



GROSSMONT COLLEGE
College Council
Thursday, August 28, 2025
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
<input checked="" type="checkbox"/> Pam Luster, <i>Interim President</i>	<input checked="" type="checkbox"/> Lu Tri Vi Huynh	<input type="checkbox"/> Colleen Moreno, CSEA
	<input checked="" type="checkbox"/> Selena Minez	<input type="checkbox"/> Julio Soto, AFT
	<input type="checkbox"/> Vacant	<input type="checkbox"/> TBD, <i>Administrators Association Rep</i>
	<input type="checkbox"/> Vacant	<input checked="" type="checkbox"/> Adrienne Garay-Lee, VPSS
		<input checked="" type="checkbox"/> Joan Ahrens, Int. VPAA
		<input checked="" type="checkbox"/> Meya Alomar, VPAS
		<input checked="" type="checkbox"/> Tate Hurvitz, Int. Sr. Dean, CPIE
		<input checked="" type="checkbox"/> Ernesto Rivera, <i>Director of College and Community Relations</i>

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
<input checked="" type="checkbox"/> Sharon Sampson	<input checked="" type="checkbox"/> Andrew Hellier	<input checked="" type="checkbox"/> Courtney Willis
<input checked="" type="checkbox"/> Richard Unis	<input checked="" type="checkbox"/> Bryan Lam	<input type="checkbox"/> Sara Varghese
<input checked="" type="checkbox"/> Jeff Waller	<input checked="" type="checkbox"/> Brandi Tonne	<input checked="" type="checkbox"/> Proxy: Veronica Romero
<input checked="" type="checkbox"/> June Yang	<input checked="" type="checkbox"/> Michele Martens	<input checked="" type="checkbox"/> Nancy Saks
		<input type="checkbox"/> TBD

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

ROUTINE BUSINESS	
1. Welcome	<p>Interim President Pam Luster welcomed and thanked everyone for their service to the campus. She emphasized the importance of sharing accurate information from this Council with constituents, recognizing the hard work and commitment of its members.</p> <p>Introductions were made. <i>Note: This is the final year of service on the Council for Courtney Willis and Nancy Saks.</i></p> <p>President Luster also expressed appreciation to the Student Representatives, highlighting the quick and enthusiastic response to serve on this Council.</p>
2. Establish Quorum (50%+1 of voting members)	Quorum established
3. Additions/Deletions to Agenda	No additions/deletions.
4. Approve Meeting Notes (5/22/25)	Approved, no opposed, one (abstained)
5. Public Comment (3 min max per comment) – Review of public comment process	<p>Luster emphasized the need to clarify the process for public comments. She noted that some members have been bringing forward issues during public comment, and suggested that such matters may be more appropriate as agenda items.</p> <p>The Council discussed whether public comment should remain open as a standing item, with the understanding that topics raised could then be evaluated to determine if they should be placed on a future agenda. Members agreed that the purpose is not only to hear concerns but also to identify solutions.</p> <p>To streamline the process and make the best use of meeting time, members were encouraged to email Bernadette with potential items for follow-up. A separate link will also be provided for submitting written comments.</p> <p>Action taken: Members to email Bernadette Black with potential items for the Agenda for follow-up/review.</p>

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS	
1.	

FOR CONSENSUS *	
<p><i>* 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.</i></p>	
1.	

NEW BUSINESS	
1. Review Council Charge	<ul style="list-style-type: none"> • Charge Review <ul style="list-style-type: none"> ○ Michele Martens read aloud the current committee charge and asked if it was clear and reflective of the committee's work. ○ It was noted that while the charge looks good in theory, there is no operational handbook to guide the process. ○ It was added that transparency in annual unit planning and decision-making has not been consistent. • Governance Retreat <ul style="list-style-type: none"> ○ The annual governance retreat, which includes Council members and committee co-chairs, provides an opportunity to review roles, responsibilities, functions, and timelines. ○ It was suggested that given the breadth of responsibilities, the Council may benefit from focusing on a smaller list of priorities. • Historical Perspective <ul style="list-style-type: none"> ○ Richard Unis shared that the current shared governance process and handbook are relatively new and was originally designed to codify all desired processes. However, the scope may have proven to be more ambitious than feasible. ○ Emphasis on three priorities: ensuring transparency of efforts, clarifying roles, and focusing on realistic outcomes.
2. Review 25/26 Meeting Schedule	<p>Luster requested that Council members review the meeting schedule and provide feedback.</p> <p><i>Action taken: Members to review the Meeting Schedule and provide feedback, if any.</i></p>
3. Final ISER Review	<p>Tate Hurvitz reported that the Draft ISER is currently at 76 pages—significantly fewer than in previous submissions, meeting the new ACCJC expectations. The ISER has been reviewed section by section and shared through governance committees for feedback. It is now with the President and will then move to the Chancellor for review and feedback before returning to the Steering Committee for final review.</p> <p>As of today, the ISER is posted on the PIEC/Accreditation webpage link, with an opportunity to provide feedback available here link. The goal is to submit the finalized ISER to the Governing Board in November, with final submission to ACCJC in December.</p>

INFORMATION	
<p>1. Strategic Hires:</p> <ul style="list-style-type: none"> • Administrative Assistant IV/Student Services (CL-00513) • Evaluations Advisor (CL-00654) • UMOJA Counselor (CN-00080) • Science Lab Technician II / Biology (IA-00022) • Student Success Liaison (CL-00671) • Associate Dean of Nursing (MG-00151) • Nursing faculty (IN-00074) • Director of A&R (Z-00012536) • Science Lab Technician II /Biology (IA-00140) • Account Technician Sr. (CL-00073) • Custodian (CL-00104) • Custodian (CL-00346) • Custodian (CL-00460) • CVT Instructor (IN-00053) 	<p>Luster reported that three custodial positions are moving forward. The team is currently reviewing all vacant, funded positions to determine how far we can proceed, with the goal of completing this work early.</p> <p>Although the list of positions is extensive, the Committee did not meet over the summer. It was noted that the Chancellor emphasized the importance of remaining competitive and releasing positions early. At the same time, alignment with the budget and sound financial decision-making is essential. There was some discussion about setting aside funding for new positions; however, no formal plan has been established.</p>

