



**GROSSMONT COLLEGE**  
**College Council**  
**Thursday, February 27, 2020**  
**3:00 – 5:00 p.m.**  
**Location: 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.

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

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	<input checked="" type="checkbox"/> Cindy Emerson	<input type="checkbox"/> Martha Clavelle
<input checked="" type="checkbox"/> Julio Soto	<input checked="" type="checkbox"/> <del>Michele Martens</del> Proxy: Bryan Lam	<input checked="" type="checkbox"/> Lida Rafia
<input type="checkbox"/> Richard Unis	<input checked="" type="checkbox"/> Colleen Parsons	<input checked="" type="checkbox"/> Michael Copenhaver

RECORDER	GUESTS	
<input checked="" type="checkbox"/> <i>Krista Ames-Cook</i>	<input checked="" type="checkbox"/> <i>Nabil Abu-Ghazaleh</i>	<input checked="" type="checkbox"/> <i>(John) Brodney Fitzgerald</i>
<i>*Italicized = Non-voting Member</i>	<input checked="" type="checkbox"/> <i>Catherine Webb</i>	<input type="checkbox"/>

ROUTINE BUSINESS (25 minutes)	
1. Welcome	The meeting began at 3:05 PM and introductions were made around the table.
2. Establish Quorum (50% + 1)	Quorum established with 14 of 16 voting members present.
3. Additions/Deletions to Agenda	Request to add "President's Report" as a standing agenda item; thumbs-up approval to include for today and as an ongoing item for Routine Business.
4. Approve Meeting Notes (5 min.)	<a href="#">Meeting on January 23, 2020</a> Approved as presented.
5. Public Comment (5 min.)	None

6. President's Report (10 min.)

Nabil thanked the group for allowing his report to become a standing item. As we're moving through the first years of our participatory governance system, we felt it was important to not have the president interrupt the process, however there are times that ongoing reports and updates are helpful.

We have a good sense of the college's achievements and our outcomes are enviable, however we haven't been pushing these items out into the community to date. It's time to claim our space again and marketing these items.

- Brag Sheet: Grossmont College (GC) is the #1 gateway to SDSU for actual transfers, ratio/percentage regardless of institutional size; it could be said that if you want to improve your chances of getting into SDSU, then attend GC first and complete an Associate's Degree here. SDSU's president attests that the transfer students who come from GC are better prepared than (some) native SDSU students. Also, GC is nationally ranked (#54) for serving minority students. We currently have an application for the Aspen award; these accolades, and others like them, are worth mentioning now because we have been doing the hard work to improve and these efforts are paying off. It's time to start bragging. President will be unveiling a brag sheet at the Chamber of Commerce Breakfast on Friday, March 6, 2020. We need to brag, so we can also increase enrollment.
- Enrollment: Declines in enrollment have led to lower earned revenue. In the next 2-3 years, the projections do not look good. We need to get our enrollments up and we have to restrain our expenses. One of the areas that we were planning to have future expenditures was with hiring full-time faculty. At a previous College Council meeting, the president indicated that he would go down the prioritized list to a certain number. However, at this time in light of recent events, he is going to roll back the number of FT faculty that we will be pursuing. One number that was considered was the FON (Full-Time Obligation Number), which is a combined number with Cuyamaca and is counted as a district. When the FON is adjusted with this year's enrollment numbers, we are above the FON by 31 (10%) already without hiring any new FT faculty. The second number that was considered is the 50% law. The current number is estimated at 52.5%, which has gone up from last year. So we are not in violation of the 50% law if we do not hire any new FT faculty. President is feeling the burden. In 3 years' time, even if the hold-harmless agreement is extended, we would not be able to afford new FT hires if conditions remain the same. There is not a hiring freeze at the district level.

For FT faculty hiring, the biology position will move forward. The art/sculpture and communication/forensic positions will move forward as they carry over from last year (previous hiring season). President is still struggling with the psychology and CSIS positions. His question for psychology is: What do students need rather than what to do the faculty/department need?

Psychology is currently developing some additional curriculum to address under-served populations, so he will move forward with hiring one psychology faculty. He will also move forward with CSIS position since this is an area of growth and there is a pending retirement. President is hoping to fund CSIS position with categorical funds. Instructional faculty will stop there. For non-instructional faculty, president is considering the FYE (First Year Experience) and Dream Center positions if categorical funding can be found and will proceed with one or both. He does not plan on using general funds for these positions.

