



**GROSSMONT COLLEGE**  
**College Council**  
**Thursday, January 23, 2020**  
**3:00 – 5:00 p.m.**  
**Location: 41-117 (ESW Classroom)**  
*(Location change for January only)*

**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.

CONVENOR	ASSOCIATED STUDENTS OF GROSSMONT COLLEGE (ASGC)	ADVISORY
<input checked="" type="checkbox"/> Mike Reese	<input checked="" type="checkbox"/> Leobardo Rubio	<input checked="" type="checkbox"/> Bill McGreevy
	<input checked="" type="checkbox"/> Nhi Nguyen	<input type="checkbox"/> Judd Curran
	<input type="checkbox"/> Blanca Valdez	<input checked="" type="checkbox"/> Patty Sparks
	<input type="checkbox"/> Vacant	<input checked="" type="checkbox"/> Barbara Gallego
		<input checked="" type="checkbox"/> Aaron Starck

ACADEMIC SENATE	CLASSIFIED SENATE	ADMINISTRATORS' ASSOCIATION
<input checked="" type="checkbox"/> Joel Castellaw	<input checked="" type="checkbox"/> Nadia Almaguer	<input checked="" type="checkbox"/> Javier Ayala
<input checked="" type="checkbox"/> Denise Schulmeyer Sebastien Cormier (Proxy)	<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"/> Colleen Parsons	<input checked="" type="checkbox"/> Michael Copenhaver

RECORDER	GUESTS	
<input checked="" type="checkbox"/> Krista Ames-Cook	<input checked="" type="checkbox"/> Eric Klein	<input checked="" type="checkbox"/> Loren Holmquist
<i>*Italicized = Non-voting Member</i>	<input checked="" type="checkbox"/> Jocelyn Pacheco-Fonseca	<input checked="" type="checkbox"/> Nabil Abu-Ghazaleh
	<input checked="" type="checkbox"/> Bryan Lam	<input checked="" type="checkbox"/> Dana Mints
	<input checked="" type="checkbox"/> Nedra Brown	<input checked="" type="checkbox"/> Kurt Brauer

ROUTINE BUSINESS (15 minutes)	
1. Welcome	The meeting began at 3:02 PM.
2. Establish Quorum (50% + 1)	Quorum reached (14 of 16 voting members present)
3. Additions/Deletions to Agenda	None

<p>4. Approve Meeting Notes (5 minutes)</p>	<p><a href="#">Meeting on December 6, 2019</a> – <b>Approved with 2 updates/revisions as noted:</b></p> <p>a. <b>For Consensus (Item #1)</b> – Addendum to meeting summary with attachment - “College Council Recommendation Form related to the Prioritization of Faculty Positions for 2020-2021 Academic Year was prepared after the meeting on 12/6/2019. Added to the meeting summary for documentation purposes.”</p> <p>b. <b>For Consensus (Item #5)</b> – Revision to meeting summary approved (additions shown in underline and deletion shown in strikethrough) – “The <del>Visual Arts &amp; Humanities</del> <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>
<p>5. Public Comment (5 minutes)</p>	<p>President Nabil Abu-Ghazaleh shared that he and three other GC administrators will be attending the <a href="#">CCC Job Fair</a> in Los Angeles on Saturday, Jan. 25, 2020. The positions to be advertised are the ones from the faculty prioritized list as presented by College Council in December 2019, along with the two positions for administrators.</p> <ul style="list-style-type: none"> <li>• <u>Faculty (in alphabetical order):</u> Art/Sculpture, Biology, Psychology, Computer Science Information Systems (CSIS), English as a Second Language (ESL), Communication/Forensics, Dance (contingent on funding), Theatre (contingent on funding), DREAM Counselor (contingent on funding), and First-Year Experience (FYE) Counselor.</li> <li>• <u>Administrators:</u> Vice President Academic Affairs (VPAA) and Vice President Administrative Services (VPAS)</li> </ul> <p>Dr. Abu-Ghazaleh added that even though we are hiring new faculty, the total overall number of faculty will remain about the same, or relatively flat (plus or minus one position) based on retirements and other factors. Focus is on hiring faculty based on greatest priorities. The Strategic Hire forms for Art/Sculpture, Dance, and Theatre will not be brought to College Council again because they were presented in December 2019.</p>

