GROSSMONT COLLEGE

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College Council
Thursday, October 23, 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
☒ *Adrianne Garay-Lee for Pam Luster, Interim President*	☒ Lu Tri Vi Huynh	☐ *Colleen Moreno, CSEA*
	☐ Selena Minez	☐ *Julio Soto, AFT*
	☐ Nathaniel Harris	☐ *TBD, Administrators Association Rep*
	☐ Eric Anzures	☒ *Adrianne Garay-Lee, VPSS*
		☐ *Joan Ahrens, Int. VPAA*
		☒ *Meya Alomar, VPAS*
		☒ *Tate Hurvitz, Int. Sr. Dean, CPIE*
		☒ *Ernesto Rivera, Director of College and Community Relations*

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
☒ Sharon Sampson	☒ Andrew Hellier	☐ Courtney Willis
☒ Richard Unis	☒ Bryan Lam	☒ Sara Varghese
☒ Jeff Waller	☒ Brandi Tonne	☒ Nancy Saks
☐ June Yang	☐ Michele Martens ☒ Proxy: Janice Fischer	☐ Javier Ayala

RECORDER	GUEST
☒ *Bernadette Black*	Victoria Rodriguez
Italicized = Non-voting	

ROUTINE BUSINESS	
1. Welcome	Adrianne welcomed everyone to the meeting at 3:05PM.
2. Establish Quorum (50%+1 of voting members)	Quorum was established.
3. Additions/Deletions to Agenda	Tate asked to add ISER as a consensus item per the discussion at last College Council meeting.
4. Approve Meeting Notes (9/25/25)	Motion to approve: Jeff Waller Second: Tate Hurvitz Meeting notes were unanimously approved.
5. Public Comment (3 min max per comment)	No public comments were made.

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. ISER	Tate provided a recap of the ISER process, noting that it was the most inclusive process he has experienced. He shared the names of those who sit on the accreditation steering committee and reviewed the timeline. This started back in spring 2024 and acknowledged Joan Ahrens for her organization. Teams were developed by standards, which included faculty, classified professionals, administrators, and students, and they collected evidence and wrote brief notes to its relevance. The consultants then met with the committee and went through the evidence section by section, and the consultants wrote a draft based on that feedback. The steering committee then went through that draft and corrections were made. That second draft was then shared with all participatory governance committees for their feedback, which included faculty, classified professionals, administrators and students. That feedback was then worked into the revisions of the ISER. That draft was then shared with the president and chancellor who offered their feedback, as well as district for factual corrections. About six weeks ago, that draft ISER was then uploaded on the website along with a feedback form which provided an opportunity for the campus to share input. It also went to Academic Senate, Classified Senate, Administrators Association, and ASGC, and their feedback was incorporated into the ISER. The final ISER will be going to the Governing Board in November and is due to ACCJC on December 15th. Tate noted that there may be updated evidence that will need to be swapped out (such as the Student Equity Plan which ends 2025). Jeff acknowledged the process has been transparent but addressed a broader issue on incidents where faculty were left out of discussions, and would like to find a way to move forward so this does not happen again. Motion to approve: Jeff Waller Second: Sharon Sampson Abstained: One abstention. The Council recommended moving this forward.

NEW BUSINESS
1.

INFORMATION	
1. Strategic Hires: • Financial Aid Assistant (CL-00247) • Administrative Assistant III/ESBS (CL-00518) • CSIS faculty (IN-00238) • ESL faculty (IN-00304) • Biology faculty (IN-00181) • Computer and Web Support Specialist (New) • Network Specialist I (New) • Technology Specialist Accessibility (New) • Administrative Assistant III/Equity (New) • Athletic Trainer (New) • Financial Aid Assistant (CL-00039) • Financial Aid Assistant Sr. (CL-00108) • CARE Program Specialist (New) • Student Services Assistant ARC (New) • Student Engagement Coordinator (New) • Career Counselor (New) • Athletic Academic Advisor (CL-00280)	Adrianne noted that all new positions listed were discussed at last College Council. As a reminder, all new positions for faculty and classified went through the prioritization committees. It was also added that for the last several years, there were no classified positions hired off the prioritized list; only replacement or mandated positions. Jeff added that he would like to see the percentages of administrative hires as compared to other colleges to determine how well we are balanced and/or future discussion of the process in which hiring decisions are made.

