



GROSSMONT COLLEGE
College Council
Thursday, August 24, 2023
3-5 p.m.
Griffin Gate

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
<input checked="" type="checkbox"/> <i>Denise Whisenhunt, President</i>	<input type="checkbox"/> Vacant	<input checked="" type="checkbox"/> <i>Colleen Parsons, CSEA</i> <i>Proxy: Julie</i>
	<input type="checkbox"/> Vacant	<input type="checkbox"/> <i>Julio Soto, AFT</i>
	<input type="checkbox"/> Vacant	<input type="checkbox"/> <i>Administrators Association Rep</i>
		<input checked="" type="checkbox"/> <i>Marsha Gable, VPSS</i>
		<input checked="" type="checkbox"/> <i>Agustin Albarran, Int. VPAA</i>
		<input type="checkbox"/> <i>VPAS (vacant)</i>
		<input checked="" type="checkbox"/> <i>Joan Ahrens, Sr. Dean, CPIE</i>
	<input checked="" type="checkbox"/> <i>Ernesto Rivera, Director of College and Community Relations</i>	

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
<input checked="" type="checkbox"/> Pearl Lopez	<input type="checkbox"/> Elaine Adlam Proxy: <input checked="" type="checkbox"/> Bryan Lam	<input checked="" type="checkbox"/> Courtney Willis
<input checked="" type="checkbox"/> Carmina Caballes	<input checked="" type="checkbox"/> Diana Barajas	<input checked="" type="checkbox"/> Loren Holmquist
<input checked="" type="checkbox"/> Jeff Waller	<input checked="" type="checkbox"/> Jayden Logan	<input checked="" type="checkbox"/> Nancy Saks
<input checked="" type="checkbox"/> June Yang	<input checked="" type="checkbox"/> Michele Martens	<input checked="" type="checkbox"/> Wayne Branker

RECORDER
<input checked="" type="checkbox"/> <i>Bernadette Black</i>
<i>*Italicized = Non-voting</i>

ROUTINE BUSINESS	
1. Welcome	The meeting began with a welcome from Denise and a moment of silence for Maui.
2. Establish Quorum (50%+1 of voting members)	Quorum was established.
3. Additions/Deletions to Agenda	There were no additions or deletions to the agenda. Jeff Waller moved. Diana Barajas second. The agenda was approved.
4. Approve Meeting Notes (5/25/23)	Denise asked for approval of meeting notes from 5/25/23. Michele Martens moved for approval. Jeff Waller second. The meeting notes were approved.
5. Public Comment (5 min)	There were no public comments.
6. Review of norms and responsibilities	<p>The meeting norms were reviewed by the Council members, which included engagement norms and virtual norms. There was discussion about virtual norms and whether they were still needed since we are meeting in person. It was agreed to keep norms for all modalities.</p> <p>Suggested edits:</p> <ul style="list-style-type: none"> • Virtual norm #4 will now read “May be recorded at the discretion of the note taker and/or convener”. • Add a statement that recommended members come prepared to meetings with materials that are provided to them ahead of time. • Add a statement about speaking loudly so all can hear. <p>The above edits were approved by Council.</p> <p>Bernadette will upload the agenda to the College Council website before the meetings. It was also suggested that people bring their laptops to view the agenda. A few copies of the agenda will be made available at meetings as well.</p> <p>Joan added that we need to calendar trainings for chairs/co-chairs, committee members, and note takers. She also stated that meeting notes will not be taken word for word but rather by bullet points / key points.</p>
7. Update on Recommendations	Denise commended the thoughtfulness of the development of the governance handbook. She shared some of her recommended changes to the handbook including the timeframe in which the president has to respond to recommendations made to her by College Council. The president will consult with President’s Cabinet and share the decision at the next College Council meeting.