<b>DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS (10 minutes)</b>	
<p>1.</p>	

**NEW BUSINESS (20 minutes)**

1. Facilities Process Presentation  
(Loren Holmquist)

Presentation also shared at Flex Week Division Meetings (2020SP)

[Attachment:](#) "Facilities & Operations" PowerPoint slides

Highlights:

- How to Contact Facilities – by phone between 7A and 4:30P: 619-644-**7594**; after hours: *Emergency* Facilities calls should go to CAPS x7654; by email (avail. 24 hours) to [Grossmont.Maint.andOPS@gcccd.edu](mailto:Grossmont.Maint.andOPS@gcccd.edu). This email inbox is monitored by 4 people and is the best option for requesting work orders.
- Coverage for our campus – For the entire campus, including District buildings, we have 1 Operations employee (mail, setups, recycling) from 6A-2:30P; 1 day shift Custodian from 12P-8P; 3 swing shift Custodians from 4P-12:30A; and 17 graveyard shift Custodians from 10P-6:30A. We also have 1 Plumber and 1 Carpenter from 6A-2:30P; 1 Access Control/Locksmith/Door Repair from 7A-4:30P; 2 HVAC from 5A-3:30P; and 4 Groundskeepers (for 135 acres) from 5A-1:30P. The Athletics Dept. has 1 Field Maintenance person from 6A-2:30P; 1 Athletics Maintenance person (all Athletic ESW facilities) from 5A-1:30P; and 1 Athletics Maintenance swing shift person from 2P-10:30P.
- When & How to contact Facilities – By phone = urgent, time-sensitive issues (e.g., leaks, safety issues, and anything that would interrupt or effect class-room instruction or staff working environment); if the phone goes to voice-mail – please leave a message (checked regularly) and also follow up with an email to [Grossmont.Maint.andOPS@gcccd.edu](mailto:Grossmont.Maint.andOPS@gcccd.edu). By email = non-urgent work orders, service requests, all after hours issues, recycle & shredding requests.  
\*\* For ALL building alarms, fire alarms, and anything electrical = call [Electronic Maintenance](mailto:Electronic.Maintenance@gcccd.edu) at 619-644-**7761**.
- How Work Orders are handled/prioritized
- Types of Requests (Work Order, Facility Project Request, GC New/Relocation Office Request Form, Furniture/Equipment Move, Install Request Form, and Facility Use Request Form). Note: Facility use Request Form is done through Instructional Operations, however anything with set ups must have at least 3 weeks' advance notice (do we have enough employees to do the setup, is there a liability issue with the setup?).

Bill thanked Loren, Colleen, and Kurt for all the work the facilities staff does with limited people and resources. Cindy echoed this and thanked the facilities team for how clean the Bldg. 10 floor was after the recent polishing before flex week.

Loren asked the group to guess: How many facility use requests (that require setups) does the Facilities office handle in one year? Answer: Between 3,500 and 4,000!

