GROSSMONT COLLEGE

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College Council
Thursday, January 27, 2022
3-5 p.m.
Zoom Meeting
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
☒ *Marsha Gable*	☐ Aundrea Kaiser	☒ *Barbara Gallego*
	☐ TBD	☒ *Patty Sparks*
	☐ TBD	☐ *Judd Curran*
		☒ *Bill McGreevy*
		☒ *Marshall Fulbright*

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
☒ Pearl Lopez	☒ Michele Martens	☒ Javier Ayala
☒ Julio Soto	☒ Diana Barajas	☒ Eric Klein
☒ Richard Unis	☒ Victoria Rodriguez	☐ Wayne Branker
☒ Maria Martinez	☒ Bryan Lam	☒ Michael Copenhaver

RECORDER	PRESIDENT	GUESTS
☒ *Graylin Clavell*	☒ *Denise Whisenhunt*	☒ Joan Ahrens
Italicized = Non-voting		☒ Tate Hurvitz
		☒ Cindy Emerson
		☒ Natalie Ray
		☒ Kay Watson

ROUTINE BUSINESS	
1. **Welcome**	Greetings / Introductions – The meeting began at 3:04pm.
2. **Establish Quorum** (50%+1 of voting members)	Quorum reached
3. **Additions/Deletions to Agenda**	Michael Copenhaver asked about some strategic hires that are not on the Strategic Hires list.
4. **Approve Meeting Notes**	12.2.2021 Meeting Minutes; The December 2, 2021 meeting minutes were approved.
5. **Public Comment** (5 mins)	No public comment.
6. **President's Report**	President Whisenhunt thanked those that participated in this semester's convocation. She promoted the work being done by the Anti-Racism Taskforce, and the Random 60 program. She mentioned that the theme for this year is collective impact, care, and wellness.
	President Whisenhunt mentioned that we are nearing 100% completion on our outcomes work.
	She then reminded that the campus is pivoting again for February 22, 2022 to come back fully on campus and she thanked the hard work of those that converted courses to remote. There is work being done with regards to accommodations, mask use, and more. There will be more communication and dialog for the campus coming.
	President Whisenhunt thanked everyone for the support in her first six months.

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS	
Governance Review/Evaluation	Examples of other apex councils: Dr. Gable explained to the Council that we will utilize the February 2022 meeting and dedicate that meeting discussing the Governance Evaluation and reviewing other schools apex governance bodies.
Strategic Hires: a. **Counseling and Assessment Supervisor** b. **Outreach Coordinator** c. **CDC Aide** d. **Faculty Evaluations Assistant**	Counseling and Assessment Supervisor: The position will become vacant after January 31, 2022. Outreach Coordinator: The current Outreach Coordinator has accepted a new position and this position needs to be refilled. CDC Aide: Javier informed the Council that this position was previously vacated and needs to be refilled. Faculty Evaluations Assistant: This position needs to be refilled as it has been recently vacated. January 6th Dr. Gable emailed the Council four strategic hires that went straight to DSPBC for approval without review from the Council. The positions were the following: - Financial Aid Assistant: Filling replacement position - Financial Aid Assistant, Senior: Filling replacement position - Science Laboratory Tech – Filling replacement position - Custodial Supervisor, Day/Swing: It is currently filled by an interim role, and it is past the point for a permanent hire.

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).	
Accreditation Self-Evaluation Follow-Up Report (Joan Ahrens & Tate Hurvitz)	- [Grossmont College ACCJC Follow-Up Report for College Council](#) Dr. Ahrens and Tate shared the hard work they and the Accreditation Steering Committee have been doing for the past two years. Dr. Ahrens expressed that Grossmont College are in compliance of Joan showcased the four overarching goals that the committee worked to improve on which were data collection, processes, planning, and institutional effectiveness. Data Collection: With regards to data collection the college implemented Nuventive which is a single data collection system. Processes: Program Review implemented Annual Unit Planning (AUP) and assessment templates to include a review of curriculum and opportunities to reflect and plan for improvement. Planning: For planning the college completed a full cycle of planning and resource allocation integrating outcomes assessment. Institutional Effectiveness: The integration of program review, annual planning, and assessment is a means for monitoring how well we are fulfilling our mission and strategic goals. Joan briefed the Council that 100% of the FA 21 course-level assessment have been recorded in Nuventive. Services Administrative Services are currently at 71% of assessments have been recorded into Nuventive. A peer team will be visiting Grossmont College virtually in March and an AAJC team will come out in June. Joan asked the Council if the committee can take this accreditation report to the Governing Board. Javier motioned that it move forward and Eric seconded the recommendation. **ACTION: The Council unanimously approved to move it forward for approval from the Governing Board.** Joan reiterated that this work is not to be focused on being in compliance but to improve our services for our students.

INFORMATION AND DISCUSSION	
CASTE Book Study	Victoria gave an update on the CASTE book study. She briefed the Council that the study has recently launched and this will be hosted by the Anti-Racism Taskforce. The taskforce will prepare some materials and a Canvas Shell is being created currently. Victoria mentioned that a training around February 15 & 16 will be taking place as well as a book drive. The goal is to meet every other week with two sessions on the week the group meet. The meeting dates are currently Tuesdays in the morning and the Wednesdays sessions will be at 4pm. This book study is open to all administrators, faculty, and staff. The first 100 copies will be provided for free. Please find the sign up link below: https://forms.gle/dGpNjkqDxN4WzQHL7

CONSTITUENCY AND COMMITTEE REPORTS	
1. **Constituency Updates** ASGC, Academic Senate, Classified Senate, Administrators Association	**Academic Senate:** Academic Senate had a joint retreat today and it was a great opportunity to get to know each other. It included faculty and administrators. There was great conversations about the vision and mission statement, equity in the classroom, and more. The first Academic Senate will be on Monday, January 31, 2022 at 11am. **Classified Senate:** Michele informed the Council that they had the first meeting of the semester last Friday and it was a very emotional and whole hearted discussion facilitated by Nashona Andre from HR on a check in on classified staff. Looking forward to the new initiatives like the Random 60 and the CASTE book study. **Administrators Association:** Michael briefed the group that Wayne Branker will be going on maternity leave with the birth of his third child for the next two months. Nicole Conklin will be the Interim Administrators Association President while he is out.
2. **Budget Committee** (BC)	Bill shared that the last meeting there was a robust conversation on the College of the Sequoias and Shasta College at their bylaws and more to utilize with our governance committees.
3. **Facilities Committee** (FC)	N/A
4. **Planning and Institutional Effectiveness Committee** (PIEC)	The first meeting will be tomorrow, Friday, January 28, 2022.
5. **Professional Development Committee** (PDC)	Have not yet met.
6. **Staffing Committee** (SC)	Have not yet met.
7. **Classified Staffing Prioritization Committee** (CSPC)	Have not yet met.
8. **Faculty Staffing Prioritization Committee** (FSPC)	Have not yet met.
9. **Student Success & Equity Committee** (SSEC)	Have not yet met.
10. **Technology Committee** (TC)	N/A
11. **Accreditation Steering Committee**	Please see accreditation follow-up report above.

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, February 24, 3pm-5pm via Zoom

ADJOURN – The meeting adjourned at 4:06 pm.

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.