GROSSMONT COLLEGE
College Council
Thursday, April 28, 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~~ Bill McGreevy*	☐ TBD	☐ *Barbara Gallego*
	☐ TBD	☐ *Colleen Parsons*
	☐ TBD	☐ *Judd Curran*
		☐ *~~Bill McGreevy~~*
		☐ *Marshall Fulbright*

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
☐ Pearl Lopez	☒ Cindy Emerson	☒ Javier Ayala
☒ Julio Soto	☒ Bryan Lam	☐ Eric Klein
☒ Richard Unis	☒ Ondrea Mesquita	☒ ~~Wayne Branker~~ Barbara Gallego
☒ Liz Barrow	☒ Michele Martens	☒ Michael Copenhaver

RECORDER	PRESIDENT	GUESTS
☒ *Graylin Clavell*	☒ *Denise Whisenhunt*	☒ Loren Holmquist
Italicized = Non-voting		☒ Ryan Cline
		☒ Danielle Feliciano
		☒ Jennifer Bennett
		☒ Jessica Owens
		☒ Joan Ahrens
		☐

ROUTINE BUSINESS	
1. **Welcome**	The meeting began with the president's report.
2. **Establish Quorum** (50%+1 of voting members)	Quorum met
3. **Additions/Deletions to Agenda**	N/A
4. **Approve Meeting Notes**	Approved March meeting minutes.
5. **Public Comment** (5 mins)	N/A
6. **President's Report** (5 mins)	May 3rd is our college celebration and President Whisenhunt thanked all the hard work to put this event together for the college's 60 year anniversary. She also mentioned that this is Black Student Success Week along with Arab American History Month so there is a lot of great programming going on. She spoke while attending the Guided Pathways Conference. She acknowledge how important the Guided Pathways work is.

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS	
Classified Staffing Prioritization List (President Whisenhunt)	President Whisenhunt discussed the Classified Staffing Prioritization List which are a list of new positions to the college. There is no new money to address these new Classified positions. The list details the interest of the positions to the college which was ranked by the Classified Staffing Prioritization Committee as well as the President's Cabinet. The #3 FMO Custodian #1 Lead will be switched in order with #7 Instructional Design Technology Specialist DE LTR. The reason for this change is due to the increased presence of our online presence. Currently we have over 760 online hybrid sections which has more than doubled since 2019. Both President Whisenhunt and Mr. McGreevy both appreciated and thanked Loren Holmquist for his understanding in the switch of the positions in this ranking. None of the positions on this list are being funded unless new monies are provided and will not move forward with any of the positions.

Governance Review	1. Review Draft Handbook from Committee/Council Input
	a. **College Council:** Bill and Graylin both shared the following edits made to the Governance Handbook:

        i. It was asked to add equity language to all committee charges, and Dr. Gable spoke about forming a sub-group to review the document and appropriately add proper equity language.

        ii. Acknowledging "no positional rank in the room", and that every student, staff, faculty, and administrator voice matters, and is respected." It was also acknowledged that title does not equal rank with reference to the title of "Doctor".

        iii. Ensure a "clear communication loop by constituency groups to constituency members. Best practices includes taking the last few minutes of the committee meeting to review what should be shared out to constituent groups and then also taking the first few minutes to share out at committee meetings any feedback on shared information.

        iv. Bolded the terms in the Glossary section.

        v. Added the following to the "Purpose" that the College Council is to "review policies with an equity lens to ensure that our institutional policies do not create barriers for students." The Council also added "coordination of committee work across functions" which is to include other governance committees and operational committees when needed.

        vi. Responsibilities Section Edits include:

            1. Ensure transparent integration of annual unit planning processes

            2. Close the loop on communication which includes relaying information from College Council to the President, and then the President's response back to College Council and proper Governance Committees.

        vii. Operational Committee Section Edits:

            1. Removed:

                a. Title V Steering Committee (Grant is over) from Student Services committees

            2. Added:

                a. Anti-Racism Taskforce to Collegewide/President's Office committees

            3. Need clarification on Academic Affairs/Academic Senate committees on which to stay or go. **ACTION: Graylin will follow up with Dr. Pearl Lopez.**

   b. **Facilities:** Revised one of the "Responsibilities" to state Ensure that college facilities are physically accessible and removed "and electronically" to this bullet. Also, they removed District Sustainability Specialist as this position no longer exists, and replaced it with the Co-Chair from the Arts Committee. The committee also requested and were approved to add the Art Committee as a sub-committee of the Facilities Committee.

