



**GROSSMONT COLLEGE**  
**College Council**  
**Friday, December 6, 2019**  
**9:00 a.m. – 11:00 a.m.**  
**Distance Learning Room (70-066)**  
**MINUTES**

**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.

CONVENOR	ASSOCIATED STUDENTS OF GROSSMONT COLLEGE	ADVISORY
<input checked="" type="checkbox"/> <i>Mike Reese</i>	<input checked="" type="checkbox"/> Leobardo Rubio	<input checked="" type="checkbox"/> <i>Bill McGreevy</i>
	<input type="checkbox"/> Nhi Nguyen	<input checked="" type="checkbox"/> <i>Judd Curran</i>
	<input checked="" type="checkbox"/> <del>Blanca Valdez</del> Tasha Courtney (Proxy)	<input checked="" type="checkbox"/> <i>Patty Sparks</i>
	<input type="checkbox"/> Benjamin Blevins	<input type="checkbox"/> <i>Barbara Gallego</i>

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
<input checked="" type="checkbox"/> <del>Joel Castellano</del> Tate Hurvitz (Proxy)	<input checked="" type="checkbox"/> Nadia Almaguer	<input checked="" type="checkbox"/> Javier Ayala
<input checked="" type="checkbox"/> Denise Schulmeyer	<input checked="" type="checkbox"/> Cindy Emerson	<input checked="" type="checkbox"/> Martha Clavelle
<input checked="" type="checkbox"/> Julio Soto	<input checked="" type="checkbox"/> Michele Martens	<input checked="" type="checkbox"/> Lida Rafia
<input checked="" type="checkbox"/> Richard Unis	<input checked="" type="checkbox"/> <del>Colleen Parsons</del> Dana Mints (Proxy)	<input type="checkbox"/> Michael Copenhaver

RECORDER	GUESTS
<input checked="" type="checkbox"/> <i>Graylin Clavell</i>	<input checked="" type="checkbox"/> Nabil Abu-Ghazaleh
<input checked="" type="checkbox"/> <i>Krista Ames-Cook</i>	<input checked="" type="checkbox"/> Joan Ahrens
	<input checked="" type="checkbox"/> Agustin Albarran
	<input checked="" type="checkbox"/> Marion de Koning
	<input checked="" type="checkbox"/> Eric Klein
	<input checked="" type="checkbox"/> Bryan Lam
	<input checked="" type="checkbox"/> Jocelyn Pacheco-Fonesca
<i>*Italicized = Non-voting Member</i>	<input checked="" type="checkbox"/> Melissa Takagi

<b>ROUTINE BUSINESS (10 minutes)</b>	
1. Public Comment (5 minutes)	N/A
2. Welcome	The meeting began at 9:03am.
3. Establish Quorum (50% + 1)	Quorum reached.
4. Additions/Deletions to Agenda	N/A
5. Approve Meeting Notes (5 minutes)	10.24.19 meeting minutes approved.

<b>DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS (10 minutes)</b>	
6.	

<b>NEW BUSINESS (80 minutes)</b>	
7.	

**FOR CONSENSUS (minutes)**

1. Recommendation from Staffing Committee on Prioritization of Faculty Positions (Marion de Koning)

Marion de Koning spoke to the council on a recommendation from the Staffing Committee regarding a new process as there is confusion and concerns as to where certain departments fit (Dream, FYE, and Library). This issue is a result of the old process which does not take into account these departments' specific data. After further deliberations and since there was no standard deviation the group was completely in consensus on the results of the rankings below. The committee's recommendation is to examine the process of the staffing committee to address special circumstances regarding further information on positions and how they are ranked.

Marion then showed a list of for the Faculty Prioritization list of which positions to hire in 2020-2021:

1. BIO 1
2. PSYCH 1
3. CSIS 1
4. ESL
5. COMM
6. DANCE
7. THEATRE
8. ENGL 1
9. PHYSICS
10. PHIL
11. MATH
12. SPAN
13. CHEM
14. PSYCH 2
15. ENGL 2
16. CSIS 2
17. BIO 2

Suggestions for change:

- Those that are planning to retire to feel secure to announce that without possible repercussions
- Return of presentations
- Representation of each division to make up the committee
- Legal Mandate positions should be removed from the ranking process
- How to receive feedback from constituencies

**The council decided to move forward with the ranking list but to separate out the three positions (DREAM, FYE, and LIB) from the list and further investigate the need of these positions.**

***Addendum to meeting summary  
(approved 23 Jan.2020)***

College Council Recommendation Form related to the Prioritization of Faculty Positions for 2020-2021 Academic Year was prepared after the meeting on 12/06/2019. Added to the meeting summary for documentation purposes.

