



GROSSMONT COLLEGE
College Council
Thursday, May 22, 2025
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 checked="" type="checkbox"/> Lu Tri Vi Huynh	<input type="checkbox"/> <i>Colleen Moreno, CSEA</i>
	<input type="checkbox"/> Nathaniel Harris	<input type="checkbox"/> <i>Julio Soto, AFT</i>
	<input type="checkbox"/> Monserrat Lara Gonzalez	<input type="checkbox"/> <i>TBD, Administrators Association Rep</i>
	<input type="checkbox"/> Alexa Isabella Narvaez	<input type="checkbox"/> <i>Adrianne Garay-Lee, VPSS</i>
		<input checked="" type="checkbox"/> <i>Agustin Albarran, Int. VPAA</i>
		<input checked="" type="checkbox"/> <i>Sheree Stopper, VPAS</i>
		<input checked="" type="checkbox"/> <i>Joan Ahrens, Sr. Dean, CPIE</i>
		<input type="checkbox"/> <i>Ernesto Rivera, Director of College and Community Relations</i>

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
<input checked="" type="checkbox"/> Perla Lopez	<input checked="" type="checkbox"/> Andrew Hellier	<input type="checkbox"/> Courtney Willis
<input checked="" type="checkbox"/> Richard Unis	<input checked="" type="checkbox"/> Bryan Lam	<input checked="" type="checkbox"/> Sara Varghese
<input checked="" type="checkbox"/> Jeff Waller	<input checked="" type="checkbox"/> Brandi Tonne	<input checked="" type="checkbox"/> Nancy Saks
<input checked="" type="checkbox"/> June Yang	<input type="checkbox"/> Michele Martens <input checked="" type="checkbox"/> Proxy: Julie Bennett	<input type="checkbox"/> Wayne Branker

RECORDER	Guests:
<input checked="" type="checkbox"/> <i>Bernadette Black</i>	Janet Shipstead, Melissa Benton, John, Vanessa Fountain, Tate Hurvitz, Victoria Rodriguez, Theresa Apodaca, Karo Macias, Natalie Ray, John Czworkowski
<i>*Italicized = Non-voting</i>	

ROUTINE BUSINESS	
1. Welcome	<p>Denise acknowledged the many celebrations going on now and encouraged people to attend.</p> <p>The VPAS farewell is scheduled for May 29th.</p> <p>Denise noted they will go out again for the VPAA position in the fall.</p> <p>Denise asked to think about ways to enhance summer and fall enrollment. Perla suggested having a flyer for faculty and staff with class availability like we have done in the past. Agustin stated next week the VPs will be rolling out allocations and looking at productivity across the divisions.</p> <p>Denise encouraged using Genuine to cater events. Perla asked if they are able to hire student workers; it was noted that they only have one POS in the grill. For the summer, they are consolidating Pete's with Griffin Grill and hope to have a second system. Sheree added they are working on operational plans for the summer.</p> <p>Sara gave an update on parking for commencement. She got the fee negotiated down to \$10 (\$5 pre-sale). There are 200 spots for employees in levels 1 and 2 in parking structure 12.</p>
2. Establish Quorum (50%+1 of voting members)	Quorum was established.
3. Additions/Deletions to Agenda	There were no changes to the agenda.
4. Approve Meeting Notes (4/24/25)	The 4/24/25 meeting notes were approved.
5. Public Comment (3 min max per comment)	There were no public comments.

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS	
1. AUP Timeline	<p>Joan reviewed the AUP timeline with the Council. The prioritization committees have submitted their recommendations and Cabinet will need to take the summer to review these lists and see what the budget will be like for next year before decisions can be made. As a reminder, these lists are preliminary, and they will not be able to determine how far down the list they can go at this time. It was emphasized that we need to know what resources we have before that can happen.</p> <p>Perla inquired about the callouts for reassigned time as those are typically sent in the spring so they have time for scheduling. Joan reminded that the planning timeline is for the following year.</p>