It's always exciting to invite additional people to join our institution, however this must be done if it's sustainable and we can support these positions financially. The process is a balancing act, and it's not permanent. When the funding (and enrollment) improves, then we will proceed accordingly. President

	<p>is simply tapping the brakes right now. Having to make difficult decisions right now. For example, the positions for dance and theatre are on hold, even with a new PVAC, so we can afford to hire a PV tech who can help run the building.</p> <p>Question from Colleen: Will we get an update on e the status of the Classified Staffing Prioritization List? Nabil stated that he will have updates soon.</p>
--	---

DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS (10 minutes)	
<p>1. Participatory Governance Committee Spring 2020 Schedules</p>	<ul style="list-style-type: none"> <li>• <b>Technology Committee: March 16*, April 27, May 18*</b> (All Mondays from 11 AM to 12:30 PM). Dates in March and May adjusted for Spring Break &amp; Memorial Day. <b>Action Item:</b> Krista to update spring 2020 calendar and send out to College Council.</li> </ul>

NEW BUSINESS (20 minutes)	

FOR CONSENSUS (35 minutes)	
<p>1. Strategic Hires <a href="#">Attachment:</a> Strategic Hire Form</p>	<p><b>Business Services Specialist</b></p> <ul style="list-style-type: none"> <li>• Colleen addressed the group and provided background on this position. This person answers the phone (campus operator), assists with travel, keys disbursement, etc.</li> <li>• <b>Consensus:</b> Approved unanimously with a thumbs-up vote.</li> </ul>
<p>2. Updated ranked list of faculty positions</p>	<p>There was some confusion after the faculty prioritized list was presented to College Council in January. Specifically, a question arose about the communication/forensics position. Was the position on the list (previously at #5) the existing/pending position or a “new” position? After an email discussion with the Faculty Staffing Prioritization Committee (FSPC) and then a recommendation to the Staffing Committee (also done via email), a revised list is being put forward for official consideration (see below).</p> <p><b>Instructional Faculty</b></p> <ol style="list-style-type: none"> <li>1. COMMUNICATION/FORENSICS (search currently underway)</li> <li>2. ART/SCULPTURE</li> <li>3. BIOLOGY</li> <li>4. PSYCHOLOGY</li> <li>5. CSIS</li> <li>6. ESL</li> <li>7. DANCE</li> <li>8. THEATRE</li> <li>9. ENGLISH</li> <li>10. PHYSICS</li> <li>11. PHILOSOPHY</li> <li>12. MATHEMATICS</li> <li>13. SPANISH</li> <li>14. CHEMISTRY</li> <li>15. PSYCHOLOGY 2</li> <li>16. ENGLISH 2</li> <li>17. CSIS 2</li> <li>18. BIOLOGY 2</li> <li>19. COMMUNICATION 2</li> </ol> <p><b>Non-instructional Faculty</b></p> <ol style="list-style-type: none"> <li>1. DREAM COUNSELOR</li> <li>2. FYE COUNSELOR</li> <li>3. LIBRARY</li> </ol> <p><b>Consensus:</b> Approved to move this list forward to the president with one (1) thumbs-down vote and the rest were thumbs-up.</p>

