GROSSMONT
COLLEGE

GROSSMONT COLLEGE
College Council
Thursday, April 24, 2025
3-5 p.m.
LIVING ROOM

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
☒ *Denise Whisenhunt, President*	☒ Lu Tri Vi Huynh		☐ *Colleen Moreno, CSEA*
	☒ Nathaniel Harris		☐ *Julio Soto, AFT*
	☐ Monserrat Lara Gonzalez		☐ *TBD, Administrators Association Rep*
	☐ Alexa Isabella Narvaez		☒ *Adrianne Garay-Lee, VPSS*
			☐ *Agustin Albarran, Int. VPAA*
			☐ *Sheree Stopper, VPAS*
			☒ *Joan Ahrens, Sr. Dean, CPIE*
			☒ *Ernesto Rivera, Director of College and Community Relations*

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
☐ Perla Lopez ☒ Proxy: Natalie Ray	☒ Andrew Hellier	☐ Courtney Willis ☒ Proxy: Sara Varghese
☒ Richard Unis	☒ Bryan Lam	☐ TBD
☒ Jeff Waller	☒ Brandi Tonne	☒ Nancy Saks
☐ June Yang	☒ Michele Martens	☐ Wayne Branker

RECORDER	GUESTS
☒ *Bernadette Black*	Theresa Apodaca, Tate Hurvitz, Victoria Rodriguez
Italicized = Non-voting	

ROUTINE BUSINESS	
1. Welcome	Joan chaired the meeting on Denise's behalf.
2. Establish Quorum (50%+1 of voting members)	Quorum was established.
3. Additions/Deletions to Agenda	No additions/deletions to the agenda.
4. Approve Meeting Notes (3/27/25)	In follow up to the tutoring update from last meeting, Joan reminded College Council members that they need to remain impartial and think of the college's needs as a whole. It is not our responsibility to do program evaluations as we have a process for that. Correction made: Under accreditation, Joan noted that it should state that they are pleased with the progress being made. The notes were approved.
5. Public Comment (3 min max per comment)	Tate gave an update on the official start of password protocols which will take into effect, June 3rd. Everyone will be required to move to a 16 character pass "phrase". Bryan asked if there can be spaces or special characters for the pass phrase; Tate was not sure, however, noted that communication should be coming out from the district soon. Also, the computer screen will auto-lock after 15 minutes if the computer has not been touched. If there is a video on (such as a Zoom meeting), the computer will recognize that and will not auto-lock. This will also impact classrooms. Tate added that there will be a provision that makes specific spaces not feasible for the auto-lock feature. This will only impact faculty and staff (not students).

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS	
1.	

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.*	
1. Gym Update	The recommendation to not move forward with the gym replacement was accepted by College Council. College Council then made the same recommendation to the President. **Facilities Committee Report Out for NO Gymnasium Replacement 4-23-25**

NEW BUSINESS	
1.	

INFORMATION AND DISCUSSION	
1. Governance Handbook Review	The link to the governance handbook was shared. Joan noted that people have a couple more weeks to provide their feedback which will be reviewed at the governance retreat. She suggested having comments ready to share at the next meeting.
2. AUP 2025 Timeline	Joan shared the link to the AUP timeline for 25/26, noting that it was sent out to the deans to share with their chairs and coordinators. It was also sent to the chair of chairs and coordinators as well. Following the timeline is important because facilities requests, in particular, involve a 3-step process. The first step is a feasibility study that includes a cost analysis. If the feasibility study is approved, the resource request is then submitted in Nuventive.
3. Accreditation	Joan stated the current accreditation standards were adopted in 2024. ACCJC provided a list of required evidence and the standard information that all colleges should have. One of the documents is the policy on program discontinuance. Our AP is very light and does not provide details on how to protect students in the event a program is discontinued. The policy is also a Title IV requirement. Because this is a 10+1 matter, it was discussed at Curriculum committee and with the Academic Program Review co-chair, and it was also discussed at ADSOC. Tate noted he had visited a college and one of their roadblocks was the hesitance to recommend discontinuance of a program staffed by colleagues, and they recommended a program revitalization committee which has a more positive connotation.

Joan stated she will be attending an ACCJC workshop next week on using data as a storytelling technique. |
| 4. Strategic Hires (informational only)
• Specialty Lab Technician II/ARC (IA-00122)
• Computer Lab Technician (CL-00501) | Two strategic hires were shared with College Council. |
| 5. Gym Update | Loren gave an update on the gym noting that it was also shared with the Facilities committee. It is their recommendation not to do the gym replacement due to escalating construction costs and the world economy. He summarized the process that was taken, starting with the FPP to get the gym approved, noting that the projected total went from $24M to $55M. The state's projection increased to $15M; the district committed $5M, which left the college to fill the remaining balance of $35M to fund this project. Richard asked if the college had the opportunity to consult with other contractors, and Loren noted that this is not from a single contractor. Research was conducted on the projected cost. |

