



GROSSMONT COLLEGE
College Council
Thursday, May 27, 2021
3-5 p.m.
Zoom Meeting

Telephone Options:

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Zoom: <https://cccconfer.zoom.us/j/98177561246>

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
<input checked="" type="checkbox"/> <i>Bill McGreevy</i>		
	<input checked="" type="checkbox"/> Benjamin Blevins	<input type="checkbox"/> <i>Barbara Gallego</i>
	<input type="checkbox"/> TBD	<input type="checkbox"/> <i>Colleen Parsons</i>
	<input type="checkbox"/> TBD	<input checked="" 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 type="checkbox"/> Nadia Almaguer	<input checked="" type="checkbox"/> Javier Ayala
<input type="checkbox"/> Julio Soto	<input checked="" type="checkbox"/> Cindy Emerson	<input checked="" type="checkbox"/> Eric Klein
<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"/> Victoria Christine Rodriguez	<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</i>
<i>*Italicized = Non-voting</i>		<input checked="" type="checkbox"/> <i>Dana Mints</i>
		<input checked="" type="checkbox"/> <i>Bryan Lam</i>
		<input checked="" type="checkbox"/> <i>Sharon Sampson</i>

ROUTINE BUSINESS

1. Welcome	Bill McGreevy welcomed the members and noted that this is the last meeting for this academic year.
2. Establish Quorum (50%+1 of voting members)	Quorum met.
3. Additions/Deletions to Agenda	No additions/deletions.
4. Approve Meeting Notes	4/22/2021 meeting notes approved via acclamation
5. Public Comment (5 min)	
6. Interim President's Report	<p>Dr. Marsha Gable reported on the return to campus plan. Grossmont College will again host mobile walk-up vaccination clinics, free and open to the public, from 9:30 a.m. to 3:30 p.m., June 2 and 9, in Parking Lot 1. This will be for staff, students and the public. Emails with more information will be forthcoming and the county will have the information on their website. J&J and Pfizer vaccines will be available.</p> <p>Reminder: The Chancellor is holding another Forum, Friday, May 28, 11:30 a.m. – 12:30 p.m., on the District's fiscal affairs. Attendance is encouraged.</p> <p>Effective July 1, Denise Whisenhunt will be our new President. During the month of June there will be transitional meetings.</p> <p>A drive-through Virtual Commencement ceremony will be held on Tuesday, June 8. So far, 200 students have committed to attend.</p>

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS

1. **Enrollment update**
2. **IEPI PRT visit in fall of 2021**
3. **Review process/timeline – Participatory Governance structure and handbook**

Enrollment Update:

Dr. Marshall Fulbright noted that for Summer 2021, we have reached 610 FTES of our 818 FTES target, almost 75% of our goal. We have not added classes, but seats are filling. There are few adjustments to the Fall schedule. Currently, our goal is 5,090 FTES. We have 1673 sections and 598 (35%) of those sections have an on-campus component. The remaining sections will remain on line.

IEPI PRT visit in fall of 2021

Denise Schulmeyer reported that we could possibly have a team coming in the Fall.

Dr. Gable reported that getting the PRT Team here involved additional clarification requested by the PRT Team. Conversations centered on the role of the PRT Team to support and provide guidance in the College’s goal to write the Education Master Plan (EMP). A draft response is being prepared that clarifies the College’s request and Mathew Lee, PRT Project Director, has scheduled a meeting with Dr. Gable and Denise Whisenhunt to discuss what comes next.

Review/Process/Timeline Participatory Governance structure and handbook review

Joan Ahrens stated that the Governance and Decision-making Handbook (Handbook) should be continuously updated and reviewed annually. The College Council is to lead that effort with support from the CPIE office. Regarding the Handbook, it states on page 6 that “It will be reviewed on an annual basis by the College Council and its standing committees, and updated as needed, per ACCJC standards.

Feedback collected in Spring 2019 and Fall 2019 and the more recent survey feedback will be considered to amend the Handbook.

Fall 2021: Two meetings with College Council and the standing committee chairs and co-chairs are needed to consider feedback regarding revisions. First meeting is tentatively scheduled for Friday, August 27, and the second meeting is tentatively scheduled for Friday, September 17 (a.m. possibly). The time and length of each meeting is undetermined. The meetings will be held separately from normally scheduled College Council meetings.

It was suggested that new incoming members should receive the handbook in advance to become familiar, as well as to inform Council member responsibilities.

Joan Ahrens suggested that she put a resource folder together enabling members to evaluate the processes and responsibilities. She noted that we need to close the loop in order to make more transparent how our outcomes assessments link to processes and decision making. Other colleges are laying out information more explicitly.

CPIE will conduct the Handbook revisions after receiving direction from College Council and the committee chairs and co-chairs.

The goal is to publish and distribute the second edition of the Handbook in January, 2022.

Action Taken: Joan Ahrens will prepare resource folders for all committees so members are prepared to step into their roles.