   c. **Professional Development:** Ryan informed the Council that the Purpose was revised to the following: The Professional Development Committee advances and evaluates student-centered and equity-minded approaches of professional development programs that encourages and enhances student support, institutional growth, and learning for administrative, classified, and faculty employees. The committee utilizes student feedback, strategic goals, annual unit plans, program review, and our commitment to an anti-racist campus to inform and maintain our continuous improvement for student success and professional and community growth.

Other edits include the following in the Responsibilities section:

1. Establish professional development goals and activities to ensure employees are **empowered** to meet the diverse needs of our student and employee population.
2. Cultivate an environment that values innovation and promotes collaboration **between all stakeholders to enhance** student success.
3. Foster a campus climate that improves employee **personal and professional growth as lifelong learners.**
4. Regularly review data, evaluations, feedback, and surveys to understand trends and challenges that **identify essential training**.
5. Continually compile evidence related to accreditation **Standard III.A.,** as well as other relevant accreditation requirements, and monitor the college's ongoing compliance with these requirements.
6. Develop and coordinate a comprehensive annual plan of training opportunities for **administrative, classified, and faculty employees** based on the college **mission, vision, strategic goals, and accreditation recommendations.**
7. Collaborate with the other college committees, district professional development, the Human Resources Advisory Council (HRAC), **Classified Professional Development Advisory Committee (currently deactivated)**, and Faculty Professional Development Committee to create opportunities for college-wide alignment efforts **and review professional development requests**.

d. **Student Success & Equity:** Cindy reviewed the edits of the SS&E while Karolia Macias and Dr. Victoria Rodriguez were out at a conference. Of the edits were the following:
   i. Advocate for the development, implementation, and evaluation of policies and procedures to facilitate the success of our targeted student populations;
   ii. Use the RP Group's Student Support (Re)defined "Six Success Factors That Support Student Achievement" (i.e., Directed, focused, nurtured, engaged, connected, and valued) as a frame for all planning, professional development, and activities around equity;
   iii. Develop, implement, and evaluate the Grossmont College Student Equity Plan to ensure that its budget, activities, and recommendations are in compliance with State goals, policies, and procedures;
   iv. Removed:
      1. Develop a shared vision for the College's student access, success and equity efforts.
      2. Increase college-wide awareness of student access, success and equity efforts.
   v. Ensure the active involvement of all constituency groups on campus in the development of the equity plan;
   vi. Membership:
      1. Removed Basic Skills Coordinator and added Academic Transition Support Coordinator;
      2. Remove: Director, Title V (Grant Closed/Position Ended);
      3. Added:
         a. 1st Year Services Coordinator and/or Counselor
         b. UMOJA Coordinator & PUENTE Coordinator, A2MEND, Foster Youth, Justice Scholars, EOPS Associate Dean, CARE, ARC Director, CalWORKs
   vii. Added Standard 1.B 5-9, Standard II.B. 1-4, Standard II.C. 1-8;
   viii. Joan added that it was critical to add language of the Equity Plan into this committee's responsibilities;
   ix. Richard asked to define "targeted student populations, and to add Susan Berry, Student Engagement Coordinator to the membership;
e. **Technology:** Jessica Owens reviewed the Technology edits.
   i. Removed the following Responsibilities:

1. Make recommendations for the strategic direction and implementation of technology resources used throughout the college to support student learning programs and services, operations, and improve institutional effectiveness.
2. Assess and recommend technology training provided through professional development, computer support and self-guided training systems to ensure that the technology training meets the needs of faculty and staff.
3. Ensure that the infrastructure and design of all College buildings support the future use of technology.
4. Monitor the progress toward the implementation of the College's Technology Master Plan.