Gym Update (con't)	Next steps: He stated they need to inform the State by May 1st that we are either accepting the state funds or are not moving forward with this project at this time. By not moving forward, this preserves the opportunity to see future FPP dollars. The current structure of the gym is sound and can continue to be used for programs. This was brought to College Council as a recommendation from the Facilities committee, which means it should have come here for a vote. It was recommended and agreed to move this under consensus. The recommendation to not move forward with the gym replacement was accepted by College Council. College Council then made the same recommendation to the President. Facilities Committee Report Out for NO Gymnasium Replacement 4-23-25
6. Governance Retreat – July 17th	The governance retreat will be held on Thursday July 17th on campus. The participants are chairs/co-chairs of governance committees and college council. This will be an opportunity to hear recommendations for updates to the handbook and governance committees.
7. Travel Requests	It was noted that off campus requests need to be submitted in a month in advance. Adrianne noted that they are working on a rubric so there is something tangible to review. Michele asked if there's been discussions about moving this to an electronic approval process, and it was noted that the Business Services office has piloted off campus requests via DocuSign. She also asked if training will be provided so people know how to fill out the form and what documentation is required. It was agreed that paperwork processing could be more efficient. Tate noted that we are under-utilizing WorkDay and that these should be processed through that system. It was also noted that the Business Services office are responsible for making travel arrangements.
CONSTITUENCY AND COMMITTEE REPORTS (2 minutes maximum)	
1. Constituency Updates: ASGC, Academic Senate, Classified Senate, Administrators Association	**ASGC:** Vi stated ASGC travelled to the general assembly and networked with other colleges and voted on resolutions. ASGC selected Bryan Lam as the club advisor of the year and commended his dedication to student clubs. They also worked on budget development and will double the amount of grants to clubs ($1,000), for 20 clubs. ASGC elections will be posted on April 30th. Lastly, they are also working on their benefit package. **Academic Senate:** Natalie reported a vote went out to change the bylaws to include a second PT faculty rep on the next election. **Classified Senate:** Michelle reported they held their student appreciation pop up event and had 311 attendees. She acknowledged Sara Varghese for the food donations, and thanked the faculty who volunteered. Classified Senate is getting ready for the annual CLI conference. Lastly, a new eBoard will be starting in July: President – Andrew Hellier; Vice President – Janice Fischer; Secretary – Debora Hanssen; and Treasurer – Roma Sitta. **Administrators Association:** AA newsletter
2. Budget Committee (BC)	Sara noted they reviewed budget augmentations requests as well as one time requests and are prioritizing them using their rubric.

3. Facilities Committee (FC)	Discussed earlier.
4. Planning and Institutional Effectiveness Committee (PIEC)	Joan stated the big focus was on bolstering the AP for program viability.
5. Professional Development Committee (PDC)	Victoria indicated they are working on a draft PD plan. The goal is to circulate the draft plan for approval this fall. They have identified different themes that our campus has demonstrated a need for based on the needs assessment survey. There is currently a survey out now and will gather that feedback as well.
6. Staffing Committee (SC)	Natalie stated they met last week. Joan brought a recommendation there to reexamine the committee's charge and prioritization committee compositions so there's equitable participation. There was discussion about aligning the rubrics from the prioritization committees so they are similar.
7. Classified Staffing Prioritization Committee (CSPC)	Adrianne stated they are prioritizing their requests and will hear presentations on Monday. The goal is to bring the prioritized list to College Council next month.
8. Faculty Staffing Prioritization Committee (FSPC)	No report.
9. Student Success & Equity Committee (SSEC)	Victoria indicated they are deep in writing the new Student Success and Equity plan for the 25/26 cycle. A workgroup comprised of members from PIEC, SSE and operational teams, has been meeting and using the template similar to last cycle to create the plan. It focuses on the same five metrics and coming up with three different strategies for each metric. They are compiling a survey that will go out next week to students for their feedback.
10. Technology Committee (TC)	Tate stated they are working on their prioritization requests and will meet next week to finalize their list. Their recommendation will come to College Council next month. They will also bring a recommendation on some changes to their charge and composition.
11. Accreditation Steering Committee	Discussed earlier.
12. Governance Priorities Workgroups Report Outs • Overall campus engagement *(Graylin Clavell, Diana Torres, Agustin Albarran)* • Training *(Tate Hurvitz, Denise Whisenhunt, Jennifer Bennett, Perla Lopez)* • Participation *(June Yang, Wayne Branker, Julio Soto, Karo Macias, Courtney Willis)* • Communication *(Ernesto Rivera, Carmina Caballes, Diana Torres, Sheree Stopper)*	It was suggested sending a reminder to folks to start meeting. It was also noted there have been transitions in staffing since the workgroup members were identified.

FOLLOW-UP		
Who	**Item**	**Timeline**
All	• Share out AUP timeline • Share out update on gym replacement • Inform people that off campus request required submitting a month in advance • 16 character pass phrase starting June 3rd	

Participatory Governance:

College Council Website

Governance Handbook

<u>**NEXT MEETING:**</u> **May 22, 2025, 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.