CONSTITUENCY AND COMMITTEE REPORTS (2 minutes maximum)	
1. Constituency Updates: ASGC, Academic Senate, Classified Senate, Administrators Association	**ASGC**: Vi reported they hosted donuts with deans and had over 100 in attendance. Dr. Rodriguez gave a presentation on the Student Equity plan. Dr. Hurvitz came to the interclub council for feedback on the ISER and will also be presenting at the next ASGC meeting. They are coordinating with FYE on hosting a Halloween event / costume contest. **Academic Senate**: Sharon reported that on November 10th, Academic Senate plans on providing meals for veterans and their families. They are also partnering with the Child Development Center through in-kind donations for their family night. The draft Faculty Protocol on safety will be voted on by the Senate at the next Senate meeting. The draft was shared with the VCHR to verify any areas of potential conflict with the existing District policy that was apparently modified in July. Sharon will also share that with the president. Regarding the MOU with the District and the National University, the senate voted to put a moratorium on the agreement until a process is established to collegially consult with Senate on curriculum matters with transparent steps for implementation. Richard reported that part time faculty are in a process of creating a survey regarding onboarding to shared governance committees. He also expressed a concern about the processing time of academic hire forms. Sharon also talked about creating a Canvas container for onboarding and professional development. **Classified Senate**: Andrew reported they hosted their student appreciation pop up event which was successful. Thank you grams are now open and available through December 1st. They are now offering a one pound chocolate bar option. Classified

	Senate will be hosting their annual retreat next Friday which will include a student panel, professional development activity, and a review of their constitution and bylaws. Lastly, he mentioned Tate reported on the AI taskforce at a recent meeting and Victoria presented the Student Equity plan. **Administrators Association**: Newsletter
2. Budget Committee (BC)	Meya reported they went through the charge and responsibilities. Loren provided a facilities update. She recently attended an ACBO conference and is focused on providing budgeted related training.
3. Facilities Committee (FC)	The committee reviewed the facilities use form process. They also reviewed Facilitron and noted that a module will be added to help with event planning. The committee also talked about keeping doors shut to help with pest control. Sharon noted that faculty have several questions regarding the 500 construction update and will email those questions to Meya. Richard added that contractually, adjuncts should be allocated an office space when new buildings are renovated. Meya will follow up. Lastly, Sara reminded that there should be a facilities update, along with all governance committee updates, at ASGC.
4. Planning and Institutional Effectiveness Committee (PIEC)	Tate noted they had a conversation around key performance indicators which are the metrics we look at as a college to look at progress. There is an annual process where they look at last year's data, look at trends and set targets for upcoming year. They are having a conversation on revising the KPIs and a subgroup was formed to review them. Tate added that there have been issues with Nuventive which has slowed the CPIE office in getting the AUPs organized. The goal is to have them out by November 1st.
5. Professional Development Committee (PDC)	Victoria stated the committee agreed to do a PD assessment this fall (instead of the spring), to help with drafting the PD plan. They reviewed the survey questions and feedback was provided. The survey will be circulated in November. The committee also talked about having a definition of professional development and what it means to us. Once developed, that recommendation will come to College Council.
6. Staffing Committee (SC)	Adrianne reported they have had difficulty in getting the meeting scheduled. The goal is to meet in November.
7. Classified Staffing Prioritization Committee (CSPC)	The committee has not yet met and typically meets early Spring.
8. Faculty Staffing Prioritization Committee (FSPC)	The committee is looking at changing their charge and composition. They are looking to adding classified representatives to their composition.
9. Student Success & Equity Committee (SSEC)	Victoria reported they have gone to constituent groups and both Senates with the draft Student Equity plan, and will be going to ASGC this Friday for feedback. She shared the QR code with College Council so their feedback can be gathered. The deadline to submit feedback is October 31st. She will be sharing the draft plan with President's Cabinet next week. The final plan will be shared with College Council at next meeting. It is scheduled to go

	to the Governing Board in November and is due to the state at the end of November.
10. Technology Committee (TC)	Tate reported their first meeting is scheduled this month.
11. Accreditation Steering Committee	
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)*	

FOLLOW-UP		
Who	**Item**	**Timeline**
Sharon Sampson Meya Alomar	Email Meya the list of questions from faculty regarding the 500 construction. Follow up on adjunct office space in the 500s. There was an inquiry about addressing the security structure for students accessing email and Canvas during travelling internationally during an emergency, and whether that should go to the Technology committee. It was agreed that this discussion should be brought to ADSOC.	

Participatory Governance:

College Council Website

Governance Handbook

College Council Recommendation Form

NEXT MEETING: December 4, 2025 @ 3:00PM, Griffin Gate (RESCHEDULED DUE TO HOLIDAY)

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.