NEW BUSINESS	
FOR CONSENSUS *	
<p><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>	
<p>1. Student Success & Equity Committee Recommendation</p> <p>2. Planning & Institutional Effectiveness Committee Recommendations</p>	<p>Student Success & Equity Committee Recommendation Dana Mints shared the Grossmont College Equity Beliefs Statement and how it came about. (The Statement is made a part of these meeting notes and posted to the College Council webpage.)</p> <p>The Statement reflects language we can all use in how we communicate and work with each other and students. It is designed to be a fluid document with opportunities to change and update. We do not know exactly where the Statement will be housed. Bill McGreevy stated this is a conversation for this Council in the fall.</p> <p>Michael Copenhaver commented that this statement been a long time in the works and he appreciates the accomplishment.</p> <p>The Council thanked Dana Mints and the work of the committee. Dana thanked Sharon Sampson and Lida Rafia for their hard work and efforts.</p> <p>The Council voted to endorse the Grossmont College Equity Beliefs Statement and to move it forward as a recommendation to Interim President Gable.</p> <p><i>Action taken: Council voted unanimously to move the Grossmont College’s Equity Beliefs Statement forward as a recommendation.</i></p> <p>Planning & Institutional Effectiveness Committee Recommendations Joan Ahrens stated that the current plan cycle ends this year. The new cycle is scheduled for 2022-2028. The Strategic Plan Hierarchy components consist of the following:</p> <p>Mission Statement - What we do. Vision Statement - What we want to be. Values – What we believe in. Strategic Goals –What we must achieve to get there.</p> <ul style="list-style-type: none"> - Objectives – Specific outcomes. - Action plans – Planned actions to achieve objectives. - Performance Measures – Indicators of success. <p>Joan commended the District for the good practice of allowing the two colleges to create their strategic plans prior to the District developing theirs.</p> <p>Next Steps (next year):</p> <p>First step</p> <ul style="list-style-type: none"> - District Strategic Planning Timeline - Spring 2021 Virtual Planning Forum Series - PIEC Establishes a Strategic Planning Committee - Begin External Scan (High School graduation rates, labor market analysis, etc.)

Planning & Institutional Effectiveness Committee Recommendations (cont'd)

Second Step

- Collect and collate feedback on mission, vision, values
- Send draft mission, vision, values statement through participatory governance committees for review and input
- Collect internal data (e.g. SWOT Analysis) – in collaboration with our sister college and district

Third Step

- Collate information gathered from internal scans
- Formulate Strategic Directions
- Share Strategic Directions with college constituents and community

Fourth Step

- Collate and refine feedback on Strategic Directions
- Draft Outcomes based on action plan
- Present to Governing Board for Approval

Request for Committee endorsement

Strategic Planning Steering Committee:

College Council is being asked to endorse a new Strategic Planning Steering Committee.

After discussion, Joan Ahrens withdrew this request. The work can be done through a work group/task force assigned by the CPIE office.

Action taken: Joan Ahrens withdrew her request for a Strategic Planning Steering Committee.

Accreditation Steering Committee

College Council is being asked to endorse the Accreditation Steering Committee to operate on-going and not on an as-needed basis. Additional responsibilities include monitoring ongoing efforts for continuous improvement related to institutional effectiveness, integrated planning, and accreditation. The Committee is to report to the Planning and Institutional Effectiveness Committee (PIEC).

After discussion, Joan Ahrens withdrew this request.

Joan further stated that we need to look at this more broadly and specific to transparency, with an operational committee handbook being developed.

Action Taken: Joan Ahrens withdrew this request.

INFORMATION AND DISCUSSION	
1. Strategic Hires	<p>Director, College and Community Relations This position is vacant due to a resignation.</p> <p>Action taken: No concerns were expressed. This position will move to the President for consideration.</p>
2. Convener for AY 2021-2022	<p>Bill McGreevy stated that this is his last meeting as convener. Dr. Marsha Gable will be the convener for 2021-2022.</p>

COMMITTEE REPORTS	
1. Budget Committee (BC)	<p>Aaron Starck updated the Committee on the Immediate Action Budget Package issued in March from the State Chancellor' Office. We will be able to assist more financial aid to students with funding, \$1.1-\$1.2M to Grossmont College. Additionally, students can apply to CalFresh, and funding was allocated for outreach efforts.</p> <p>Bill McGreevy updated the Committee on the following:</p> <ul style="list-style-type: none"> - District Audit: Completed with good rating and minor clerical requests. - The District received \$500,000 refund for efficient Worker's Comp reporting efforts. - CRRSAA and MSI allocations. <p>Loren Holmquist provided highlights on college readiness efforts, such as replacing air filters, installing hand sanitizer stations, pressure washing desks, etc.</p> <p>Sara Ferguson will take over as Budget Committee co-chair in the fall.</p>
2. Facilities Committee (FC)	- No report
3. Planning and Institutional Effectiveness Committee (PIEC)	- No report
4. Professional Development Committee (PDC)	- No report
5. Staffing Committee (SC)	Bryan Lam stated his last meeting as co-chair was May 20. The new faculty co-chair for 2021-2022 will be Jeanette Diaz. Aaron Starck commended Bryan for his hard work and stated that he did a fantastic job as co-chair.
6. Classified Staffing Prioritization Committee (CSPC)	- No report
7. Faculty Staffing Prioritization Committee (FSPC)	- No report
8. Student Success & Equity Committee (SSEC)	Dana Mints reported that the committee reviewed Board Policy referring to Student Success, Equity and Access, as well as, policy referring to Probation and Student Data.
9. Technology Committee (TC)	- No report

NEXT MEETING: Thursday, August 26, 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.