<b>INFORMATION AND DISCUSSION (15 minutes)</b>	
<p>1. Governance Evaluation Process/ Timeline (Catherine) <a href="#">[HANDOUT]</a></p>	<p>Year 1 is wrapping up and there will be two (2) phases to the governance evaluation process. Catherine shared a handout with the proposed timeline and high-level activities.</p> <p>Phase 1 – Governance Process Evaluation</p> <ul style="list-style-type: none"> <li>• Meeting last week (Feb. 20<sup>th</sup>) with the participatory governance co-chairs; original survey will be updated and distributed; semi-structured focus groups will follow.</li> <li>• Summer 2020 will be when all the results (survey &amp; focus groups) are synthesized. Findings will be presented after that (August/Sept. 2020).</li> </ul> <p>Phase 2 – Governance Handbook Evaluation &amp; Updates</p> <ul style="list-style-type: none"> <li>• A second short survey will be done focusing on the handbook – collecting information about what’s working, what needs clarification, what needs to be tweaked, etc.</li> <li>• Fall 2020 is when a draft 2<sup>nd</sup> edition of the handbook will be shared and discussed. Updates will take place and a revised handbook is scheduled to be released in January 2021.</li> </ul> <p>Colleen asked who would be making the changes in the handbook. Per Catherine, the original handbook work group may reconvene, although this has not been determined yet.</p> <p>Barbara asked about focus groups – will there be outside consultants or would this be done internally? Per Catherine, the thought right now is to use internal folks.</p>
<p>2. Accreditation Response Plan (Catherine) <a href="#">[HANDOUT]</a></p>	<p>We received the recommendations from ACCJC and now we’re going to work on these areas. Our follow-up report is due by March 1, 2021, so we’re working backward and planning to be done by December 2020.</p> <p>Accreditation Liaison Officer (ALO) = Catherine Webb; Faculty Co-Chair = Tate Hurvitz. Work Teams are being formed right now. Handout with GC Accreditation Response Plan (handout) and timeline were reviewed.</p> <p>Colleen asked how the proposed work teams were selected. Per Catherine, she selected positions/roles that are most engaged in the areas that are knowledgeable about each recommendation.</p> <p>Request from Leo (ASGC) to add a glossary or footnoted version that spells out acronyms. Catherine agreed and followed up that she would like to make sure there is ASGC representation on the Accreditation Steering Committee, and possibly some of the work groups.</p> <p><b>Action Item:</b> Catherine to add a glossary, or footnotes, to the Accreditation Response Plan that spells out acronyms.</p> <p>Joel commented that the SLO piece seems like a heavy-lift. Does Catherine agree? Catherine stated that we are working toward progress, not perfection. The Grossmont Outcomes Assessment Team (GOAT) has been meeting to see who/where improvements are being made. Assessment may be happening, however not collected or implemented. Hoping to show that we have a completed process in place for assessment, AUPs, some adjustments to Program Review, etc. Focus is on starting where we are, and we’re striving for direction/progress. Joel appreciated her comments and he observed that to complete what is actually listed requires an organizational/cultural shift at GC that has been hesitant for over a decade. Catherine commented that professional development (PD) is a place where we will continue to look and review at all levels. Seeking intentional and meaningful change that is sustainable, and how can we make first step(s) toward the meaningful end. Not interested in simply checking the box because ACCJC said we needed to do it.</p>

<p>Accreditation Response Plan (continued)</p>	<p>Blanca (ASGC) asked a question about assessment and placement of students into courses. Catherine stated that “assessment” in the above discussion is different.</p> <p>Judd commented that he agrees with Joel that we need a cultural shift and he likes hearing that we’re going to start where we are. What would help build momentum is to have a system in place that would help folks as they are starting to make changes. Thinking of the council of chairs and coordinators and the AUP schedule and how to keep the systems aligned. Per Catherine, she is already thinking of how she and CPIE can assist with keeping this data front and center when people are working on their AUPs. Judd added that for Requirement #3 (“Every syllabus includes SLOs consistent with official COR”) – this was recently presented on by Jeff Waller. Momentum is building on where to find the information to make sure CORs are updated on syllabi.</p> <p>Request to have ongoing updates from the Accreditation Steering Committee to College Council. Possibly add a standing 5 minute check-in on future agendas. Most are in agreement (thumbs up). Question from Julio that we take into account the total number of minutes already on the agenda. This check-in could possibly be a written report and placed at the end of the meeting along with the other participatory governance committee reports.</p> <p><b>Action Item:</b> Krista to add Accreditation Steering Committee as a standing report on future College Council agendas.</p>
--	--

<b>COMMITTEE REPORTS (20 minutes)</b>	
<p>1. <b>Budget Committee (BC)</b> (Judd Curran)</p>	<p>Judd distributed a <a href="#">handout</a> with an overview of the second (2<sup>nd</sup>) quarter unrestricted general fund expenditures. The handout was reviewed and summarized with the group. At the last budget committee meeting, the committee composition was also reviewed. There was a discussion about confirming the length of the various terms for representatives with the different constituency groups. The Off-Cycle Budget Augmentation Request form was also reviewed at the last meeting. A draft was displayed for the group and updates/revisions are in progress. The goal is to have a more user-friendly form soon.</p> <p>Question from Joel about the percentage (90%) that is going to salaries: Do we know how this number compares with other community colleges? Do we know at what point this number is untenable (unsustainable)? Nabil added that we are looking at GC’s numbers on this chart, and typically the data is looking at the entire GCCCD. A level of 85% is considered ideal, creeping above 90% is a cause for concern. Michael Copenhagen commented that in uncertain times, the picture shifts as we do not know how the hold-harmless agreement will play in to this down the road.</p> <p>Patty commented that the amount of funding that goes to salaries/benefits is not equitable. Additional duties tend to get added to classified staff without additional compensation (during times of financial uncertainty). Need to be aware that classified staff have been shouldering the burden, when the percentage of salaries seems so high this does not accurately reflect the amount going to classified staff.</p>
<p>2. <b>Facilities Committee (FC)</b></p>	<p>No Report</p>
<p>3. <b>Planning and Institutional Effectiveness Committee (PIEC)</b></p>	<p>No Report</p>

