GROSSMONT
COLLEGE

# GROSSMONT COLLEGE
## College Council
### Thursday, February 22, 2024
### 3-5 p.m.
### GRIFFIN GATE

## 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 |
|----------|--------------------------------------------------|----------|
| ☒ *Denise Whisenhunt, President* | ☒ Cesar Nunez | ☐ *Colleen Parsons, CSEA* |
| | ☐ Evelyn Villa | ☒ *Julio Soto, AFT* |
| | ☐ Ninwa Kasha | ☐ *Administrators Association Rep* |
| | ☐ Rooz Salih | ☒ *Marsha Gable, VPSS* |
| | | ☒ *Agustin Albarran, Int. VPAA* |
| | | ☐ *VPAS* (vacant) |
| | | ☒ *Joan Ahrens, Sr. Dean, CPIE* |
| | | ☒ *Ernesto Rivera, Director of College and Community Relations* |

| ACADEMIC SENATE | CLASSIFIED SENATE | ADMINISTRATORS' ASSOCIATION |
|-----------------|-------------------|------------------------------|
| ☒ Pearl Lopez | ☒ Cindy Emerson | ☒ Courtney Willis |
| ☐ Carmina Caballes | ☒ Diana Barajas | ☒ Loren Holmquist |
| ☒ Jeff Waller | ☒ Jayden Logan | ☐ Nancy Saks |
| ☒ June Yang | ☐ Michele Martens<br>☒ Proxy: Bryan Lam | ☒ Wayne Branker |

| RECORDER |
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| ☒ *Bernadette Black* |
| *Italicized = Non-voting* |

| ROUTINE BUSINESS | |
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| 1. Welcome | Denise welcomed everyone to the meeting. |
| 2. Establish Quorum (50%+1 of voting members) | Quorum was established. |
| 3. Additions/Deletions to Agenda | There were no additions/deletions to the agenda. |
| 4. Approve Meeting Notes (11/30/23) | The 11/30/23 meeting notes were approved. |
| 5. Public Comment (3 min max per comment) | No public comments were made. |

| DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS | |
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| 1. | |

| CONSTITUENCY AND COMMITTEE REPORTS (2 minutes maximum) | |
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| 1. Constituency Updates ASGC, Academic Senate, Classified Senate, Administrators Association | **ASGC:** ASGC president attended the CCLC conference. ASGC has been asked about feedback on implementing back parking fees at the college. They are also busy planning events, including their Spring Fling on March 6th from 10:00-1:00 in the main quad. They complimented the Village space in the library and are in discussions on how to make it more effective. They are also working on ICC and making the meetings more fun. The success coaches talked about their available resources and shared good study habits.<br><br>**Academic Senate:** Pearl reported they had a joint retreat with Cuyamaca during flex week and had reps from the statewide senate there who gave a refresher on 10+1. The Senate recently hired their administrative assistant. The board ratified the sabbaticals at the last meeting; four were from Grossmont.<br><br>**Classified Senate:** Diana acknowledged the PD office for hosting a welcome back reception in early January for classified. Senate launched walkabouts last December which gave classified professionals the opportunity to walk around and explore the campus, network, and interact with students. This will also be launched again this semester. Last week, Senate welcomed four new senators off cycle. They also launched the nomination to seek Senators for the 2024-26 term. Senate is also working on several new initiatives; more to come. Finally, student pop up events are scheduled on April 3rd and 4th.<br><br>**Administrators Association:** Wayne reported they had an overview of the merit system. It was also noted that there is a general morale issue around campus which needs to be addressed. |
| 2. [Budget Committee](#) (BC) | Dawn reported the committee is struggling to meet quorum and groups were encouraged to send reps if they are not able to attend. Chris gave a budget update from the state, and also on where we are with the budget to actuals. |
| 3. [Facilities Committee](#) (FC) | Loren indicated the committee is starting their prioritization process and reps will take back to groups for feedback. Also, the DLR group is helping with space utilization. |
| 4. [Planning and Institutional Effectiveness Committee](#) (PIEC) | Joan reported PIEC will be meeting tomorrow and highlighted the agenda items. They are planning for the annual planning forum which will be virtual since Griffin Gate will be down. They will also be reviewing our KPIs, progress, and will discuss targets. |
| 5. [Professional Development Committee](#) (PDC) | Victoria stated their first meeting was cancelled due to low attendance. |

