



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**District Executive Council**

**Charge:** <https://intranet.gcccd.edu/dec/charge-and-composition.html>

**MEETING NOTES**

October 16, 2023 – 1:00–2:00 PM

Via Zoom

**Council Members**

Name	Title	Attendance
Lynn Neault	<b>Chair:</b> Chancellor	<input checked="" type="checkbox"/>
Sahar Abushaban	Vice Chancellor Business Services	<input checked="" type="checkbox"/>
Linda Beam	Interim Vice Chancellor Human Resources	<input checked="" type="checkbox"/>
Barbara Gallego	Interim Associate Vice Chancellor Educational Support Services	<input checked="" type="checkbox"/>
Denise Whisenhunt	Grossmont College President	<input checked="" type="checkbox"/>
Jessica Robinson	Cuyamaca College President	<input checked="" type="checkbox"/>
Cesar D. Nuñez	Grossmont College ASGC President	Not Present
Manny Lopez	Cuyamaca College ASGCC President	Not Present
Jim Mahler	American Federation of Teachers (AFT) Guild, Local 1931 Rep	Not Present
Colleen Parsons	California School Employees Association (Chapter 707) Rep	<input checked="" type="checkbox"/>
Wayne Branker	Administrators Association Rep	<input checked="" type="checkbox"/>
Craig Leedham	Confidential Administrators Rep	<input checked="" type="checkbox"/>
Rosie Ibarra	Confidential Employees Rep	<input checked="" type="checkbox"/>
Pearl Lopez	Grossmont College Academic Senate President	<input checked="" type="checkbox"/>
Manuel Mancillas-Gomez	Cuyamaca College Academic Senate President	<input checked="" type="checkbox"/>
Michele Martens	Grossmont College Classified Senate President	<input checked="" type="checkbox"/>
Stephanie Rodriguez (for Raul Enciso)	Cuyamaca College Classified Senate President	<input checked="" type="checkbox"/>
<b>Guests:</b>		
Kerry Kilber Rebman	Associate Vice Chancellor Technology	<input checked="" type="checkbox"/>
<b>Meeting Recorder:</b>		
Mike Williamson	Executive Assistant	<input checked="" type="checkbox"/>



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Agenda Item	Notes
A. Tuesday, October 17, 2023, Governing Board Meeting Docket <ul style="list-style-type: none"><li>Open Door Sessions with Board Members</li></ul>	<ul style="list-style-type: none"><li>Pearl inquired whether there is a minimum purchase guarantee for the food trucks coming on the campuses. There is \$10,000 allotted, which is offset by actual sales, so the cost to the District is the difference between the actual sales and the \$10,000 minimum.</li><li>Sahar explained that the financial aid “write-off” referenced in Item 12.5 refers to recognizing an accumulated amount of funds being recognized as an expense in order to bring the District into compliance with financial aid regulations. The accumulated amount resulted from students receiving financial aid who did not qualify, as well as other errors, which were not properly reconciled by the Financial Aid Department.</li></ul>
B. Governance Council Updates (Standing Item)	
<ul style="list-style-type: none"><li>District Strategic Planning &amp; Budget Council</li></ul>	<ul style="list-style-type: none"><li>Sahar reported that DSP&amp;BC reviewed the adoption budget at their last meeting, and the adoption budget was approved by the Board at its 9/12/23 meeting.</li></ul>
<ul style="list-style-type: none"><li>Districtwide Public Safety and Emergency Preparedness Council</li></ul>	<ul style="list-style-type: none"><li>Sahar reported that the last few Public Safety Council meetings were canceled due to no agenda items being requested.</li><li>The District is reviewing whether to make this council into an operational group rather than a council as part of the review of institutional governance in the IEPI.</li><li>Meetings of the Public Safety Council will be suspended, and in the meantime, important public safety matters should be brought to DEC.</li></ul>
<ul style="list-style-type: none"><li>Human Resources Advisory Council</li></ul>	<ul style="list-style-type: none"><li>Linda reported that HRAC met on 9/27/23.</li><li>AP 7600 regarding public safety was on the agenda for a second read, with no comments from the group.</li><li>Michael Salvador, the District’s new Director of EEO and Title IX, was introduced to HRAC</li><li>HRAC currently acts as the District’s EEO Committee per the current charge of HRAC.</li><li>HRAC discussed separating the EEO Committee from HRAC in accordance with current regulations.</li></ul>



