GROSSMONT
COLLEGE

GROSSMONT COLLEGE
College Council
Thursday March 23, 2023
3-5 p.m.

[Zoom](#)

MEETING NOTES

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 T. Fulbright* ☒ *Proxy: Joan Ahrens*	☐ TBD	☐ *TBD*
	☒ Sasha Reva	☐ *Colleen Parsons*
	☒ Sara Laila	☐ *Judd Curran*
		☐ *VPAS (Vacant)*
		☐ *Marsha Gable proxy convener*

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

RECORDER	PRESIDENT	GUESTS
☒ Proxy: Bernadette Black	☐ *Denise Whisenhunt*	☐ Tate Hurvitz
Italicized = Non-voting		☐ Bryan Lam

	ROUTINE BUSINESS	
1. **Welcome**	**Welcome**: Joan welcomed everyone to the meeting noting that she is acting as the sub-convener in Dr. Fulbright's absence.
2. **Establish Quorum** (50%+1 of voting members)	**Quorum**: Quorum was established. To reach quorum in College Council, there must be 50% plus 1 of voting members present.
3. **Additions/Deletions to Agenda**	**Additions/Deletions**: There were no additions or deletions to the agenda.
4. **Approve Meeting Notes**	**Meeting Notes:** The meeting notes from last meeting have not yet been sent. Approval for February's meeting notes will be moved to next month.
5. **Public Comment** (5 min)	**Public Comments:** There were no public comments.
6. **President's Report** (5 min)	**President's Report:** There was no report from the President.

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS	
1. Technology Committee Prioritized Resource Requests	Tate Hurvitz, co-chair of the Technology committee, presented their recommended Prioritized Resource Requests to College Council. The Technology committee received written requests as part of the AUP process. The committee reviewed the written requests and gave tentative scores. They then invited any department to come do an oral presentation if they wanted to emphasize or add something to their request; this was not a requirement. After, each committee member was invited back to look at their scores and make adjustments if appropriate. They also allowed after paper screening, for individual members from the committee to share written questions to Tate and Bryan to submit to those departments submitting requests. Tate and Bryan Lam (co-chair) synthesized the scores of the committee members and presented the ranked list to the Technology committee. There was discussion within that meeting where they affirmed their rationale behind their decisions and recommended moving forward the prioritized list. Tate stated they may amend the process next year by receiving the written requests and hearing presentations first before scoring. A total of five technology related requests were received; one from math, nursing, respiratory therapy, ASL, and theater. 1- **Lab Technology**: A set of laptops for use by students in designated support courses to be able to work in groups and have support work for their course in interactive ways. This is a tool for increasing student engagement and peer to peer support, and is time sensitive as it's for the new building. The laptops would be usable outside of the course. 2- **Medication Dispensing System**: This is needed to stay current in modern practices and technologies that students need to be familiar with and effective in the jobs they are preparing for. Staying current for workforce preparation is critical. 3- **Ventilator**: This too is needed to stay current in modern practices and technologies and staying current for workforce preparation. 4- **iSpring Licensing:** ASL uses the program, iSpring, to facilitate instruction for ASL which was paid for by HEERF funds. The department was concerned that the cost was relevant in the scoring, which is not, so they asked for licenses for full time instructors only. The Technology committee was concerned that this created inequity in the student experience. As the department misunderstood about the funding, they amended their proposal to make the request for all instructors, therefore, making this a more equitable approach. 5- **Stagehouse Theater Lighting Upgrade**: This proposal was to shift from incandescent lighting to LED. In the long run, it's a cost saving product. The committee felt strongly that all five proposals were worthy but this one was less critical. The department did note that if funding was an issue, they could phase them in and out in stages. It was asked why switching a light bulb went to the Technology committee rather than the Facilities committee, and it was noted that the proposal is to also upgrade their system board to accommodate the lighting.