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.*

<p>1. Annual Technology Request Rankings and Recommendation Form</p>	<p>Tate presented the Technology Committee’s prioritized list with College Council. Seventeen requests were ranked which is the most they have received since before COVID. Last year they received nine requests. He noted they went back to live presentations instead of video presentations. Some of the big dividers had to do with the criticality to the program and time sensitivity. The committee did individual rankings after reading the proposals, followed up with questions for clarification, and also sat in on presentations. They then prioritized the list and provided a rationale for each request. He added that there was one request for tutoring software, which at the time it was submitted, it was not critically high; however, there’s been further discussions at the college level since then that might have changed the criticality.</p> <p>Motion to approve: Andrew Second: Perla</p> <p>College Council approved their recommendation and will forward to the President.</p>
<p>2. Recommended changes to Technology Committee’s Charge and Composition and Recommendation Form</p>	<p>Tate reviewed the committee’s recommended changes to their charge and composition. Perla suggested replacing the word “stakeholders” with “interest holders”. In terms of process for making changes to committee charge and composition, Joan noted that typically the handbook is sent out for revisions and she collects that information which is then discussed at the governance retreat.</p>
<p>3. Classified Staffing Prioritization List and Recommendation Form</p>	<p>Joan stated the committee met March 26th and did revisions to the rubric. Their presentations were held on April 28th and 30th, deliberated May 5th, and presented their prioritized list to the Staffing committee on May 15th. Joan reviewed the list with the group. Janet Shipstead acknowledged how emotional the process was as there is great need for all positions.</p> <p>Motion for discussion: Jeff Second: Perla</p> <p>The committee ranked the positions based on the need and did not factor in whether positions were restricted or unrestricted. It is Cabinet’s responsibility to identify if positions can be funded elsewhere. Perla encouraged the consideration for staffing in the Village. Brandi inquired about the various student advisor positions and it was noted that they are probably for different departments. Perla shared concerns about using the term “advisor” in the job title as it implies the hiring of a position that has duties already performed by counselors.</p> <p>College Council approved their recommendation and will forward on to the president.</p>

<p>4. Faculty Staffing Prioritization List, PowerPoint, and Recommendation Form /</p>	<p>Agustin presented the faculty staffing prioritization list and reviewed their process and timeline. They developed four questions to make things more equitable for the presenters. Final rankings went to the Staffing committee last week. They received 26 requests.</p> <p>Motion for discussion: Perla Second: June</p> <p>It was noted that some of these positions have their own funding. Also, some of the narratives weren't very clear and there was a request to revisit on rewording some of the rationale since these are public documents. Also, it would be nice to have consistency in the formatting of prioritized lists as some came with narratives and another did not.</p> <p>Karo encouraged having a counseling lens in the faculty staffing process. It was noted that there is a counselor on the prioritization committee, and we now have more concrete data on the dashboard.</p> <p>Nancy inquired about the CVT program coordinator since it is not on the list. Agustin noted that the position is an accreditation requirement which makes it a priority and therefore was removed. Since this list still needs to be reviewed at Cabinet, she requested that the position remain on the list so it's included in the discussions. Agustin will make that update.</p> <p>Bryan noted that their next steps indicated a visit to Academic Senate and asked if they will also be visiting Classified Senate and ASGC. Agustin stated they haven't had that discussion.</p> <p>Joan made recommendations to the compositions of the prioritization committees at the Staffing committee. The classified staffing prioritization committee has overrepresentation of faculty. It was also proposed that it be under the umbrella of the Classified Senate. All of this will be discussed at the Governance retreat.</p> <p>June noted how the rubric is unable to capture the needs across campus and one of the issues is not having a Staffing plan so they do not know the overarching needs of the college. The Staffing committee has been trying to draft a plan for several years unsuccessfully. Richard suggested developing a Staffing plan that is separate from the budget. It was also reminded that it's not just the Staffing committee that does not get their requests funded; there have been facilities and technology requests that have not been funded either.</p> <p>After further discussion, College Council approved the recommendation and will forward to the president.</p>
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<p>5. Facilities Committee Prioritization List and Recommendation Form</p>	<p>Vanessa Fountain and Melissa Benton presented on the Facilities prioritized list. They reviewed the 11 requests that were received. That presentation can be found here: FPR Prioritization to CC 5-22-25 v3 F</p> <p>Motion for approval: Perla Second: Brandi</p> <p>College Council approved their recommendation and will forward on to the president.</p>
<p>6. Budget Committee Prioritization List and Recommendation Form</p>	<p>Sheree presented on the Budget Committee's prioritization list with the Council and reviewed the five requests that were received. They piloted a preliminary rubric to guide the evaluation of these requests. It will continue to undergo refinement. Next year, they will bring back a rubric for College Council.</p> <p>Motion for discussion: Perla Second: Jeff</p> <p>Agustin asked if the Nursing grant would be able to fund the Allied Health request, however, Nancy noted the grant must go towards nursing and the request here is for OTA.</p> <p>College Council approved the recommendation and will forward on to the President.</p>

