GROSSMONT
COLLEGE

GROSSMONT COLLEGE
College Council
Thursday April 27, 2023
3-5 p.m.

[Zoom](#)

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
☒ *Marshall Fulbright*	☐ Sarah ASGC President	☐ Barbara Gallego
	☐ Isaac Suarez, Vice President	☐ *Colleen Parsons*
	☐ Sara Laila	☐ *Judd Curran*
		☐ *VPAS (Vacant)*
		☒ *Marsha Gable*

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
☒ Pearl Lopez	☒ Cindy Emerson	☒ Loren Holmquist
☒ Julio Soto	☒ Diana Barajas	☐ Michael Copenhaver
☒ Carmina Caballes	☒ Elaine Adlam	☐ Wayne Branker
☒ Liz Barrow	☒ Michele Martens	☐

RECORDER	PRESIDENT	GUESTS
☒ *Patty Sparks*	☐ *Denise Whisenhunt*	☒ *Joan Ahrens*
Italicized = Non-voting		☒ *Victoria Rodriguez*
		☐
		☐
		☐
		☐
		☐

ROUTINE BUSINESS	
1. **Welcome**	
2. **Establish Quorum** (50%+1 of voting members)	Quorum: Met quorum – less Student Representatives.
3. **Additions/Deletions to Agenda**	Additions/Deletions: No additions/deletions.
	Approval Meeting Notes: March 2023, Meeting Notes were displayed for reviewed. Motion to approve, Pearl Lopez, Second Liz Barrow.
4. **Approve Meeting Notes**	Two members abstained from the vote. March Meeting Notes were approved.
5. **Public Comment** (5 min)	February Meeting Notes will be sent via email and brought to the May, 2023 Meeting for approval.
6. **President's Report** (5 min)	Public Comment: No comments provided.
	President's Report: Marshall Fulbright reported that the Vice President Administrative Services hiring status is still working through the process. No announcements scheduled. He further stated that he will work through Commencement, but will utilize some of his vacation days. There are no decisions as to his replacement, interim or otherwise.
	Discussion: College Council is requesting more information regarding on-going President's Cabinet personnel hires/replacements.

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS

1. Approval of Governance Handbook Revision	Joan Ahrens reported a subgroup of PIEC members reviewed and incorporated edits to the Governance Handbook from constituent groups. A revised Handbook was vetted through shared governance committees and council. It was suggested that this Council read the original and revised handbook to review revisions. It was then discussed that substantial changes be highlighted for Council members to review at least two weeks prior or no less than a week to the next College Council meeting. Victoria Rodriguez reported that there is a need for member/convener/co-chair trainings. Joan Ahrens stated the lack of understanding and training has materialized consequences, which brought forward concerns with the Budget Committee Charge for review. The original and revised Handbook was provided for review. Both Academic and Classified Senate approved the edits, however Administrators Association has not yet approved edits. Council discussed the need to have a firm deadline for approvals. Council agreed to vote on the Governance Handbook at May's College Counsel meeting. Any changes submitted after the revised edition was shared, will not be made a part of the vote in May. Discussion highlights: - Consideration of a co-Convener for College Council – due to personnel changes, there is a lack of consistency as to the Convener. - Due to the Administrator's Association not approving the revisions, a vote cannot be taken at today's meeting. - Some changes/edits, including concerns, were realized after the revised version of the Governance Handbook was voted on to move forward as final. - Due to busy schedules, vacancies, and increased needs of personnel, there is concern that not everyone has the same timelines to do the reading/work necessary to move agendas forward. - Lack of consistent member participation Council agreed to move the revised Governance Handbook as is, not including items/concerns realized after the revisions made (which can wait until the next evaluation). With leadership issues, we will be in a transition period with new President Cabinet personnel. Pearl Lopez motioned to move with having a vote on the revised Governance Handbook (accepting no new changes). Liz Barrow seconded, Council agreed unanimously to move the vote to May's College Council meeting. *Action taken: Governance Handbook and revised Governance Handbook will be provided to College Council members for review, and made part of these Meeting Notes. Council to vote on the current revised Governance handbook in May.* *Marshall Fulbright to email constituent groups to ensure proxy's are sent in case of absence.*
Overview of FON	Tabled.

