



**GROSSMONT COLLEGE**  
**College Council**  
**Thursday, October 24, 2019**  
**3:00 p.m. – 5:00 p.m.**  
**Griffin Gate**  
**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"/> Marsha Gable	<input checked="" type="checkbox"/> Leobardo Rubio	<input type="checkbox"/> Mike Reese
	<input checked="" type="checkbox"/> Nhi Nguyen	<input checked="" type="checkbox"/> Bill McGreevy
	<input checked="" type="checkbox"/> Blanca Valdez Benny Miranda (Proxy)	<input checked="" type="checkbox"/> Judd Curran
	<input checked="" type="checkbox"/> Benjamin Blevins	<input checked="" type="checkbox"/> Patty Sparks
		<input checked="" type="checkbox"/> Barbara Gallego Aaron Starck (Proxy)

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 Bryan Lam (Proxy)	<input type="checkbox"/> Martha Clavelle
<input 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"/> Graylin Clavell	<input checked="" type="checkbox"/> Loren Holmquist
	<input checked="" type="checkbox"/> Elaine Adlam
	<input checked="" type="checkbox"/> Bryan Lam
	<input checked="" type="checkbox"/> Catherine Webb

ROUTINE BUSINESS (10 minutes)	
1. Public Comment (5 minutes)	Leobardo Rubio announced that some members of the ASGC will need to leave a little early.
2. Welcome	The October 24 <sup>th</sup> College Council meeting began at 3:05pm. Marsha Gable led the meeting with a picture with the caption "Look beyond the walls. Be a leader that creates bridges. We are all "those people" on the other side."
3. Establish Quorum (50% + 1)	Quorum was reached.
4. Additions/Deletions to Agenda	N/A
5. Approve Meeting Notes (5 minutes)	Approved.

<b>DISCUSSION OF PRIOR AGENDA ITEMS / OLD BUSINESS (10 minutes)</b>	
6. November & December Meeting Dates for College Council (10 minutes)	The proposed date is for Friday, December 6 <sup>th</sup> from 9am-11am in the Distance Learning Room (70-066). This date was approved by the council. Some of the ASGC members might be a little late due to classes.
<b>NEW BUSINESS (80 minutes)</b>	