ii. Added the following to the Responsibilities:
1. Develop, update, and monitor the progress of the College Technology Plan as needed with specific objectives for action and improvement, and recommend and communicate related policies, guidelines, and procedures.
2. Supports and assists the college in its mission with regard to technology decisions to meet current and future needs to areas, such as:
   o microcomputer platforms, operating systems, software and peripherals
   o infrastructure and facility to ensure acquisition interface
   o schedule for replacement/refurbishment/reallocation of equipment
   o security, staffing and maintenance needs
   o provide guidelines for the development of computer assisted instruction

iii. **Membership edits:**
1. 3 members from each constituency groups to share the work amongst the other committees that are included with this committee instead of two like previously requested;
2. Removed the following from Ex-officio Members:
   a. Associate Dean of Student Services
   b. DE Coordinator
3. Added the following to Ex-Officio Members:
   a. Director of Instructional Technology
   b. Online Education Coordinator
4. Added to Advisory Members:
   a. Associate Dean of Student Services
   b. District IT designee
   c. Web Development and Support Specialist
   d. Instructional Design Tech Specialist
5. Better rotation schedule rotate every other year for the Co-Chair

NEW BUSINESS

Strategic Hires	1. **Custodial Supervisor:** Bill spoke on this position which this position has been open for a while and the department is strapped on help. No additional expense and it is in the budget. 2. **Dean of Learning & Technology Resources:** Replacement due to the promotion of the last Dean of LTR and is within the budget. 3. **Dean of Math, Natural Sciences, Exercise Science and Wellness:** Filling the permanent position which this has been interim for some time. 4. **Dream Center Counselor:** Barbara spoke on this position. The Dream Center has been operating with two part-time counselors since 2016 and this will give the program a full-time counselor. Unclear if the two part-time counselors will stay on with the hiring of the full-time position. 5. **Health Professions Specialist:** Nancy spoke on this position. This position is to fill a position that the person is retiring. This position helps students get into their clinical placements 6. **Nurse (Temporary):** Nancy mentioned that this is to fill a position for someone on leave with no return date. The program was cited for not enough faculty recently. 7. **Respiratory Therapy Instructor:** Nancy spoke on the need for this position and the person manning this position is retiring and the program is up for accreditation and will leave this department with only one full-time if not filled as soon as possible. 8. **Sculpture Instructor:** Jennifer Bennett spoke on this position. The department has one instructor that recently retired so this is a critical hire to replace the position. 9. **Student Mental Health Counselor:** Position has been open for some time. 10. **Student Services Assistant:** Funded position that have been approved to move forward. 11. **Theater Instructor:** This is a replacement position as two instructors are no longer with Grossmont College.

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 <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).*

Strategic Plan Goals & Objectives (Joan Ahrens)	Joan briefed the Council and requested to move the Strategic Plan Goals and Objectives to the June Governing Board meeting for approval. Joan began her brief by explaining that the Strategic Plan guides an institution of what it is, what it does, and why it does it. The planning process to be supportive of the College's Vision and Mission Statements which:
	
	- "Always design and decide with the student in mind"; Reflective of where we want to be; Focused on closing equity gaps; Includes actionable goals, objectives;
	- Planning was centered on the "Why" and the "Student's Journey";
	- It was inclusive and transparent as feedback was gathered throughout the process via forums, surveys, and participatory governance; Provided a [Google Planning Site link](#)
	
