



GROSSMONT COLLEGE
College Council
Thursday, August 26, 2021
3-5 p.m.

Zoom Meeting

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

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AGENDA

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 checked="" type="checkbox"/> Aundrea Kaiser	<input checked="" type="checkbox"/> <i>Barbara Gallego</i>
	<input type="checkbox"/> TBD	<input type="checkbox"/> <i>Patty Sparks</i>
	<input type="checkbox"/> TBD	<input checked="" 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 type="checkbox"/> Wayne Branker
<input checked="" 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"/> Joan Ahrens
<i>*Italicized = Non-voting</i>		<input type="checkbox"/>
		<input type="checkbox"/>

ROUTINE BUSINESS	
1. Welcome	Greetings / Introductions: Marsha Gable gave an introduction and asked that those in attendance go around and give a brief introduction.
2. Establish Quorum (50%+1 of voting members)	Quorum was reached.
3. Additions/Deletions to Agenda	N/A
4. Approve Meeting Notes	May 27 meeting minutes will be voted on during the September 23 meeting.
5. Public Comment (5 min)	N/A
6. Interim President's Report	<p>President Whisenhunt took a moment to thank all on campus for all of their hard work saving hundreds of students with enrolling and increasing enrollment numbers. Denise looks forward to being a part and learning the governance structure here at Grossmont College.</p> <p>Marsha mentioned that the President's Report will be a standing agenda item for future meetings to provide updates within the college.</p>

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS

**1. Governance Evaluation
(Marsha Gable)**

- a. Survey Results**
- b. Timeline**
- c. Chairs Training
on Evaluation**

- a. Survey Results: Marsha went over first the Fall 2020 Governance survey and detailing who participated in the survey, quality of communication including within the committee and flow from committee to constituency groups. There are some concerns of information from committee to constituency groups needs some improvements as well as communication and quality of communication from constituency groups to the committees.

Further information given were comments on the effectiveness of the governance committees.

Joan mentioned that we can improve the flow of info by ensuring time is set aside during meetings to review what constituent reps need to report out and what they need to bring back.

Pearl would like to examine the workload of classified regarding meeting minutes and making sure they are put up on the site. She suggested a newsletter with highlights to inform the majority outside of the committees as they do not have time to read the minutes.

Marsha suggested having a conversation regarding the flow of information from committee meetings back to Senate and constituent meetings, and likes the idea of the committee highlights newsletter.

Javier suggested a checklist to ensure transparency and agreed with Marsha on modeling how to do it.

Pearl added alerting/informing faculty members that these surveys have been done and not to forget the operational committees to look at.

Victoria and Richard echoed professional development for those involved in participatory governance to help improve the understanding of how it works.

- b. Timeline: Marsha read over the Governance Review and Evaluation Fall 2021 document. Marsha briefed the council on the timeline and how the college plans to move forward in reviewing and evaluating process. Upcoming events include the following:
- 1. Friday, September 10th from 9am-10:30am: Co-chair training on the review and evaluation process;
 - 2. Friday, October 15th from 9am-10:30am: Midterm check-in to review status on committee evaluations and feedback on handbook;
 - 3. 3. Friday, November 19: review, rubric evaluation and feedback due via email to Graylin Clavell by Noon;

ACTION: It was suggested to send out invite reminders. Zoom links will be created and sent out ASAP to co-chairs and those participating.