DISCUSSION	
<p>1. Debrief on Governance Retreat</p>	<p>Tate Hurvitz one of the things we did, was do a survey – How is our governance processes working?</p> <p>Key Highlights – Strengths:</p> <ul style="list-style-type: none"> • Strong commitment to participation. • Committees generally felt safe to share openly. • Processes are becoming clearer. • Notable progress in budget transparency. <p>Key Highlights – Areas for Improvement:</p> <ul style="list-style-type: none"> • Inconsistent onboarding for new committee members. • Limited flow and communication between committees. • Scheduling challenges: VPs serve on too many committees. • Transparency improvements needed: clearer templates, meeting notes, and recommendation forms to College Council. • Lack of clarity on how recommendations transition into action. • Faculty: Concern that the full “faculty voice” is not always represented. • Classified Staff: Supervisors need to allow classified employees time to participate in governance. <p>Suggestions for Improvement:</p> <ul style="list-style-type: none"> • Develop a shared understanding of consensus-based decision-making; possibly through a short video. • Encourage College Council members to model leadership and development within their committees. • Co-chairs should ensure clarity of purpose and help members stay focused and connected to the work.

	<ul style="list-style-type: none"> • Improve onboarding for new members, possibly with training videos outlining responsibilities and expectations. • Increase collaboration on agenda setting; ensure all voices are included.
CONSTITUENCY AND COMMITTEE REPORTS (2 minutes maximum)	
1. Constituency Updates: ASGC, Academic Senate, Classified Senate, Administrators Association	<p>ASGC Update</p> <ul style="list-style-type: none"> • The ASGC Board held a retreat to discuss priorities and focus areas for the year. • ASGC has participated/will participate in the following events: <ul style="list-style-type: none"> • WOW tables • Ice Cream Social in Building 60 • Constitution Day – September 17 • Planning Forum • Expressed interest in having President Luster deliver a keynote address at an upcoming event. <p>Academic Senate Update</p> <ul style="list-style-type: none"> • Expressed interest in working with the Professional Development Committee to support a mentor/mentee program focused on conflict resolution and fostering positive approaches to addressing conflict. • Highlighted the value of campus tours as a way to connect content faculty and Professional Development, particularly to help part-time faculty feel more integrated into the college community. • Noted a need for funding to support AB 1705 initiatives. Members expressed that there was limited awareness of this funding, emphasizing the importance of more intentional collaboration moving forward. <p>Classified Senate Update</p> <ul style="list-style-type: none"> • Excited to be moving toward full representation on all committees. Multiple individuals applied, and selections were made using a rubric to prioritize student success and technology. • Attendance is growing: both recent Senate meetings had many new participants, reflecting the expansion of Classified Senate. • Planning a Fall Retreat in October to set goals and vision. This will include professional development around governance, leadership values, and the role of the Senate. The semester-long focus is on leadership development, beginning with stewardship and compassion. • Classified are busy and working hard to support students, particularly during the start of the semester. • Noted strong participation in Super Saturday, where the full staff assisted hundreds of students.

	Administrators Association (AA) Update <ul style="list-style-type: none"> The new Executive Board is fully staffed. Board members will serve a two-year term. Notable members include Bryce Storm, Director of Facilities at Cuyamaca College, and VP Manager, Renee Nasori. In April, the AA implemented a new orientation program for administrators. This fall, District HR engaged the AA, and the AA will also review and update its bylaws.
2. Budget Committee (BC)	No report – Next meeting September 18, 2025.
3. Facilities Committee (FC)	No report.
4. Planning and Institutional Effectiveness Committee (PIEC)	PIEC has not met yet, but will be discussing KPIs.
5. Professional Development Committee (PDC)	No report, next meeting late September.
6. Staffing Committee (SC)	Has not met yet; last year it was Co-chaired by VPAS Sheree Stopper. VPSS, Adrienne Garay-Lee will Co-Chair with a Classified Professional. Next meeting Date is September 22, 2025.
7. Classified Staffing Prioritization Committee (CSPC)	No report.
8. Faculty Staffing Prioritization Committee (FSPC)	Joan Ahrens and Rodney Fitzgerald will serve as Co-Chairs. At the retreat, a timeline was established and will convene the group to review the rubric. The team is ready to move forward.
9. Student Success & Equity Committee (SSEC)	First meeting next month. Working on the Student Success and Equity Plan, asking for feedback.
10. Technology Committee (TC)	No report.
11. Accreditation Steering Committee	No report.
12. Governance Priorities Workgroups Report Outs <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>) 	If workgroups are needed, we can develop that as needed. Luster wanted to clarify her commitment to transparency and follow-through. She promised to: <ul style="list-style-type: none"> Be transparent in decision-making Be transparent about what is coming next Celebrate those who deserve recognition Updates: <ul style="list-style-type: none"> The College has submitted its first Bachelor's Degree proposal in CSIS. The District is considering the next bond measure. Input will be sought from the community Facilities issues remain a challenge. While we cannot address everything at once, we are committed to making thoughtful, responsible decisions moving forward.

FOLLOW-UP		
Who	Item	Timeline

Participatory Governance:

[College Council Website](#)

[Governance Handbook](#)

[College Council Recommendation Form](#)

NEXT MEETING: September 25, 2025 @ 3:00PM, 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.