<b>FOR CONSENSUS (35 minutes)</b>	
<p>1. Strategic Hires</p> <p><u>Attachment:</u> Packet of Strategic Hire Forms (8 total)</p>	<ul style="list-style-type: none"> <li>- AOJ Administrative Assistant I</li> <li>- CDC Assistant Sr.</li> <li>- Custodial Supervisor</li> <li>- Financial Aid Assistant</li> <li>- Financial Aid Assistant, Sr.</li> <li>- Health Professions Specialist</li> <li>- Outreach Coordinator</li> <li>- Researcher</li> </ul> <p>Patty commented on the AOJ Admin. Assistant I strategic hire – This position needs to be a higher class and/or a new job description needs to be written that fully reflects the scope of the work in this job. She recently did a reclassification training at all locations (GC, CC, and District). All (classified professional) job descriptions are outdated, most recent on file is 2006 when the internet was “brand new” in many office settings. She also reminded the group that “additional job duties” need to be vetted through HR because classified professionals do have rights.</p> <p>Javier added that he supports working with CSEA to see what can be accomplished before (or after) hiring a new person for this position. Mike C. commented that there are two ways to change a classification of a classified position – either through reclassification or through a department org mod restructure. Javier requested the group to approve this strategic hire with the understanding that he will work to get it reclassified.</p> <p>Cindy commented on the Researcher strategic hire – We need an additional researcher.</p> <p><b><u>The council voted unanimously to move forward with these eight (8) strategic hires forward as presented.</u></b></p>
<p>2. Participatory Governance Spring 2020 Schedule – College Council</p>	<ul style="list-style-type: none"> <li>• Request from student leaders (ASGC) to not have shared governance committee meetings scheduled during the last week of classes (Admin. Roundtable 9 Jan. 2020)             <ul style="list-style-type: none"> <li>○ Leo commented that the ASGC would like to avoid meetings during both midterms and finals.</li> <li>○ Mike R. stated that finals week can definitely be observed, however not having meetings during midterms may be problematic and we could possibly use proxies (for students) more effectively during midterms.</li> </ul> </li> <li>• Decide on changes to College Council (CC) meeting dates that conflict with spring break and finals week.</li> <li>• Refer to graphic (below) for reference. <i>Green shaded cells are when faculty and/or students are out.</i> Suggestions for new College Council dates are highlighted in yellow.             <ul style="list-style-type: none"> <li>○ Proposal to move College Council (CC) meeting from Thursday, 3/26 to Thursday, 3/19 from 1:00 to 3:00 PM. Location: TBD <b><u>The council approved this change in date and time for March 2020 mtg.</u></b></li> <li>○ Proposal to move College Council (CC) meeting from Thursday, 5/28 to Thursday, 5/21 from 1:00 to 3:00 PM. Location: TBD <b><u>The council approved this change in date and time for May 2020 mtg.</u></b></li> </ul> </li> <li>• Note: Dates for SSEC and PIEC in January and date for Facilities in February were changed, all noted with an asterisk (*).</li> </ul>

Week of:	M	T	W	R	F
12/30/2019			FC	SSEC	
1/6/2020				BC	
1/13/2020			PDC		
1/20/2020	HOLIDAY			CC, SSEC *	
1/27/2020	TC				PIEC *
2/3/2020	FC *			SSEC	
2/10/2020				BC	HOLIDAY
2/17/2020	HOLIDAY		PDC	SC	PIEC
2/24/2020	TC			CC	
3/2/2020			FC	SSEC	
3/9/2020				BC	
3/16/2020			PDC	SC, CC *	PIEC
3/23/2020	FC SPRING BREAK	SPRING BREAK	SPRING BREAK	CC SPRING BREAK	HOLIDAY SPRING BREAK
3/30/2020			FC	SSEC	
4/6/2020				BC	
4/13/2020			PDC	SC	PIEC
4/20/2020				CC	
4/27/2020	TC				
5/4/2020			FC	SSEC	
5/11/2020				BC	PIEC
5/18/2020			PDC	SC, CC *	
5/25/2020	FC HOLIDAY	FINALS	FINALS	CC FINALS	FINALS
6/1/2020			FC	SSEC Graduation	4/10 - Closed

