



GROSSMONT COLLEGE
College Council
Thursday, September 23, 2021
3-5 p.m.
Zoom Meeting

Telephone Options:

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

MINUTES

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

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 June Yang (Proxy)	<input checked="" type="checkbox"/> Diana Barajas	<input checked="" type="checkbox"/> Eric Klein Niko Crumpton (Proxy)
<input checked="" type="checkbox"/> Richard Unis	<input checked="" type="checkbox"/> Victoria Rodriguez	<input checked="" 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"/> Graylin Clavell	<input checked="" type="checkbox"/> Denise Whisenhunt	<input type="checkbox"/>
<i>*Italicized = Non-voting</i>		<input type="checkbox"/>
		<input type="checkbox"/>

ROUTINE BUSINESS	
<p>1. Welcome</p> <p>2. Establish Quorum (50%+1 of voting members)</p> <p>3. Additions/Deletions to Agenda</p> <p>4. Approve Meeting Notes</p> <p>5. Public Comment (5 min)</p> <p>6. President's Report</p>	<p>Greetings / Introductions</p> <p>Quorum has been reached.</p> <ul style="list-style-type: none"> - Appropriate for college council to ask for proposals from other governance committees rather than just review them; - Richard asked the following to be added: <ul style="list-style-type: none"> o On-boarding New Committee Members Orientation o Teaching/Learning Center Idea o Compressed Calendar <p>August 2021 meeting minutes were approved.</p> <p>Richard Unis mentioned that developing a biased related reporting for our website as well as reminding the Council of Mental Health Awareness Week.</p> <p>Victoria added a cross college working group that I'm apart of worked on revising and updating BP/AP 2005 which included a mention of the governing board and chancellor supporting the creation of a reporting structure for both students and employees related to incidents around bias, perhaps even the hiring of an ombudsperson to handle such incidents.</p> <p>President Whisenhunt informed the Council of the following:</p> <ul style="list-style-type: none"> - Accreditation is extremely important and that we will have accreditation visits in March. All processes need to go through by February; - Work on updating our Strategic Planning is currently underway and the focus is looking at our mission, vision, and values. There are some upcoming activities to look at this information and work; - Annual Unit Plans are coming up and we need to complete that work; - There is work ahead as an institution regarding ensuring this institution embodies equity, diversity, and inclusion in the work that we do. Work is being done in our hiring practices and professional development with regards to this as well as investing in literature and other efforts to do what is important in this work. The college as a whole needs to be responsive to a diverse student population; - On the cusp of facilities planning along with VP McGreevy and including this work into our Strategic Plan; - She thanked those that participated in the President's Forum yesterday and appreciated their well thought questions; - Balancing the needs of our students and external community; - How are you doing and focusing on that work of Mental Health. President Whisenhunt mentioned the Mental Health team and how they are offering daily meditation practices and other resources; - Thank you for attending this morning's President's walk around the campus; - She appreciates our critical work on reviewing our governance;

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS	

NEW BUSINESS

- 1. Governance Evaluation
 - a. Review of College Council & Handbook

<https://forms.gle/rfviWz3zW6hLMGUD6>

- a. **Review of College Council & Handbook:** Marshall began with reviewing the Governance Review and Evaluation Timeline and informed the Council of what has already taken and what is yet to come.

The Council was then assigned homework of reviewing the Governance Handbook, with exception to the specific governance committees section in the handbook, and add any suggested changes to the Word Doc that was sent out by Graylin previously. The goal is to return to the October 28th meeting to discuss the suggested changes and then relay those suggested changes to each constituency group.

It was suggested to break up specific sections among the Council and possibly form sub-committees of constituency groups to solicit input from the constituency groups.

The October meeting will discuss changes and then request feedback once again from constituency group from the conversations of the meeting.

ACTION: Council members will review the Governance Handbook with the exception of the specific governance committee sections of the handbook, and make any edits they see forth and bring back to the October 28th College Council Meeting.

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).*

- 2. Review Rules of Engagement and Virtual Meeting Norms

Marshall went over the current meeting norms for College Council to the rest of the Council. No changes were made with the exception that recordings of the meetings will not be distributed and will be deleted once the meeting minutes are completed.

CONSENSUS: All Council members were in agreeance of this one change and to keep the norms as is.