NEW BUSINESS	
1. **SSE Committee Recommendation to continue to pause on dismissals**	Victoria Rodriguez stated that we have not dismissed a student for academic probation and/or lack of progress since the beginning of the COVID pandemic. Further, she reported that some students have gone on academic probation, but not dismissed and furthermore, some students do not know they are on academic probation. She also stated that we are required by law, Title 5 Regulations to have a dismissal policy for students who do not meet academic criteria.

Probation Workshops were put on pause during the pandemic and currently no workshops are scheduled.   Cuyamaca College's Student Services Council made a recommendation to bring this issue up with the District's Student and Institutional Success Committee (SISC), who is the overseeing committee. Grossmont College's Student Success Committee had a robust discussion on whether to continue the pause and the end decision was to support the pause for student dismissals, as well as looking at early prevention measures. Further this would be a cross-college venture with both college's Student Success Committees to discuss alignment and our approach.

The pause would enable folks to review the current AP/BP language which, as it is written, is stricter than Title V language dealing with Academic Probation/Lack of Progress, as well as bringing back and implementing Probations Workshops.

Further, it was discussed to not pause for a long period of time as Dr. Gable stated that there may be implications with Title 5 and Ed Code. There are also operational matters with outreach, First Year Institute, and like programs, including student burdens with Financial Aid restrictions or compliance issues. There are concerns regarding staffing which impact serving students if a pause is continued for too long, especially the operation work that should not be assigned or advised through governance committees.

Victoria Rodriguez further explained that this is a district wide decision, however this issue needs to be vetted through our shared governance process, eventually to be addressed at the District for additional funding to serve our students.

The Council agreed to recommend the continued pause. Pearl Lopez motioned, Cindy Emerson Seconded, Council agreed unanimously.

Action taken: The Council agreed with the recommendation to continue with a pause student dismissals in order to put interventions into place as well as reviewing AP/BPs. Recommendation Form to be signed by Convener. |

2. **Update on ACCJC Midterm Report (due October)**	Joan Ahrens shared a PowerPoint, *ACCJC Midterm Report Update*, dated April 27, 2023, and explained this presentation is a quick preview of the report content. It was explained that as a college are required to submit a midterm report to the ACCJC . The report includes an update on items we identified that we wanted to work on. Our last institutional evaluation was the Fall, 2019. This midterm cycle is due October 15, 2023, but must be ratified by the Governing Board on September 12, 2023. This was a participatory process and different sections of the report were delegated to lead writers, Faculty, SLO and SSO coordinators. The first component: Status on improvement we identified in Fall, 2019, in our Self Evaluation Report. We identified three things : - We would work on improving the documentation and use of our outcomes, assessments for continuous improvement - Evaluation of participatory governance and annual unit planning - Administrative turnover The second component: Status on quality focus action plans. - 12 Gateway course focus. We identified that we wanted to continue working on this. This section's writers were Victoria Rodriguez and the Professional Development Coordinators - Alignment of Outcomes Assessments with Guided Pathways, which included various people as writers We also need to respond to ACCJC's compliance requirements from our last Institutional Self Evaluation Response to ACCJC Compliance Requirements - Two follow-up reports and visits – this section was easy as we just report that we met these two requirements Lastly, Reflection on improving institutional performance - Outcomes Assessment - we have to address our progress on outcomes assessments and the use of those results for continuous improvement - KPIs – how we keep out college community and constituent groups aware of Key Indicators, which was done at our last Annual Planning Forum. The first draft will be presented to the Planning and Institutional Excellence Committee on May 19, and to this Council on May 25, 2023. The report will reflect how well we are doing with Outcomes, using those results for continuous improvement. The next Self Evaluation is due in Spring, 2026. We will start working on our Self Evaluation in the Fall. There will be new accreditation standards taking effect 2024. Next steps: - ISER training , September 2023 - ISER due date, Spring 2026 (Full draft completed in Fall, 2025 - ACCJC Peer Team site visit, Fall 2026 - Identification of Faculty Accreditation Steering Committee Co-chair, End of Spring, 2023 *Action taken: PowerPoint will be made a part of these meeting notes. Joan Ahrens will work with Patty Sparks to ensure this Council has the draft, together with the Governance Handbook two weeks in advance of the May meeting.*