<p>8. President's Report (5 min)</p>	<ul style="list-style-type: none"> • Enrollment is up 7%. Denise acknowledged the collective efforts of student services and academic affairs, as well as administrative services with setups of events and Respect the Griffin initiative. • The goal is for a 7% increase in persistence. Persistence begins with the first hello to a student as they walk onto campus. • Cafeteria update: The Board approved the new food vendor for the campus, Genuine Foods. Genuine Foods is working on obtaining the license during this transition. In the meantime, free coffee and pastries will be provided in Java Market from 7:30am-1:00pm throughout the week. There will also be affordable food truck vendors on campus next week. On Wednesday, August 30th, The Habit Grill will provide free food to students. We are also working on getting The Chicken Shack the other days to provide affordable food for students. Bryan asked if there would be healthier options made available. Because we just learned about the delay in opening, these were the best options that were available to us. One suggestion is to provide a free fruit cart out by the trucks. Food is a retention device and this is critical for students. Genuine Foods will be retaining the existing staff from Sodexo, which everyone was pleased to hear. • The president reviewed her three priorities that were shared at convocation.
<p>CONSTITUENCY AND COMMITTEE REPORTS (2 minutes maximum)</p>	
<p>1. Constituency Updates ASGC, Academic Senate, Classified Senate, Administrators Association</p>	<p>ASGC: No report.</p> <p>Academic Senate: June Yang reported they had their first Senate meeting on Monday. The Executive team attended as well. There were no action items.</p> <p>Classified Senate: Michele Martens reported their first meeting is scheduled for next Friday. The eBoard met today and discussed building relationships with ASGC, Academic Senate, Administrators Association, and Cuyamaca's Classified Senate,</p> <p>Administrators Association: Wayne Branker reported that their eBoard was seated and he will continue as their president. He also acknowledged that collaboration is one of their goals as well.</p>
<p>2. Budget Committee (BC)</p>	<p>No report</p>
<p>3. Facilities Committee (FC)</p>	<p>The Facilities committee has not yet met. During the summer, Loren noted that his department has been working on the facilities project request on doing a feasibility study.</p>

<p>4. Planning and Institutional Effectiveness Committee (PIEC)</p>	<ul style="list-style-type: none"> Joan reported their first meeting was held last Friday. They worked on adjustments to the KPIs to reflect the 7% target for student persistence. They changed the target in FTES also to 7%. Our ACCJC liaison will be on campus September 14th from 1:00-3:00PM in Griffin Gate to help us launch our ISER. All were encouraged to attend. The accreditation steering committee is working on identifying a faculty co-chair; interviews will be held next week. The first accreditation steering committee meeting is scheduled on September 6th from 2:00-3:30pm. That committee will need to identify the three leads for each of the four standards. Joan will share the new accreditation standards at a future College Council meeting.
<p>5. Professional Development Committee (PDC)</p>	<p>No report</p>
<p>6. Staffing Committee (SC)</p>	<p>Marsha Gable is the chair and Graylin Clavell is the co-chair. Their first meeting is September 21st.</p>
<p>7. Classified Staffing Prioritization Committee (CSPC)</p>	<p>No report.</p>
<p>8. Faculty Staffing Prioritization Committee (FSPC)</p>	<p>No report.</p>
<p>9. Student Success & Equity Committee (SSEC)</p>	<p>No report.</p>
<p>10. Technology Committee (TC)</p>	<p>Bryan Lam co-chairs this committee. In May, the six-year Technology Plan was submitted and approved through the governance process. The committee will start working on the plan next month.</p>
<p>11. Accreditation Steering Committee</p>	<p>No report.</p>
<p>12. Other</p>	<p>Joan suggested including the governance co-chairs on the email when the agenda is sent out to College Council as they may not be aware they are to give a report out at the meetings. It was also agreed that Council representatives need to take this back to their groups and invite them to provide updates at the meetings. Chairs and co-chairs' report out at College Council will be added to the governance handbook so chairs and co-chairs are aware of that responsibility. Also, it was recommended that if chairs and/or co-chairs cannot attend College Council, that they submit a written report.</p>