INFORMATION AND DISCUSSION (15 minutes)	
1. Participatory Governance Committee Spring 2020 Schedules	<p>Participatory Governance committees should finalize their spring schedules and share them when they are ready.</p> <p><b>Action Item: Finalize spring meeting schedules and share with College Council.</b></p>
2. Guided Pathways Scale of Adoption Self-Assessment (Lida Rafia)	<p>Scale of Adoption Self-Assessment (SOAA) submission deadline is March 1, 2020. <a href="#">Attachment:</a> Scale of Adoption Self-Assessment (SOAA) - DRAFT</p> <p>Lida updated the group about the timeline for reviewing the draft SOAA. Request to take a close look at CTE/WD and Student Services areas and submit feedback. Plan will be submitted as is unless Lida and Sharon receive additional feedback. This SOAA is attached to funding, so if we can leverage this we would appreciate your input.</p> <p><b>Action Item: Review SOAA (attached) and send feedback to Lida Rafia and Sharon Sampson ASAP (before Feb 7, 2020).</b></p> <p>Javier added that this was reviewed at Deans Council and that Joan Ahrens is the contact person.</p>

<b>COMMITTEE REPORTS (20 minutes)</b>	
1. <b>Budget Committee (BC)</b> (Bill McGreevy)	No Report – Next meeting on Thursday, Feb. 13 <sup>th</sup> from 3:00 to 4:30 PM (CCR 10-106)
2. <b>Facilities Committee (FC)</b> (Loren Holmquist)	No Report – Next meeting on Monday, Feb. 3 <sup>rd</sup> from 1:00 – 2:30 PM (DLR 70-066)
3. <b>Planning and Institutional Effectiveness Committee (PIEC)</b> (Jocelyn Pacheco-Fonseca)	Jocelyn reported that the PIEC constituency representatives are taking the Key Performance Indicators (KPIs) to their respective groups for discussion. Feedback will be compiled and PIEC hopes to get the KPIs approved by April 2020 and is planning to give first report out of KPIs in May 2020.
4. <b>Professional Development Committee (PDC)</b> (Lida Rafia)	No Report – Next meeting on Wednesday, Feb. 19 <sup>th</sup> from 2:00 – 3:30 PM (Griffin Gate)
5. <b>Staffing Committee (SC)</b> (Marion de Koning)	No Report – Next meeting on Thursday, Feb. 20 <sup>th</sup> from 3:00 – 4:30 PM (DLR 70-066)
6. <b>Student Success &amp; Equity Committee (SSEC)</b> (Lida Rafia)	See above report in Information & Discussion (Item #2)
7. <b>Technology Committee (TC)</b> (Eric Klein)  <u>Attachment:</u> District Technology Plan (Draft)	<p>Eric reported that Michael Stewart is stepping down as the TC co-chair. A new co-chair will be finalized at the next meeting on Monday, Jan. 27<sup>th</sup>.</p> <p>Eric added that constituency groups are currently reviewing a draft of the District Technology Plan and that the Technology Committee is seeking feedback. He requested that council members also review it and send him any input.</p> <p><b>Action Item: Review draft District Technology Plan (attached) and send feedback to Eric Klein before the March 2020 Technology Committee meeting.</b></p> <p>Patty asked – Who authored the District Technology Plan? Per Eric, Chris Tarman was the main author.</p>

<b>FOLLOW-UP (5 minutes)</b>		
Who	Item	Timeline
Participatory Governance Committee Co-Chairs	Finalize spring meeting schedules and share them to College Council via email to <a href="#">Mike Reese</a> and <a href="#">Krista Ames-Cook</a>	One week prior to February College Council meeting (by Feb. 20, 2020)
College Council Members	Review SOAA (attached) and send feedback to <a href="#">Lida Rafia</a> and <a href="#">Sharon Sampson</a>	On/before Friday, February 7, 2020
College Council Members	Review draft District Technology Plan (attached) and send feedback to <a href="#">Eric Klein</a>	One week prior to March Technology Council meeting (by Feb. 18, 2020)

<p>8. <b>WORK AHEAD (10 minutes)</b></p> <ul style="list-style-type: none"> <li>• Date for Committee Chairs and College Council to meet (TBD)</li> <li>• Date for College Council Retreat (TBD)</li> </ul> <p><b>Today's College Council meeting ended and adjourned at 4:02 PM.</b></p>
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**NEXT MEETING: Thursday, February 27<sup>th</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.