INFORMATION AND DISCUSSION

- 1. Strategic Hires:
 - a. A&R Assistant Senior (2 positions)
 - b. Faculty, Pediatric Nursing
 - c. Associate Dean of EOPS

- a. **A&R Assistant Senior Positions (2):** Aaron spoke to these positions stating that they are critical positions. One position is utilizing restricted funds and the other is using unrestricted funds. Graylin will remove the (2) on the CL-00225 position on the "Position Title".
- b. **Pediatric Nursing Faculty:** Current Pediatric Nursing Faculty is retiring and in order to meet accreditation this position needs to be filled or in the process of this position being filled. IN-00083 will be added to the strategic hire. The position is in the budget.
- c. **Associate Dean for EOPS/CARE:** This position functions as the director over EOPS, CARE, NextUp, CalWORKs, Dream Center, and Justice Scholars. It is mandated by the state.

ACTION: The Council has no concerns of these positions.

Michael had a process concern regarding strategic hires for the Council. His concern was that in the Governance Handbook for College Council there is nothing in the handbook regarding reviewing strategic hires for replacement positions. He is confused on the process for these positions and what metrics are used to determine which ones go to College Council. Bill informed Michael and the Council that this was part of the process that was carried over from the old Planning and Resources Council as strategic hires were reviewed there previously.

ACTION: Marshall informed the Council that this is something that should be reviewed in our Governance Handbook and brought to the next Council meeting.

Bryan added that it is a great thing for transparency to bring these positions to the Council, but he also added that it would be good to know about those positions that are not moved forward for informational purposes.

Bill added that just because a position is open does not mean that it will be filled. President Whisenhunt added that there is a need to review resources and implications of any hire we do as the college needs to balance the need as well as the budget with the pending hold harmless rapidly coming to an end in the near future.

<p>2. Appropriate for college council to ask for proposals from other governance committees rather than just review them</p> <ul style="list-style-type: none">a. On-boarding New Committee Members Orientationb. Website	<p>The Council discussed Wayne’s suggestion of the Council requesting proposals from other governance committees. His example was requesting the Student Success & Equity Committee on how to utilize specific HEERF Funds. Michael would like to be mindful of criteria and the metric and taken to the reps of said committees. Recommendations would be taken to the reps of the specific committee to gain feedback/responses.</p> <p>Richard added that these separate committees have specific expertise and we should utilize that expertise. He suggested that one issue is that the website is not updated with who is on specific governance committees.</p> <p>Victoria asked if committees could decline request/proposals from the Council.</p> <p>Aaron wanted clarification as to what the intent was on this proposal. He then summarized it by asking Wayne if the purpose of this would be to move College Council into a proactive mode rather than a reactive one which would allow the body to request assistance to larger scale issues or requirements from the other committees to which Wayne said yes. Marshall’s response to this was why wouldn’t the constituency groups bring this to the respective committees they sat in and going through that process?</p> <p>Bill reminded the Council that there is a recommendation form for committees to present recommendations to the Council with regards to process for recommendations to answer Javier’s question.</p> <p>Marshall believes that this is something that should be brought up at constituent groups and discussed at the whole of regarding this proposal.</p> <p>ACTION: This is something that can be reviewed at the next meeting with regards to reevaluating the charge, responsibilities and purpose of the Council.</p>
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COMMITTEE REPORTS	
1. Budget Committee (BC)	<p>Bill informed that Council of the following:</p> <ul style="list-style-type: none"> - Sara Ferguson is the Faculty new Co-Chair for the Budget Committee for the academic year; - President Whisenhunt attended her first Budget Committee meeting; - They reviewed the norms; - Bill gave a similar status update regarding the budget to the one he gave at the President’s Forum; - Marsha stopped by to inform the committee of the Governance Evaluation and Review process and timeline; - Joan came to the meeting and discussed the Strategic Planning process; - Bill gave a status update on the Vice Chancellor for Business Services position which should be filled this fall possibly; - The committee discussed future planning, and placed a standing agenda item for the end of each meeting to discuss what committee members should report out to their constituent groups; - Bill mentioned that the next Budget Committee meeting is October 14.
2. Facilities Committee (FC)	<i>No one present to report out for Facilities Committee.</i>
3. Planning and Institutional Effectiveness Committee (PIEC)	<p>Victoria gave the Council the following updates:</p> <ul style="list-style-type: none"> - Welcomed new Co-Chair Danielle Feliciano; - Tate Hurvitz, Felicia Kalker, Natalie Ray, and Joan Ahrens gave outcomes assessment activities updates to ensure we are ready for our accreditation visit in the spring of 2022; - Joan provided a handbook review that we will be conducting and shared the survey to provide feedback; - Joan mentioned that the East County Alliance has a new name which is the Alliance DOD Partnership; - Joan and Felicia gave an AUP update and how it is looking in Nuventive - Joan mentioned that we will review a new Student Equity Plan which will be due in the fall of 2022. A partnership on this work with the Student Success and Equity Committee is in the works; - Joan gave a Strategic Plan process update as well as an update on the timeline for the Mission and Vision work; - Victoria gave an update on external scan data that her and a District wide team pulled with regards to different goals for our Strategic Plan;
4. Professional Development Committee (PDC)	<p>Marshall mentioned that the committee reviewed the following:</p> <ul style="list-style-type: none"> - Governance Evaluation and Review timeline; - Reviewed the norms.
5. Staffing Committee (SC)	<p>Marshall mentioned that the Committee reviewed the following:</p> <ul style="list-style-type: none"> - Norms and the Governance Evaluation and Review timeline; - Discussed engagement and committee membership; - Joan presented at the meeting how the Staffing Plan should and could be a part of the overall Strategic Master Plan and a timeline on how they could work together; - The committee will have a more robust discussion on the Staffing Plans outline at the next Meeting on October 21.
6. Classified Staffing Prioritization Committee (CSPC)	<i>Committee has not yet met.</i>
7. Faculty Staffing Prioritization Committee (FSPC)	<i>Committee has not yet met.</i>

