an interim in place for approximately a year. It was noted that the position is particularly important as the Nursing Program is in the process of applying for accreditation.

Point of Clarification: Copenhagen stated that the Strategic Staffing Rationale needs to include a narrative. The Strategic Hire will be amended to include this verbiage.

Full-time Nursing Faculty

This position is vacant due to a retirement and is needed for accreditation purposes in order to meet the full-time/part-time ratio.

Laboratory Technician II, AOJ

This position is vacant due to a resignation. The individual works closely with faculty, monitors chemicals, and oversees equipment maintenance.

Instructional Operations Supervisor

This position is vacant due to a retirement. It is critical to curriculum, State Chancellor reporting, and developing the college catalog. Coordinates, supervises, and tracks faculty evaluations.

Health Services Supervisor

The position is currently vacant, but is mandated. It is funded through categorical funds and is in the current budget.

McGreevy explained the practice had been that votes were not necessary to move the positions forward in the process. If the Council had questions about particular strategic hires, they could be pulled from the recommendations.

Action Taken: By acclamation, all proposed positions will move forward to the Interim President.

- 2. **Accreditation Follow-up report.** There were three recommendations from the Accrediting Commission for Community and Junior Colleges (ACCJC):
 - Demonstrate regular and substantive interactions in distance education courses. The site team reviewed 19 courses (randomly pulled) and they felt, based on our own definition, that as a college we did not meet the “regular and substantive interaction” piece.
 - Complete full implementation of the SLO process, including assessment and use of the data for continuous improvement
 - Include accurate SLO statements on all course syllabi, matching those in the official course outlines.

The follow-up report was provided prior to this meeting for the Council to review.

<https://drive.google.com/file/d/1EeOfWv7dUjy7bwnlr1g5XXKoP5WvjKu3/view?usp=sharing>

Next Step: The report goes to the GCCCD Governing Board for approval.

Action Taken: Council unanimously agreed to endorse the Accreditation Follow-Up Report and to move it forward.

FOR CONSENSUS (Continued)

- 3. Planning Forum** - Ahrens announced a virtual series for the annual Planning Forum. The Forum sessions are from 1 to 4 p.m. on Fridays, Feb. 19, March 19, and April 16. Planning meetings are taking place to develop agendas for the sessions.

Participatory Governance Evaluation Process

Next step: Hold focus group interviews with committee members, as previously discussed. Ahrens noted that the CPIE office is being pulled in many directions with labor intensive projects and is asking that interviews be postponed. The accreditation site visit in late March/early April takes precedence.

Action taken: Previously discussed focus group interviews are postponed.

- 4. Prioritization Presentation – Facilities Committee**

Presentation, *Facilities Project Requests 2020/2021*, provided and uploaded for the Council to review. (PowerPoint will be posted with these meeting notes for review on the College Council webpage.)

Loren reported on the ranking forms and displayed the scoring sheets and the Director's report that includes cost, impact, and feasibility factors. He explained the public bid process and purchasing guidelines, along with information about the extended timelines that are needed if there are requirements by the Division of the State Architect (DSA). Requests were ranked as follows:

1. Biology Stools. Stools not ergonomic. Labs can be three hours long and can fatigue students. Several stools have tears. Approximate cost \$4,800
2. Chemistry fume hoods. Rust infected, wheel chair accessible fume hood is not conducive to the learning environment. Approximate cost \$20,000.
3. Biology Cabinets 30-128. Fume hoods were removed in 2017, and temporary countertops were installed. A new chemical resistant countertop is requested as well as new lower cabinets as compared to other labs on campus. Approximate cost \$72,000. Holmquist stated the cost is high because this will have to go to public bid.
4. Title V relocation. This departments includes Title V Grant programs, First Year Experience and Via Rapida. Holmquist stated that there is not currently space available for a move. There is possible space when Building 36 is completed in 2022. Approximate cost was estimated at \$0 to \$92,000. Holmquist stated this could be a simple move to a new space or provide a new program space (which may need to go to bid).

Facilities Committee reviewed the initial rankings and after discussion, voted to move the Chemistry fume hoods request to position two, moving the Biology stools to the number three place.

Council voted: "Shall the College Council endorse the prioritization list put forward by the Facilities Committee on January 28, 2021?"

Action taken. Council voted unanimously to move the prioritization list forward.

INFORMATION AND DISCUSSION

1. Governor Newsom's January Budget Proposal – Bill McGreevy

McGreevy provided a document and displayed a summary of the Governor's January Budget Proposal. The document will be made a part of the meeting notes and posted to the College Council webpage. McGreevy highlighted:

- 1.5% Cost of Living Adjustment (COLA), which equates to approximately \$1.7 million (not enough to cover GCCCD step and column and health benefit increases)
- .5% enrollment growth – GCCCD will not benefit due to declining enrollments.
- 1.5% COLA for certain categorical programs, including CalWORKS, DSPS and CTE apprenticeships
- \$100 Million, one-time funding statewide for basic needs for food and housing insecurities for students
- Payback of \$1.1 billion in deferrals (GCCCD will still need to borrow to fund operations in the current year)
- California Promise (free tuition) funding will decrease by 7.8%

Policy direction: COLA is tied to actionable plans to close equity gaps. There are still questions regarding detail.

McGreevy stated that this proposal is the first step in the state budget development process. Negotiations with the legislature will take place over several months and the Governor will issue a May revised proposal.

COMMITTEE REPORTS	
1. Budget Committee (BC)	- McGreevy stated that their last meeting was on December 10. Reviewed the charge and responsibilities. Judd Curran provided a presentation on the Budget Committee’s Canvas shell and how to utilize it. Aaron Starck provided an update on the early withdrawal process. Michele Martens provided a Prop 15 update (did not pass).
2. Facilities Committee (FC)	- No report
3. Planning and Institutional Effectiveness Committee (PIEC)	- No report
4. Professional Development Committee (PDC)	- Lida Rafia stated that a one-page document was developed relating to the Professional Development Office structure and its relationship with the Faculty Professional Development group and the Classified Advisory Group. The purpose and charge was reviewed and there was discussion regarding changing the charge to align with our commitment to being an anti-racist college. Subgroups that were formed via the President’s Taskforce on Anti-Racism provide updates to the Committee. The Professional Development Committee would like clarity as there are smaller working groups being created and they want to ensure that those groups are being heard through our shared governance committees.
5. Staffing Committee (SC)	- No report
6. Classified Staffing Prioritization Committee (CSPC)	- No report
7. Faculty Staffing Prioritization Committee (FSPC)	- No report
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"> •

<p><u>NEXT MEETING:</u> Thursday, February 25, 2021, 3-5 pm.</p>

ADJOURNED: 4:31 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.