<p>7. Facilities Master Plan and Results (Loren Holmquist) (60 Minutes)</p>	<p>Loren Holmquist led off the College Council meeting with a presentation on the Facilities 5-Year Master Plan. The master plan is of the physical resources which was based on the Educational Master plan that was last updated in 2016. Its purpose is to translate the district's priorities for student learning and success into recommendations for development of facilities at each campus.</p> <p>Main points from the presentation:</p> <ul style="list-style-type: none"> <li>- It is a requirement of accreditation that is part of IIIB physical resources.</li> <li>- The district is currently investigating purposing another bond to voters in 2020 and are currently seeking feedback from both campuses regarding proposed projects through their constituency groups.</li> <li>- The projects under consideration are the following: <ul style="list-style-type: none"> <li>o New Construction</li> <li>o Renovations</li> <li>o Campus-wide Improvements</li> <li>o District-wide Improvements</li> <li>o Beyond Master Plan Update</li> </ul> </li> </ul> <p>The proposed new construction projects include the following:</p> <ul style="list-style-type: none"> <li>- Instruction &amp; Career Preparation Complex: The removal of the 500 buildings and creating a 3-story building that would include classrooms, faculty offices, and event space. Career Services might possibly move into this building and it could possibly have a rooftop event space as well;</li> <li>- Welcome Center: This would replace the existing Bookstore (Bldg. 60) and would have a welcoming space for new students on the basement floor that would provide a more accessible ADA entry point for students using public transportation. Outreach and Adult Re-Entry programs might be housed in the bottom floor and administrative offices on the upper level(s). This would allow the relocation of all Student Services to Building 10 and creating a one-stop location;</li> <li>- Child Development Center: creating a new permanent building and outdoor instructional space;</li> <li>- New Environmental Science Outdoor Instructional Lab: This outside structure would include ADA accessibility, a crosswalk, and hold up to 50 people;</li> <li>- New Campus Entry Safety Signage: ASGC would possibly be able to assist in funding of the campus signage project depending on the cost. The financial cost versus the benefit of a digital sign came into question. One of the responses was a digital sign can be used in emergency conditions as well as marketing events on campus. Deciding on whether the signage is electronic or not can be decided later closer to the time of the project beginning;</li> <li>- New Pool Facilities;</li> <li>- Facilities, Maintenance and Operations: Replacing oldest buildings on campus, circa 1945, and would provide updated facilities for the Facilities, Maintenance, and Operations Department. The new construction/renovation would also look to store equipment and materials currently housed in sea containers into a permanent location with the exception of the Red Cross/Emergency preparedness container which would remain;</li> </ul> <p>New Renovation projects include:</p> <ul style="list-style-type: none"> <li>- Roadways and parking;</li> <li>- Lower Gym updates: abatement of facility and upgrades;</li> <li>- HVAC upgrades to Bldg. 43 (Upper Gym): latest construction work that done between the gym and building 36 set up the ability to room HVAC;</li> <li>- Softball/Baseball Field Upgrades: would either replace irrigation or make it artificial turf which would be roughly the same cost as artificial turf would need to be replaced every 10 years;</li> <li>- Football/Track Stadium: add parking and restrooms which would require sewage and water to be added down in that location;</li> <li>- Student Services Renovation (Bldg. 10); With the moving of administration to the welcome center building 10 would house majority of student services programs and move operational programs over like CalWORKs, EOPS/CARE, and Career Services.</li> </ul> <p>Campus-Wide Improvements:</p>
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	<ul style="list-style-type: none"> <li>- Infrastructure and Utilities Improvements: Required OSHA Fall Protection upgrades for roof access; improved locks on existing buildings</li> </ul> <p>District-Wide Improvements:</p> <ul style="list-style-type: none"> <li>- Solar panel installation</li> <li>- Water refill stations</li> <li>- Security and Lighting Upgrades</li> <li>- Possibly move District Services to district-owned property located by Cuyamaca College</li> </ul> <p>Beyond Master Plan Update:</p> <ul style="list-style-type: none"> <li>- Soccer Field: This will either be where the current overflow parking near District Services or right next to the tennis courts</li> </ul> <p>Joel Castellaw asked about the Facilities Project Prioritization list and how the scores were developed and funding. This list is a recommendation that would be forwarded to College Council, then the President's Cabinet, and finally to the Governing Board. Each constituent group (Administration, Faculty, Staff, and Students) had the chance to vote on the facilities prioritization list and submit to the Facilities Committee. That committee took the average of the scores to come up with the current prioritization list. When projects are dependent on bonds for funding it is good to be clear as our prioritization, but it is not entirely dependent on the college's recommendation what projects are taken care of.</p> <p>Leobardo added that for campus wide improvements there is a need for shaded rest areas outside of the classrooms.</p> <p>There was some disagreement of prioritizing campus signage being ahead of a new pool facility. The argument defending having the signage ranked higher is that not all will partake in the use of the pool but the new signage will benefit all that come on campus. The flip side is that the signage is an enhancement to the campus where as the pool and its current condition is limiting for courses.</p> <p><b>This list was approved and will move forward to President's Cabinet.</b></p>
8. Annual Unit Plan Template (Catherine Webb) (20 Minutes)	<p>Catherine Webb informed the council that work on the Annual Unit Plan (AUP) draft began 18 months ago. At the last Planning and Institutional Effectiveness Committee (PIEC) meeting this draft was ready for testing and approved to move through for vote at College Council.</p> <p>Michael Copenhagen believes this form provides flexibility for departments which is workable and ready to go but can be fluid for revisions as time goes on. Revisions might not be apparent until this process is rolling and these forms are utilized. The AUP will be the link to resource planning whether it be technology, facilities, or other and will go with the specific committee recommendation/request forms so that there is no duplication of work.</p> <p>As part of the roll out process PIEC wants to work with other committees to help mitigate unforeseen circumstances and see if there is any need for realignment. PIEC is looking to develop documentation/guidelines/FAQs to assist in the process as well. There is a link to a feedback form to provide insight to CPIE on the last page of the AUP. As part of the implementation process PIEC is looking for feedback from department managers with regards to a proper timeline. The goal would be to have the data by the College Planning Forum in the spring semester and prioritization close to the beginning of the spring semester.</p> <p><b>The draft of the Annual Unit Plan was voted in favor of moving forward.</b></p>