<p>8. Student Success & Equity Committee (SSEC)</p>	<p>Victoria briefed that the Committee on the following:</p> <ul style="list-style-type: none"> - The committee welcomed in the new Co-Chair Karolia Macias; - A webinar on <i>Sounding the Alarm</i> and addressing the declining representation of Black/African American student population in California community colleges. A discussion on looking at our own college data and our Black/African American students to see what might be happening with this specific student population; - Marsha shared the Governance Evaluation and Review timeline; - Joan gave an update on the Strategic Plan timeline and the Vision and Mission as well as Victoria sharing results from the Vision and Mission survey; - Committee discussed the new Student Equity Plan and doing joint work with PIEC; - Acknowledged the new A2MEND charter on campus and the work Sam Rigby did regarding adding the A2MEND Charter; - Gave an update on BP/AP 2005; - Discussed new data resources that are on the CPIE website (https://www.grossmont.edu/faculty-staff/cpie/ss-data-reports.php)
<p>9. Technology Committee (TC)</p>	<p>Bryan briefed the Council on the following:</p> <ul style="list-style-type: none"> - Jessica Owens is the new Faculty Co-Chair; - There are new high flex classrooms on campus which are designed for seamless transition for students on campus but streaming an online course; - Digital signage update in building 10 requires a new vendor which will start possibly in October; - Technology Request form is currently being updated; - Deanna Thompson addressed the committee regarding the website and the updates on the Technology Committee site specifically the images on the top of the page; - Grossmont College is the first of the SDICCA colleges to have their library open for students (9am-4pm, Monday - Thursday) but work is being done to be open to the public; - Technology Request Timeline to be due along with the Annual Unit Plan on October 1; - Distance Education updates include resources for Padlet and Respondus which are programs that you can attach to Canvas. The licenses for both programs have been renewed for faculty to use;
<p>10. Accreditation Steering Committee</p>	<p>No update.</p>

FOLLOW-UP		
Who	Item	Timeline
College Council	Review of Governance Handbook a. College Council requesting proposals from other Governance Committees	October College Council Meeting
Richard Unis	Teaching/Learning Center Idea (Richard Unis)	Parking Lot for Future Agenda – Action Items
Richard Unis	Compressed Calendar	Parking Lot for Future Agenda – Action Items

WORK AHEAD

- *Governance Evaluation (FA21)*
 - *All members provide input through evaluation link <include link here>*
 - *Review Handbook and provide suggestions for edits, deletions, additions*

NEXT MEETING: Thursday, October 28, 3pm-5pm [via Zoom](#)

ADJOURN at 4:57pm.

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.