3.	**Update on Operational Excellence/IEPI Grant**	Joan Ahrens reported that the Operational Excellence/IEPI Grant ($200,000) will be funded next month. There are five areas of focus: - Extend the onboarding and orientation process for employees. The goal is to address administrative turnover, for example creating handbooks for new deans - Conduct an Operational Audit. The goal is to hire a consultant to do the audit - Update Nuventive to integrate resource requests forms into the Annual Unit Plan. This will eliminate multiple forms. The Nuventive updates will begin this summer - Conduct participatory governance refresher - Establish a communication plan – provide communication with the college community on a regular basis. As a note, at the last Operational Excellence Steering Committee a work group was formed to address each of these five areas of focus. Once funding is received, the work starts. *No action taken.*
4.	**Strategic Hires (Informational)**	As an informational item, the Council discussed the following positions. **CL- 00155 Business Services Specialist** **CL-00179 Custodian Sr.** **CL -00509 EOPS-ARE Admin Assistant** **CL-00636 Research and Planning Analyst** **CL-00313 Graphic Designer** **MG – 00039 Associate Dean of Athletics** **Vice President of Academic Affairs** **Z-00006963 Director, Instructional Technology** Loren Holmquist stated that the custodial position was already hired. *No action taken.*
5.	**Final Flag Request Application**	Council viewed the document, *Grossmont Community College Flag Request Application Pilot*. Member representatives are asked to provide the document for input/recommendation from their constituency groups. Cindy Emerson requested the correct form be used to submit the request. *Action taken: Patty Sparks to send the College Council Request Form to Heriberto Vasquez.*
6.	**Facilities Update**	**Tabled to the next Committee 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 <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).

No items for consensus	

INFORMATION AND DISCUSSION	

CONSTITUENCY AND COMMITTEE REPORTS	
1. **Constituency Updates** ASGC, Academic Senate, Classified Senate, Administrators Association	**Academic Senate: Pearl Lopez** attended Statewide Academic Senate Conference with Sharon Sampson, Mid-April 2023. Voted on many resolutions supporting legislation and/or supporting academic freedoms. Pearl Lopez stated she attended an Accreditation Workshop which was insightful. One piece of legislation that did pass was faculty will now be evaluated from a DEI lens. AFT is opposed to this legislation, not for the idea of it, but believes this should be discussed at the bargaining table. Sabbatical Leave: Look for the link Sabbatical Leave on the Academic Senate Webpage to see the wonderful work faculty are doing. **Classified Senate: Michele Martens** wanted to give a big "shout out" to Victoria Rodriguez for her LGBTQ IA Serious, April 19, 20.
2. **Budget Committee** (BC)	No Report.
3. **Facilities Committee** (FC)	No Report.
4. **Planning and Institutional Effectiveness Committee** (PIEC)	No Report
5. **Professional Development Committee** (PDC)	No Report.
6. **Staffing Committee** (SC)	Has met and continuing to work on a Staffing Plan. An outline was developed and a workgroup established.
7. **Classified Staffing Prioritization Committee** (CSPC)	No Report.
8. **Faculty Staffing Prioritization Committee**	No Report.
9. **Student Success & Equity Committee** (SSEC)	No Report.
10. **Technology Committee** (TC)	No Report.
11. **Accreditation Steering Committee**	See above

FOLLOW-UP		
Who	**Item**	**Timeline**

WORK AHEAD

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NEXT MEETING: Thursday, May 25, 2025

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.

Engagement Norms

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 we 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.