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS	

NEW BUSINESS	
<p>1. Meeting Dates holiday conflicts and meeting time adjustment</p>	<p>College Council’s meeting schedule for 23/24 was shared. There are some dates in which meetings land on holidays that will need to be rescheduled. Often the meetings scheduled for November and December get combined due to holidays; however, it was highly recommended to reschedule both as that is when the faculty staffing prioritization committee submits their prioritized list of positions. Denise added that for the spring semester, she would like to move the meeting time to 1:00pm-3:00pm. Carmen asked if this would be an issue for students. Denise will consult with the ASGC president. There was no objection from the group.</p>
<p>2. Governance Topics / Issues</p>	<p>There was a summer retreat on the governance refresher with consultants Dr. Helen Benjamin and Debbie DiThomas and governance committees’ chairs and co-chairs. The CPIE office facilitated an assessment survey to the entire college on governance. The results from that survey showed that the top four governance priorities were communication, participation, training, and overall campus engagement.</p> <ul style="list-style-type: none"> • <u>Communication</u>: honor all opportunities for reporting out and bringing feedback to and from governance committees. Send agendas and post meeting notes per handbook guidelines. • <u>Participation</u>: College president will be College Council convener. Work with ASGC on increasing student participation. Set a regular time for the annual meeting of College Council and committee co-chairs for planning. • <u>Training</u>: Training will be conducted every Flex week. Provide mentoring to student reps. Need co-chair training on how to run an effective meeting. • <u>Overall Campus Engagement</u>: Share updated handbook widely. Provide regular training for campus community. <p>The draft decision-making process that identifies what topics/issues are participatory governance and what topics/issues are non-participatory governance related was reviewed. It was suggested linking the operating manuals that are currently under development to the handbook. The council reps will share this decision-making process with their groups.</p> <p>Joan reviewed the core commitments for committee members and non-committee members. Those included:</p> <ul style="list-style-type: none"> #1 – Put in the time #2 – Be Open Minded #3 – Communicate openly and fairly <p>Lastly, the definition of consensus was highlighted and it was emphasized that once deliberation is done and consensus is reached, that all members support the group’s recommendation.</p>

<p>3. Draft Governance Handbook</p>	<p>Joan stated there will be some cosmetic changes to the handbook and will also be adding the new accreditation standards. The recommendation form that goes from governance committees to College Council should also be included in the handbook. Lastly, there will be training for co-chairs sometime in September. Joan will bring the latest version of the handbook to the next meeting. There was discussion on whether this governance handbook will continue to be a draft for the year or if it was final. There was agreement in that the draft would be finalized with the understanding that there will be an ongoing review throughout the year.</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, and if there are no more than two members from any one constituency who disagree, then consensus to move recommendation forward to President is reached.*

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INFORMATION AND DISCUSSION

<p>1. Budget Update</p>	<p>Chris Yatooma provided a budget update, noting that we need to focus on 2025/26 as that is when the hold harmless will be gone. They are drafting a three-year plan which will be rolled out at the Budget committee before coming to College Council. The college will need to be more efficient in offering classes and governing expenses on campus. There has been conversations with the executive team on budget strategies which included looking at vacancies, travel, and salaries that can be moved to restricted budget.</p>
<p>2. Strategic Hires (informational only)</p> <ul style="list-style-type: none"> • CDC Aid (CL-00019) • Science Lab Technician – Biology (IA-00035) • Administrative Assistant III/A&R (CL-000541) • Health Professions Specialist (CL-00075) • Vice President of Academic Affairs (MG-00039) • Instructional Operations Supervisor (SU-00017) 	<p>These strategic hires were shared with College Council for informational purposes.</p> <p>The meeting was adjourned at 4:47pm</p>

FOLLOW-UP

Who	Item	Timeline
Denise Whisenhunt	Follow up with ASGC President regarding meeting times for College Council.	
Joan Ahrens	Bring the updated handback back to College Council next month.	
Council Members	Share the governance topics document with their groups.	

Participatory Governance:

[College Council Website](#)

NEXT MEETING: September 28, 2023 @ 3:00-5:00PM, Griffin Gate

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.