	Three different phases to the planning process:
	1. **Planning Phase:**
	   a. A district-wide action plan
	   b. Information sharing: CCCCO's Vision for Success and Core Commitments
	   c. Facilities Master Planning: Gensler aligns district strategic planning efforts
	2. **Data Gathering Phase:**
	   a. Mission/Vision Review, External Scan, Internal Scan, SWOT Analysis, College Forums/Surveys
	   b. Student data collected:
	      i. Student Experience: Want to meet students needs easily, and have them feel a sense of connection and community
	      ii. Student Feeling: Want them to feel welcomed, connected, and safe, as well as empowered, and take ownership in learning experience
	      iii. Student Support Need
	   c. Identify strengths and weaknesses:
	      i. **Strengths:** High quality programs, Transfer Reputation, Passion for Community, Emphasis on Equity, Student-Centered Culture of Caring, High Standards;
	      ii. **Weaknesses:** Staffing, Enrollment, Budget, Laborious Processes, Website/Registration Obstacles, Students feel lost, Accountability & Transparency for: Processes, Procedures, Goals, Antiracism Efforts, Equity Gaps, Communication
	3. **Goal Setting Phase:**
	   a. Goal development of manageable, yet aspirational goals over the next planning cycle
	   b. Strategic Initiative Development: The identification of a set of board actions and activities that would identify how the college would reach its goals and guide campus planning;
	   c. Governance Participation: Active facilitation of strategic planning activities by the Planning & Institutional Effectiveness Committee and Office of College Planning and Institutional Effectiveness;
	4. **Strategic Draft Goals & Objectives (The Student's Journey):**
	   a. **Educational Excellence:** Increase equitable access, Increase course success rates and close equity gaps, Increase completion rates
	   b. **Completion Culture:** Remove barriers that interfere with completion of degree/certificates, Increase 3-year graduation rates, Increase career and transfer outcomes that lead to livable wages for all students
	   c. Innovation & Effectiveness: Implement technology, Scale-up successful programs and services, Examine disaggregated data using an intersectional lens
	   d. **Operational Excellence:** Improve systems, processes, and resource allocation to maximize organizational effectiveness, Strengthen college-wide collaboration and communication, Increase opportunities for professional development and continuous learning on equitable and anti-racist best practices
	   e. **Community Collaboration:** Increase community partnerships with K-12 districts and regional businesses, and more.
	   f. It was discussed that there is still a lot of work and other plans that effect the completion of the Strategic Plans. The plans that inform the Strategic Plan are Guided Pathways, Student Equity & Achievement, Program Review & Annual Unit Plans, Technology, Facilities, Staffing, Enrollment Management, and District Strategic Goals & Priorities.
	5. **Next Steps:** Governing Board (June 2022 meeting), Draft Narrative (Summer 2022), Draft Detailed Action Plan and Timeline for 6-year Planning Cycle (Summer and Fall 2022)
	
	ACTION: The College Council voted to move the Strategic Draft Goals and Objectives to go to the President's Cabinet.

Art Committee as a Sub-Committee to the Facilities Committee (Loren Holmquist)	1. Art Committee to be a Sub-Committee of the Facilities Committee: 2. Asked to paint murals in the 200's with the assistance of the Facilities department and install/hang in the PVAC lobby from the permanent collection, and add the Grossmont College shield in random areas with additions with influence of the area/department of location; adding ceramic tiles hung low on walls near child development center, and painted stairwells, banners with student art around campus, sculptures on campus, work with Gensler on the Master plan to include art in the new spaces 3. It was requested to showcase some art to showcase the LatinX community; **ACTION:** **College Council voted to approve that the Art Committee become a sub-committee of the Facilities Committee and to endorse the art projects to the respective areas suggested.** **UPDATED:** **It was decided that the Art Committee would not become a sub-committee of the Facilities Committee, but that it would remain an operational committee and inform the Facilities Committee, if need be, of any new requests and developments.**

INFORMATION AND DISCUSSION	

CONSTITUENCY AND COMMITTEE REPORTS	
1. **Constituency Updates** ASGC, Academic Senate, Classified Senate, Administrators Association	**ASGC:** N/A **Academic Senate**: N/A **Classified Senate:** N/A **Administrators Association: N/A**
2. **Budget Committee** (BC)	N/A
3. **Facilities Committee** (FC)	N/A
4. **Planning and Institutional Effectiveness Committee** (PIEC)	N/A
5. **Professional Development Committee** (PDC)	N/A
6. **Staffing Committee** (SC)	N/A
7. **Classified Staffing Prioritization Committee** (CSPC)	N/A
8. **Faculty Staffing Prioritization Committee** (FSPC)	N/A
9. **Student Success & Equity Committee** (SSEC)	N/A
10. **Technology Committee** (TC)	N/A
11. **Accreditation Steering Committee**	N/A

FOLLOW-UP		
Who	**Item**	**Timeline**
Richard Unis	[Recommendation Form](#)	April/May Meeting

WORK AHEAD
- *Governance Evaluation*
  - *Follow-up on draft, edits, and create final document for constituency reviews.*

NEXT MEETING: Thursday, May 26, 3pm-5pm [via Zoom](#)

ADJOURN – The meeting adjourned at 5:15pm.

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.