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| 6.  Staffing Committee (SC) | Marsha stated she chairs the committee with Graylin Clavell. The committee met on February 15th and had a presentation on the faculty staffing prioritization list. They also had a presentation from Chris on the 50% law and the 75/25 legislative mandate laws regarding budget. Also, the committee is continuing their work on a staffing plan. |
| 7.  Classified Staffing Prioritization Committee (CSPC) | Marsha reported she chairs this with Janet Shipstead. They met on February 14th and discussed the rubric for the prioritization requests, and developed the timeline to ensure the process is finished before the end of the semester. The goal is to present at the last College Council meeting of the semester. |
| 8.  Faculty Staffing Prioritization Committee (FSPC) | Agustin reported they presented their rankings to the Staffing committee. He will also be presenting it here today along with chairs and coordinators and academic senate. |
| 9.  Student Success & Equity Committee (SSEC) | Karolia stated they are creating focus groups to review data and programs specifically for men of color.  The subgroup will be meeting in a couple of weeks. |
| 10. Technology Committee (TC) | Tate indicated they finalized their prioritization list and are now working on an action plan. |
| 11. Accreditation Steering Committee | Joan indicated there are workgroups assigned to each accreditation standard. Standard 1 met yesterday and are working on uploading evidence and writing the self-evaluation. Standard 2 will meet next month. |
| **NEW BUSINESS** | |
| 1.  Review Norms | Denise noted she would like College Council to review the norms at the beginning of each semester. Members reviewed the list of norms and feedback was provided, which included: <br> 1) A concern was shared about the first norm as there is so much work to be done and more time is needed for the meetings. <br> 2) It was suggested revisiting norms once a year rather than a semester. |
| 2.  CCLC Legislation | Denise reported that SDICCCA had an opportunity in January to speak with the legislators. They had discussion in terms of advocacy for a baccalaureate degree in nursing pilot under SB895. This development is for 15 pilots; $60M allocation. They asked to go beyond the 15 colleges due to the increased need for nurses. They are also seeking support for funds for affordable housing, Cal Grant Reform, and school facilities bond. |

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| 3. Support for Operations that Impact Success of the Student Equity Plan – Recommendation from the Student Success and Equity Committee *(handout)* | Victoria provided a background on the proposed recommendation to provide support for operations that impact the success of the Student Equity plan. The SSE heard from A2MEND, success coaches, guided pathways team, English department chair, math department chair, financial aid and outreach, about their activities and how they are looking at equitable outcomes and to provide support specifically for our Black/African American student population. From their feedback, the SSE submitted the following recommendations to College Council:<br><br>1) Recommends that the staffing prioritization committees take into special consideration for a dedicated FT counselor for A2MEND and classified support; a Black/African American community liaison to support outreach; FT English faculty that could teach Black literature, and either Women, Gender, and Sexuality, Asian American, or Chicano/a/x literatures; and to fill vacant staff positions in Financial Aid to have a full team.<br>2) The process for hiring student workers and NANCE workers is time consuming and recommends the paperwork be reviewed for better more efficient practices.<br>3) Students need more education around academic probation and dismissal policies and how that impacts financial aid; there needs to be collegewide campaign to provide greater awareness.<br><br>These recommendations support every aspect of both our college Student Equity Plan and our Strategic Plan.<br><br>Marsha appreciated these recommendations but added that we need to ensure that these discussions aren't leaning towards operational matters. Also, those areas who are impacted would need to know what is being recommended.<br><br>In regards to the prioritization of resources, this is a participatory process. We cannot direct groups to hire certain positions or how to prioritize; but we might be able to draft guiding principles for hiring. It was also reminded that these requests come to College Council as a recommendation; it's the president who has the final decision. One member suggested revising the language so that is asks the Staffing committee to consider how they might incorporate these recommendations in a general Staffing plan. It was advised that College Council should not vote on a certain number of positions; but rather, come up with guiding principles and strategic goals to help guide decisions.<br><br>After further discussion, College Council requested that some revisions be made to the recommendation and to come back for further review. |
| 4. Guided Pathways presentation | Agenda item was tabled. |