<b>FOR CONSENSUS (10 minutes)</b>	
1. Strategic Hires (10 minutes)	<ol style="list-style-type: none"> <li>1. Administrative Assistant III - <b>Approved</b></li> <li>2. Associate Dean, Nursing - <b>Approved</b></li> <li>3. Custodian PVAC - <b>Approved</b></li> <li>4. Custodian PVAC #2 - <b>Approved</b></li> <li>5. Library Technician II - <b>Approved</b></li> </ol>
<b>INFORMATION AND DISCUSSION (20 minutes)</b>	
1. Student Health Services (Elaine Adlam) (10 Minutes)	<p>Elaine Adlam, Grossmont College Student Health Services Nurse, gave a presentation on the Student Health Services department. Students are unable to achieve success if they are not in the class room learning. By making sure unexpected health issues are resolved and that the student has the help they need in order to return to the classroom is the goal of Student Health and Mental Health services. The department sees between 25-65 students a day. Some of the responsibilities that the department does are the following:</p> <ul style="list-style-type: none"> <li>- Gives medical care, and referrals</li> <li>- Provide first aid</li> <li>- Distribute food for Gizmo's Kitchen</li> <li>- Provide health and wellness education. Examples of education given: <ul style="list-style-type: none"> <li>o Assistance in signing up for health insurance</li> <li>o Nutrition</li> <li>o Breast Cancer awareness</li> <li>o Flu and STD Clinics</li> <li>o TB Screening/Testing</li> <li>o Distribute food for Gizmo's Kitchen</li> </ul> </li> </ul> <p>The Grossmont/Cuyamaca District has maintained a policy the past 5 years that in emergency situations contacting 911 is the action to take rather than contacting Student Health. Student Health Services is only able to provide basic first aid and to triage the situation where as calling 911 can provide the victim with a broad range of assistance and medical resources. Time is vital and while it may appear to be a minor issue with the victim who might have collapsed or is complaining of pain in one of their legs but can still walk there might be a more serious reason for their current condition. Elaine acknowledged the "Golden Hour" whereas time is of the essence and timely emergency care can be the difference between preventing a permanent medical condition or not.</p> <p>It is important to note that in order to dial 911 from your work phone you need to dial 9-911. Sheriff deputies are the first responders to emergencies on campus. When in doubt, call 911, even if the student refuses that you do it. Once first responders arrive to the situation they can examine the student more thoroughly and if the student wishes to still refuse treatment then they can do so to them, but rather be safe than sorry.</p> <p>Nhi Nguyen suggested that someone from Student Health Services assist those in nonemergency situations.</p> <p>Marsha Gable suggested a training for ASGC with Student Health Services. Student Health Services will also be participating in specific department orientations as well.</p>
2. Relinquish of CVT position (Marsha Gable) (10 Minutes)	Marsha Gable announced that the CVT position had been posted twice and advertised to the community with a low response. The department has been able to do well with the use of adjuncts and would like to continue their use instead of seeking to fill the position. The department agreed to relinquish the position from being filled.

COMMITTEE REPORTS (20 minutes)	
3. Facilities Committee	See Facilities Master Plan presentation by Loren Holmquist (New Business #7)
4. Budget Committee	Bill McGreevy and Judd Curran gave a brief update on the Budget Committee which included the following: <ul style="list-style-type: none"><li>- Benjamin Blevins had a meeting with Governor Newsome with regards to the Student Center Funding Formula</li><li>- Budget Committee Canvas Container: this Canvas container will house for documents and repository for the committee. The container has links to committee member information, meeting schedules, agendas and minutes, and other resources</li><li>- The Adoption Budget: resource tool to familiarize the committee with specific aspects of the budget</li></ul>
5. Professional Development Committee	No updates
6. Staffing Committee	See item #2 of "Information and Discussion" section regarding the CVT Position and the "Strategic Hires" in the "For Consensus" section
7. Planning and Institutional Effectiveness Committee	See Annual Unit Plan presentation by Catherine Webb (New Business #8)
8. Student Success & Equity Committee	No updates

FOLLOW-UP (5 minutes)		
Who	Item	Timeline

9. WORK AHEAD (10 minutes) <ul style="list-style-type: none"><li>• Date for College Council Retreat</li></ul>
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The meeting ended at 5:00pm.  NEXT MEETING: December 6 <sup>th</sup> , from 9am-11am, Distance Learning Room (70-066)
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### ***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