<p>2. Facility Requests (Melissa Takagi)</p>	<p>Grossmont Facilities Project Request Ranking:</p> <ol style="list-style-type: none"> <li>1. Gizmo’s Kitchen</li> <li>2. LTRC Commons Remodel</li> <li>3. End Period Poverty Baskets</li> <li>4. Upgrade 34 Lobbies</li> <li>5. Biology Cabinets</li> <li>6. Biology Teaching Garden</li> <li>7. Amateur Radio</li> </ol> <p>Melissa Takagi presented to the council a prioritization list of facility projects that have been submitted to the Facilities Committee. <b><u>The council was in consensus for moving the Facilities Committee’s Prioritization List forward.</u></b> For more information on the requests please see the attached Facilities Request Packet and ranking list.</p>
<p>3. Professional Development Committee Recommendation: Teaching/Learning Center (Lida Rafia)</p>	<p>As the co-chair of the Professional Development (PD) Committee, Lida Rafia proposed to the council a recommendation from the committee for a Teaching and Learning Center. The recommendation is to move forward on a vision of a Teaching and Learning center that would be a define space where all campus employees (classified, faculty, and administrators) can come to build community, create awareness of ourselves as individuals, and a space to promote engagement amongst other things. Please see the recommendation form from the Professional Development Committee that is included in the College Council Agenda Packet.</p> <p>This PD Committee proposal is different than the proposal given in the LTRC Commons facility project request that was previously voted to move forward. The LTRC Commons is suggesting a space with the remodel to house a Teaching and Learning Center where as the proposal coming from the PD Committee is the vision as to what the Teaching and Learning Center will be for and for whom. The place of location is yet to be determined.</p> <p><b><u>The council was in favor to move forward as a recommendation to the President.</u></b></p>
<p>4. Biology Laptops – Technology Committee (Eric Klein)</p>	<p>Eric Klein is requesting the council to move forward a recommendation for Biology laptops. The cost is roughly \$81k, and this would be funded off-cycle.</p> <p><b><u>The council voted to unanimously to move the request forward.</u></b></p>
<p>5. Strategic Hires</p> <p><i>Revisions to meeting summary (approved 23 Jan.2020)</i></p>	<ul style="list-style-type: none"> <li>- PVAC Director</li> <li>- Custodian</li> </ul> <p><b><u>The council voted to unanimously to move these two strategic hires forward.</u></b></p> <p>The <u>Arts, Languages and Communication (ALC)</u> Faculty position (<u>Art/Sculpture</u>) will be held off for vote for the time being as information on this position is still needed. Once the information is provided, President Abu-Ghazaleh will move to fill this position as soon as possible as it would be to fill a faculty position in which <u>this</u> is the only faculty position for this specific section. Without filling it, classes would be significantly impacted.</p>

<b>INFORMATION AND DISCUSSION (20 minutes)</b>	
1. ADSOC Proposal: Develop Guidelines to the Formation of Committees (Denise Schulmeyer)	Denise Schulmeyer spoke to the council to formalize a new process on forming future committees/taskforces to ensure that duplicate work is not taking place and already being done by a standing body.
2. Guided Pathways Scale of Adoption Self-Assessment (Joan Ahrens & Javier Ayala)	<b>TABLED</b>