| 5. DLR Space | Rita Carter and Hailey Muller from DLR presented on their space assessment of the college. They reviewed the project overview which included confirming space data for offices, classrooms, and labs; evaluating the utilization of spaces on campus; aligning future needs; and providing a roadmap and tools. Key findings included:<br>• Limited classroom use outside of peak hours<br>• Overreliance on temporary space<br>• Adaptability and flexibility<br>• Lack of student gathering spaces<br><br>They also reviewed the classroom metrics, course section sizing, and time by day analysis of classrooms, as well as the space needs chart.<br><br>Their recommendation in optimizing space included:<br>• fewer modular buildings<br>• student centered spaces<br>• energy/consumption<br>• flexible workspaces<br><br>It was asked what would happen if the college didn't meet the class metrics by the state standard, and it was noted that it could impact future bond cycles. |
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| **FOR CONSENSUS \*** <br> *\* 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.* ||
| 1. Technology Requests Prioritization List Recommendation *(handout)* | Bryan reviewed the prioritized list with College Council. He noted 9 requests were reviewed and prioritized by the Technology Committee. After discussion, College Council approved the rankings unanimously. |
| 2. Faculty Staffing Prioritization List Recommendation *(handout)* | Agustin reviewed the old process and timeline of the faculty staffing prioritization process, and then reviewed the new process which included:<br>• Submitted requests in Nuventive via the AUP<br>• CPIE sent requests to the FSPC early November<br>• FSPC ranked based on the updated rubric<br>• Faculty presentations and final ranking session was December 9th. A total of 27 positions were submitted.<br>Process challenges included:<br>• Some AUPs were not finished util the end of October<br>• Nuventive resource request questions were not the same as the application questions which required a new rubric<br>• CPIE data sent to FSPC was later than usual<br><br>Brodney displayed the rubric and reviewed the rankings which included comments from the committee. It was suggested conducting workshops on how to prepare and present to prioritization committees. Joan added that she wants to meet with committee chairs to go over the questions in Nuventive to ensure the questions are accurate. June suggested having public presentations so faculty can see what is being presented and how the process works.<br><br>After discussion, Council approved the prioritized list. The recommendation will now go to the President for a discussion with Cabinet. |

| INFORMATION AND DISCUSSION | |
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| 1. Strategic Hires (informational only)<br>• Specialty Lab Technician/Theater (IA-00095)<br>• EOPS Counselor (CN-00029)<br>• CalWORKS Counselor (Z-00007324)<br>• Administrative Assistant II/A&R (New)<br>• Director of A&R (New)<br>• VRC Coordinator (New)<br>• Science Lab Technician (IA-00143)<br>• Coordinator of Student Life and Leadership (New) | Wayne expressed concerns about the process used for the three new administrator positions, claiming that an org mod did not get to admin association, nor was there any discussion about these positions. He emphasized that any changes to job positions need to go to the unions. He asked for follow up on what the process is, what happens to those duties in the new positions, and how do we resolve this matter. It was also agreed that there needs to be a better understanding on what the process is for reclassification.<br><br>Another member shared a concern about the A&R dean position being lowered to a director, which also impacts the administrative assistant as it's now being lowered to an Admin II even though it's doing the same job as an Admin III. It was noted that A&R and financial aid should have their own admin assistant. It was also stated that we need a written procedure so we can assess and improve. There was also a concern about the Coordinator of Student Life position and why it's being lowered from a director level position.<br><br>One member asked that these new positions be put on hold until there's been communication with the appropriate groups.<br><br>Denise acknowledged the Council's concerns and will follow up. |

| FOLLOW-UP | | |
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| **Who** | **Item** | **Timeline** |
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## Participatory Governance:

**[College Council Website](College Council Website)**

**NEXT MEETING:** RESCHEDULED - **March 28, 2024 @ 3:00-5:00PM, Griffin Gate**

**TO BE RESCHEDULED TO APRIL 4TH AS THIS IS DURING SPRING RECESS**

***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.