NEW BUSINESS	
1.	

INFORMATION AND DISCUSSION	
<p>1. Strategic Hires (informational only)</p> <ul style="list-style-type: none"> • Administrative Assistant IV (CL-00513) • Evaluations Advisor (CL-00654) • UMOJA Counselor (CN-00080) 	<p>Denise reviewed the strategic hires that were moved forward.</p>
<p>2. Governance Retreat – July 17, 2025, 9:00-3:00pm</p>	<p>Joan stated the governance retreat is scheduled for July 17th from 9:00-3:00. The retreat is intended for College Council and governance committee chairs and co-chairs. She emphasized the importance of everyone's attendance as they will be reviewing the governance handbook and plan for next year.</p>

CONSTITUENCY AND COMMITTEE REPORTS (2 minutes maximum)	
1. Constituency Updates: ASGC, Academic Senate, Classified Senate, Administrators Association	<p>ASGC: Vi noted student elections were held and he will be serving as ASGC president as well as Student Trustee.</p> <p>Academic Senate: Perla noted this was her last meeting and Sharon Sampson will be stepping in this fall as the AS president. She thanked Richard for stepping in as proxy.</p> <p>Classified Senate: Andrew stated this was classified appreciation week and thanked the president and the executive team for the breakfast. He also added that he will be serving as Classified Senate president starting in the fall.</p> <p>Administrators Association: Administrators Association - Bd Mtg 05-20-25</p>
2. Budget Committee (BC)	<p>College Council May Budget Committee Report</p> <p>Sheree reported they reviewed next year's tentative budget assumptions, SCFF, reviewed progress made on budget overage on non-contract employees, and AUP requests.</p>
3. Facilities Committee (FC)	
4. Planning and Institutional Effectiveness Committee (PIEC)	
5. Professional Development Committee (PDC)	Victoria reported they had an assessment survey this spring and received 125 responses. They are working on a draft PD plan and will be writing the narrative over the summer.
6. Staffing Committee (SC)	
7. Classified Staffing Prioritization Committee (CSPC)	
8. Faculty Staffing Prioritization Committee (FSPC)	
9. Student Success & Equity Committee (SSEC)	Victoria noted they put out a student survey to help inform the student equity plan. They have summer retreats scheduled to create the draft plan and College Council was invited. The plan is due November 30 th . The goal is to share out the draft in the fall.
10. Technology Committee (TC)	
11. Accreditation Steering Committee	Joan reported they had their last meeting yesterday. They talked about the presentation from the Governing Board and went over goals to improve. ACCJC has a new rubric which was discussed at their convening. ACCJC is advocating for colleges to highlight higher education. The ISER is scheduled to go to the Governing Board in November and submitted to ACCJC no later than December 15 th .

<p>12. Governance Priorities Workgroups Report Outs</p> <ul style="list-style-type: none"> • Overall campus engagement (<i>Graylin Clavell, Diana Torres, Agustin Albarran</i>) • Training (<i>Tate Hurvitz, Denise Whisenhunt, Jennifer Bennett, Perla Lopez</i>) • Participation (<i>June Yang, Wayne Branker, Julio Soto, Karo Macias, Courtney Willis</i>) • Communication (<i>Ernesto Rivera, Carmina Caballes, Diana Torres, Sheree Stopper</i>) 	Denise Whisenhunt
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FOLLOW-UP		
Who	Item	Timeline

<p>Participatory Governance:</p> <p>College Council Website</p> <p>Governance Handbook</p>

<p><u>NEXT MEETING:</u> No Meetings during the summer</p>
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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.