<b>COMMITTEE REPORTS (20 minutes)</b>	
3. Facilities Committee	See "Facility Requests" above
4. Budget Committee (Bill McGreevy)	<p>Bill McGreevy discussed with the council the following items from the 11.14.19 Budget Committee meeting:</p> <ul style="list-style-type: none"> <li>- The Annual Unit Plan (AUP) draft and timeline was presented which alerted the Budget Committee to provide funding sources analysis and provide findings to college council, review patterns of high-cost needs and determine to set aside funding for these;</li> <li>- Received an Accreditation update from the team and participants was that it was a smooth process;</li> <li>- Reviewed Adoption Budget from October which restricted, categorical, and grant funds are detailed on the expenditure statement;</li> <li>- The Quarterly update was discussed in which Prop and/or Bond funds will not be on the quarterly report</li> <li>- Additional changes to Student Center Funding Formula will be discussed at the next meeting;</li> <li>- Possibly bringing in the new Interim Vice Chancellor for Business Services, Sahar Abushaban, to the next meeting</li> </ul>
5. Professional Development Committee (Lida Rafia)	See "Recommendation from Professional Development Committee of Teaching and Learning Center"
6. Staffing Committee (Marion de Koning)	Marion de Koning reiterated the need to discuss a new plan/process on the hiring process for the committee. The next meeting will be in January.
7. Planning and Institutional Effectiveness Committee (Jocelyn Pacheco-Fonseca)	<p>Jocelyn Pacheco-Fonseca quickly reviewed the following that the Planning and Institutional Effectiveness Committee (PIEC) went over at their last meeting:</p> <ul style="list-style-type: none"> <li>- Drafting a list of Key Performance Indicators (KPIs) based on the Guiding Principles which would include definitions and rationale for each metric and clarifying component</li> <li>- Currently identifying the leading indicators that we can work with to affect change</li> <li>- The next PIEC 101 section will be about equity</li> </ul>
8. Student Success & Equity Committee (Lida Rafia)	<p>Lida briefed the council on the following topics that were covered during the November 7<sup>th</sup> Student Success and Equity Committee meeting:</p> <ul style="list-style-type: none"> <li>- Equity Belief Statement: more work to be done at the December Student Success and Equity meeting</li> <li>- Guided Pathways Academic and Career Pathways Sorting Activity was presented by Shawn Hicks and received feedback</li> <li>- The Guided Pathways framework was presented at SS&amp;E – the work to date, and how our strategic goals, and integrated planning goals align with the GP framework were also presented to give context to the Scale of Adoption Self-Assessment (due to the State chancellor's office March 30, 2020). SS&amp;E will be seeking feedback from operational groups on SOA. Once feedback is received it will come to college council early next semester for the President's signature and approval.</li> </ul>
9. Technology Committee (Eric Klein)	Eric Klein told the council that the Technology Committee is looking forward to putting into practice the new Annual Unit Plan.

**FOLLOW-UP (5 minutes)**

<b>Who</b>	<b>Item</b>	<b>Timeline</b>

**10. WORK AHEAD (10 minutes)**

- **Date for Committee Chairs and College Council to meet**
- **Date for College Council Retreat**

**Today's College Council meeting ended at 11:01am.**

**NEXT MEETING: Thursday, January 23<sup>rd</sup> (3:00 p.m. – 5:00 p.m., 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.

#### ***Rules of Engagement***

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 Convenor 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 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





# G R O S S M O N T C O L L E G E

## College Council Recommendation Form

Return Recommendation Form to the recorder ([Graylin.Clavell@gcccd.edu](mailto:Graylin.Clavell@gcccd.edu)). [College Council](#) meets every fourth Thursday of the Month from 3:00 p.m. to 5:00 p.m. -- typically in Griffin Gate.

**Please submit this form by the third Thursday of each month** to allow review time and to add to the agenda. Please allow a two-month window for all requests for discussion and further action.

**Recommendation Guidelines:** This form should be submitted, along with relevant supporting materials, to Graylin Clavell upon the completion of committee work - for consideration at the College Council. The proposal will be agendaized and information regarding the day and time of the scheduled discussion will be made available to the chair of the submitting body. This form documents both the request and the action taken by the council and may be considered as a formal record of the process.

### Contact Information:

Committee Making the Request:

Title of Request:

Date of Request:

(Prepared on 01/22/2020)

Required by Date if Any & Why:

(Ex. Grant Proposal Deadline Date)

Chair / Co-Chair Contact name:

(Prepared by Krista Ames-Cook)

Phone/Extension:

Email Address:

**Summary of Recommendation/Request:** Briefly describe the nature of the request that will be presented and discussed in the meeting. You may also attach and refer to relevant documents which contain more detail - such as a prioritized list, a plan, or a report.

**Value to College:** As the College Council is a recommending body to the College President, please note the proposed outcome/recommendation you will be seeking from the Council. Please note and explain any specific relationship of this work to the [Grossmont Mission](#), [Strategic Plan Goals](#), the [Equity Plan](#), and/or other formally noted priorities or mandates.

**Committee(s) Consulted & Their Response(s):** If this proposal includes any work done in collaboration with another committee - or was consulted with other bodies before coming to College Council, please note those bodies and the nature of their involvement in the process.

Estimated cost if known or applicable:

Source of Funding:

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**FOR COLLEGE COUNCIL TO COMPLETE:**

College Council Recommendation:

Approved

Not Approved

Refer to:

College Council Feedback (Rationale for approval/non-approval or purpose of referral)

**Faculty Prioritization  
for 2020 - 2021  
Academic Year**

1 BIO 1

2 PSYCH 1

3 CSIS 1

4 ESL

5 COMM

6 DANCE

7 THEATRE

8 ENGL 1

9 PHYSICS

10 PHIL

11 MATH

12 SPAN

13 CHEM

14 PSYCH 2

15 ENGL 2

16 CSIS 2

17 BIO 2

DREAM

FYE

LIB