NEW BUSINESS

<p>2. Accreditation Update (Joan Ahrens)</p> <p>3. Strategic Planning (Joan Ahrens)</p> <p>4. Enrollment Update (Marshall Fulbright)</p>	<p>a. Accreditation Update: The AACJC Commission met back in June and sent their report back at the end of June. Three of the requirements Grossmont needs to be in compliance on are the following:</p> <ul style="list-style-type: none"> a. Ensure Regular & Substantive Interaction in all DE Courses: About 90% of our courses demonstrated RSI b. Ensure SLOs on Syllabi Align with CORS: Almost 100% of our courses had accurate SLO information c. Full implementation of SLOs and use of Results for Continuous Improvement: ACCJC “Deferred Action” on this standard. <ul style="list-style-type: none"> i. Implement Nuventive Improve (outcomes assessment and annual unit planning) ii. Get onto and stay with our new assessment cycle (new 6-year cycle launched FA 2021) iii. Fully implement the inclusion of outcomes assessment and continuous improvement in annual planning process d. This Semester Key Goals: <ul style="list-style-type: none"> i. Complete configuration of Nuventive Improve ii. Train Liaisons/chairs on using Nuventive Improve iii. Complete/Record all scheduled SLOs iv. Perform a baseline PSLO assessment v. Complete AUP/resource allocation process e. Key Dates: <ul style="list-style-type: none"> i. December 2021 – Present draft at College Council for approval ii. February 2022 – Draft goes to Governing Board for approval iii. March 1, 2022 – Due Date to submit follow-up report to the ACCJC iv. Mid-March 2022 – ACCJC Peer Team Site Visit <p>Joan mentioned that continuous improvement is not solely accreditation, but for our students. The best way to serve our students is why we continue to improve.</p> <p>b. Strategic Planning Update: Joan informed the council that she is reviewing the mission and vision right now. She showcased a Strategic Plan Hierarchy pyramid which illustrates the Strategic Plan and Action Plans including the following:</p> <ul style="list-style-type: none"> a. Why we exist/What we do b. What we want to be c. What we believe in d. What we must achieve to get there e. Specific outcomes f. Planned actions to achieve objectives g. Indicators of success <p>The work began during the Spring 2021 Virtual Planning Forum. High performing organizations focus on the “Why” and hold themselves accountable for “How” they do it, and “What” they do serves as the tangible proof (Simon Sinek, The Power of Why).</p> <p>Joan then discussed the Vision for Success and Core Commitments and she listed the 6 goals of both. This information can be seen in the <i>College Council Update</i> PowerPoint Joan used during her presentation which will be sent out along with these minutes.</p> <p>The next steps are to “solicit feedback from Participatory Governance committees on new vision and mission statements from now through September with hopes to finalize the Vision and Mission by October of this year. Joan also stated that she hopes to “host informational forums to share the results of environmental and internal scans, and gather feedback” at these forums.</p> <p>Joan mentioned that the hope is to finalize the Vision and Mission by October of FA 2021, and have it go to the October 12 Governing Board meeting.</p>
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	<p>The 2022-2028 Strategic Plan needs to be completed by May 2022.</p> <p>Denise informed the Council that there the College is laser focused on Accreditation, the Vision and Mission of our Strategic Plan, and Guided Pathways at this time. After discussing with IEPI lead, Matthew Lehi he offered a postponement IEPI visit to next year.</p> <p>Joan mentioned that she would like to create a combination of a Master Educational Plan and Strategic Plan to guide Grossmont College's work each and every day.</p> <p>Judd asked about Strategic Enrollment Management with IEPI and Guided Pathways update. Joan mentioned that last year the group put together the early stages of a draft. Joan mentioned that the Student Success & Equity Committee is wrapping up an Equity Plan as well to align with college goals.</p> <p>c. Enrollment Update: 4180 which is around 82% of our goal of over 5k. We have a fill rate of 77%, we should be around 80-90% for efficiency purposes. Higher fill rates means we are meeting the needs our students. There are courses starting in late September and October and work needs to be done on encouraging students to take another course. There is a team working to shift the notices on the main page of our website to alert students that it is not too late to take a course as we have late start courses coming! Getting up to 80-85% would be successful.</p> <p>Pearl asked about repercussions from vaccine requirements and that were dropped. Marshall informed we will incur some as roughly 107 were impacted but we are reaching out to them and trying to enroll them in similar online courses and get them back in.</p> <p>Aundrea Kaiser informed that she received the notice that she was incorrectly dropped, and even though she was added back in she is concerned with the uncertainty for other students facing similar issues. She informed that there was those that received the drop notice that had followed protocol and those that did not follow protocol and were not dropped. Denise mentioned that there was a glitch and that we have been intentional in our process and we have been dealing with new technology and communicating with older systems. Denise appreciated the student voice through this matter.</p> <p>Richard mentioned that Southwestern has a banner on their website about their requirements and suggested Grossmont College does something similar.</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:

- a. **Library Tech II**
- b. **Faculty Evaluations Assistant**
- c. **Health Services Specialist**

Library Tech II: Eric discussed the Library Tech II position. The Library has lost two personnel in the past two years and yet dramatically increased technology inventory and assisting with student needs. The current staffing level is near dire to fulfill services and increase hours and services.

Faculty Evaluations Assistant: The faculty evaluations position is vacant and without it we are unable to complete and meet the standards and support of academic affairs and student learning.

Health Services Specialist: This is a replacement position due to a retirement and is critical as it helps with health screening, clerical duties, health testing, and more.

Student Affairs Assistant: This is a critical position as it is the primary point of contact and needs to be filled due to a resignation.

CDC Assistant SR: Javier informed the council that the position is vacant and will go towards maintaining proper ratios. The position completes observation documentation and all required assessments and child level outcomes

Michael asked why the Dean of Student Success & Equity Committee replacement strategic hire was not part of this meeting. Denise mentioned that this position has already gone through the approval process. Follow-up will be done on this position to see where it stands. Michael also asked who will be chairing the Student Success & Equity Committee which will be Joan Ahrens.

Bill gave an update that the Dean of Student Success & Equity was approved at the DSPBC meeting on July 12 and is moving forward.

INFORMATION AND DISCUSSION

1. Recovery with Equity

COMMITTEE REPORTS	
1. Budget Committee (BC)	No report
2. Facilities Committee (FC)	No report
3. Planning and Institutional Effectiveness Committee (PIEC)	Please see Accreditation and Strategic Planning updates above.
4. Professional Development Committee (PDC)	No report
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)	Eric informed the Council that Deanna Thompson came in and gave an update on the website, and a proposal on a new printing technology was approved and has been well received.
10. Accreditation Steering Committee	Please see Accreditation Update information above.

FOLLOW-UP		
Who	Item	Timeline

WORK AHEAD <ul style="list-style-type: none"> Governance Evaluation <ul style="list-style-type: none"> Chair training on evaluation process – date (fill in) All committees evaluate during FA21 term
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<u>NEXT MEETING:</u> Thursday, September 23, 3pm-5pm via Zoom
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ADJOURN: Meeting ended at 4:53pm.

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.