1. Technology Committee Prioritized Resource Requests (con't)	There was discussion on whether this prioritized list needed to go to the Budget committee. Joan stated that when prioritization committees submit their lists to College Council, those lists do not go to the Budget committee. Once the recommendation is submitted to College Council, College Council then submits their recommendation to the President. The president, in consultation with president's cabinet, makes the final decision. The goal was for departments to submit requests in their AUP without looking at the financial perspective so we can see actual needs. Wayne inquired about what goes through the Budget committee. Joan stated that PIEC did an analysis of our participatory governance process and they realized that the Budget committee's responsibilities was not clear. The VP at the time was in the process of reorganizing the responsibilities and the way the committee functions. CPIE and PIEC pointed out the gaps in the responsibilities. They looked at Budget committees from other colleges and learned that they either worked on prioritization or were active in a budget development process. When our new VP comes on, the goal would be to revitalize and re-examine the responsibilities of the Budget committee. In terms of next steps, there was discussion about whether this proposal was brought here today for information only and for consensus at next month's meeting, or do we vote now to move forward as a recommendation to the president. Some felt having this as information today and voting next month was the best way to go to ensure people are bringing the information back to the groups for feedback. It was reminded that every committee is comprised of constituent members and those members are responsible for bringing the information back to their Senate for feedback. After debating on how to move forward, Joan, as the sub-Convener, took a vote and the majority agreed to move this as a recommendation to the president. There was discussion on whether this proposal should include the College Council recommendation form, which wasn't used for the staffing prioritization lists. We need to ensure that people use this form when submitting recommendations to College Council. It was suggested uploading the form on the website as well as linking it to the agenda. After discussion, it was suggested that Tate complete that form, update the prioritization list with cost, update the stagehouse lighting upgrade to include the upgrade of the system board, and email it back to College Council. Joan thanked Tate and Bryan and the Technology Committee on behalf of College Council.
1. Strategic Hires	**Strategic Hires** - Facilitator – Theater - Lab Technician II – Biology - Theater Arts Instructor – Acting/Director - Sculpture Technician - Librarian - Philosophy - Counselor/Coordinator – Athletics A question was asked on why strategic hires were needed for faculty positions that were on the approved faculty staffing prioritization list. It was noted that strategic hires are still needed by the district for all positons that are approved to move forward. Also, reviewing strategic hires provides the Council an opportunity to review and ask questions if there were any concerns. A Council member noted that last month, the Council recommended the Classified Staffing prioritization list to the president and the Council has not yet received a response, and asked whether the Council heard back about the faculty staffing prioritization list from last fall. It was confirmed that the President emailed Council back in December with her decision.

NEW BUSINESS	
1. Strategic Hires	There was some confusion on why it's called a strategic hire form when some of these positions are more emergency hires. When you look at resource requests through the AUPs, that is being strategic. Joan stated that there is an Equity Employment taskforce that is looking at the PEs and processes for hiring, and one of the recommendations in Cabinet was to change the terminology of the form.

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).	

INFORMATION AND DISCUSSION	
1. Shared Governance Handbook Input **2. KPIs**	**Shared Governance Handbook Input** The Council was asked to gather feedback from their constituent groups on the governance handbook. Classified Senate: Michele Martens reported that she sent it out to Classified Senate for feedback and received one response. Administrators Association: Wayne reported they have not sent it out for feedback yet and will do that today. Faculty: Liz reported that Academic Senate has not received additional input. **KPIs** The Annual Planning Forum is scheduled April 14th from 8:30am-12:00pm in Griffin Gate. Joan stated they will be reviewing our KPIs which are our metrics that we use to determine how well we are achieving our strategic goals and mission. She shared the spreadsheet with Council and reviewed it briefly. More details will be provided at that forum. Also at the forum, they will be going over the results from the student survey on enrollment decisions and the factors that impacts them to enroll. We received over 1,000 student responses; half from prospective students and the other half from current students. They also invited some students to attend and share their perspectives at the forum. The goal is to talk about factors that influence or impact our success and student retention. Register for the forum here: **2023 Grossmont Annual College Planning Forum (google.com)**

CONSTITUENCY AND COMMITTEE REPORTS	
1. **Constituency Updates** ASGC, Academic Senate, Classified Senate, Administrators Association	**ASGC:** ASGC students attended a conference in Washington DC which was educational. **Academic Senate**: Liz Barrow reported that the Governing Board decided to change the way reports are given to the Governing Board. Reports from all constituent groups are now being submitted as written reports. She noted this will be helpful to accurately document what is being reported. Academic Senate passed a resolution about communication with a DEI emphasis. There was also the shared governance handbook presentation at the last Senate meeting. They will be putting a call out to fill faculty positions that are rotating off participatory governance committees this fall. **Classified Senate:** Michele Martens also acknowledged the change in reporting to the Governing Board, noting that written reports also include the unions. She also learned that the written reports will not appear in the minutes; however, it will be attached to the governing board agenda. We still have the ability to make a public comment if we wanted to enforce something. With assistance from the president and dean of student success and equity, Classified Senate will be sending seven classified professionals to attend the Classified Leadership Institute in June. **Administrators Association:** Wayne Branker agreed that having written reports at governing board meetings will be good so everyone can have access to them. Administrators Association will be reviewing committee assignments as well for participatory governance.
2. **Budget Committee** (BC)	
3. **Facilities Committee** (FC)	
4. **Planning and Institutional Effectiveness Committee** (PIEC)	Joan gave the plug for the upcoming Annual Planning Forum in April.
5. **Professional Development Committee** (PDC)	
6. **Staffing Committee** (SC)	
7. **Classified Staffing Prioritization Committee** (CSPC)	
8. **Faculty Staffing Prioritization Committee**	
9. **Student Success & Equity Committee** (SSEC)	
10. **Technology Committee** (TC)	Tate presented on the Technology committee's prioritization list.
11. **Accreditation Steering Committee**	Joan stated they are working on the accreditation mid-term report and will supply a copy at some point to College Council.

FOLLOW-UP		
Who	**Item**	**Timeline**
Tate Hurvitz and Bryan Lam	Update the Technology prioritize list with recommendations above and send back to convener.	

WORK AHEAD
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NEXT MEETING: Thursday, April 27, 3-5 PM

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.