4. <b>Professional Development Committee (PDC)</b> (Lida Rafia)	Lida shared a report that included a review of the PDC's committee goals. There is a handout on the website attached to the last meeting's summary. They are gaining an understanding of who we are, why, what we do, how we're tied with other committees. She also shared that they broke down some different focus efforts (faculty, staff, and district) and the group is looking at the culture and how we are going to promote our strategic goals. Committee members will be going back to their constituencies and bringing back input/feedback for their current year's goals.
5. <b>Staffing Committee (SC)</b>	No Report
6. <b>Classified Staffing Prioritization Committee (CSPC)</b>	No Report
7. <b>Faculty Staffing Prioritization Committee (FSPC)</b>	No Report
8. <b>Student Success &amp; Equity Committee (SSEC)</b> (Lida Rafia)	<p>Lida shared that the SSEC has some new members this year, which brings about a new energy. However also brings about some challenges when folks are unfamiliar with the participatory governance process. Reminder to members that they are representing their constituency groups rather than themselves. The belief statement has been ongoing for 1.5 years and some folks are getting hung up on the wordsmith-ing and editing process. To the SSEC, Lida has emphasized the importance of viewing the belief statement as GC's shared vision that they are trying to develop; it's a living document and will require time and effort.</p> <p>Question from Julio if Via Rapida is part of SSEC. Per Lida, Via Rapida is the FYE (First Year Experience) and is not officially part of SSEC. The Title V coordinator is an ex-officio member. Lida reminded the group that SSEC is not an operational committee and that there are many other committees, councils, and work groups that are focused on (SSEC related) operational work. Julio added that Via Rapida's peer mentors and leadership have been excellent and he appreciates their dedication and time/effort.</p>
9. <b>Technology Committee (TC)</b>	No Report

<p>10. <b>WORK AHEAD (10 minutes)</b></p> <ul style="list-style-type: none"> <li>• <u>Date for Committee Chairs and College Council to meet</u> (Participatory Gov. Handbook, page 21/bullet 6) <ul style="list-style-type: none"> <li>○ "Convene the chairs of all governance committees once each term (for calendaring and planning in the fall and for continuous improvement feedback in the spring.)"</li> <li>○ Group discussed this work ahead item and dates for a meeting will be sent out via Doodle Poll.</li> </ul> </li> <li>• <u>Date for College Council Retreat</u> – Date and Topic(s) = TBD Action Item: Krista to send out Doodle Poll to determine date in spring 2020 for retreat.</li> </ul>
---

<b>FOLLOW-UP (5 minutes)</b>		
<b>Who</b>	<b>Item</b>	<b>Timeline</b>
Krista	Update spring 2020 calendar and send out to College Council.	Prior to March 19 <sup>th</sup> College Council meeting.
Catherine	Add a glossary, or footnotes, to the Accreditation Response Plan that spells out acronyms.	Prior to March 19 <sup>th</sup> College Council meeting if possible.
Krista	Add Accreditation Steering Committee as a standing report on future College Council agendas.	Prior to March 19 <sup>th</sup> College Council meeting.
Krista	Send out Doodle Poll with potential dates for a College Council Retreat	Prior to March 19 <sup>th</sup> College Council meeting if possible.

**NEXT MEETING: Thursday, March 19<sup>th</sup> (1:00 p.m. – 3:00 p.m., DLR 70-066)**  
**\* Note different time and on 3<sup>rd</sup> Thursday due to Spring Break during 4<sup>th</sup> Thursday.**

**Item from the Floor:** Lida invited the group to attend the 12 Gateway Equity Symposium being held on 3/6/2020.

**ADJOURN** – The meeting concluded at 4:50 PM.

DRAFT

### ***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.