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	<ul style="list-style-type: none"><li>• The EEO Committee should provide input to HRAC, but cannot be one in the same as HRAC.</li><li>• Creation of an EEO Committee in accordance with Title 5 was discussed, noting that it would include student participation, which HRAC currently does not.</li><li>• Jane Kennington, the new Personnel Commission Director, was introduced to the group.</li><li>• The group briefly discussed that the structure, process, and timing of recruiting will transition to the Personnel Commission for Classified Employees.</li><li>• The Chancellor noted that there will be an all-managers/supervisors meeting to go through the nuts and bolts of the merit system processes, hopefully sometime in November.</li><li>• Wayne offered AA's assistance in partnering with the Managers and Supervisors Meetings.</li></ul>
<ul style="list-style-type: none"><li>• Student and Institutional Success Council</li></ul>	<ul style="list-style-type: none"><li>• Barbara reported that SISC held their first meeting on September 25<sup>th</sup>.</li><li>• An instructional dean from Grossmont is needed for the SISC membership.</li><li>• SISC has 34 BP/APs to review this academic year.</li></ul>
<ul style="list-style-type: none"><li>• Technology Planning &amp; Policy Council</li></ul>	<ul style="list-style-type: none"><li>• Kerry reported that TPPC had its first meeting in September.</li><li>• Work began to establish goals for the year, which will be finalized at the next meeting.</li><li>• TPPC will be recommending a District Technology Plan for approval.</li><li>• The group is working to establish better communications with their operational counterpart TOG (Technology Operations Group).</li><li>• TCCP and TOG are working to clarify the process for refreshing the prioritized project list since several projects will be completed in the next few months.</li><li>• Information security board policies will be brought forward for approval.</li><li>• Tips and tricks for cybersecurity are being promoted this month.</li><li>• Wayne inquired about a plan for refreshing staff computers.</li><li>• Cuyamaca has a replacement plan for all computers, including staff computers.</li></ul>



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	<ul style="list-style-type: none"><li>• Grossmont needs to either establish their own computer replacement plan, or there needs to be a districtwide plan.</li><li>• Michele would like to see a refresh schedule worked out for replacing staff computers at Grossmont; Denise noted she would follow up on this.</li><li>• Barbara noted that Colleague Financial Aid is the primary focus at each campus due to the urgency to get on the new system.</li><li>• Kerry noted that projects are bringing massive changes to the District, which will affect business processes.</li><li>• Wayne noted that there needs to be “change management” as multiple processes are changing simultaneously, which will have drastic impacts on operations.</li><li>• The Chancellor noted that, as new projects have been implemented, additional non-compliant processes have been discovered that need to be revised and made compliant. Addressing these issues has been time and labor-intensive. The goal is to streamline, but getting there is a significant effort.</li><li>• Kerry noted that the Colleague FA project is the priority until February, and work on other projects may slow because of it.</li><li>• Barbara shared <a href="#">Link</a> to a document containing multiple technology-related deadlines.</li></ul>
<ul style="list-style-type: none"><li>• IEPI Update – <b>Advocacy</b> Collegiality in Action</li></ul>	<ul style="list-style-type: none"><li>• The Collegiality in Action Project will take place on 10/31/24, from 10:00 AM to 12:30 PM. This will begin the education in participatory governance part of the IEPI.</li></ul>
C. Camera Project Update (Sahar)	<ul style="list-style-type: none"><li>• Sahar noted that the District is waiting on a student survey on the use of cameras, as well as updated guidelines on acceptable use of cameras.</li><li>• Guidelines regarding storage and/or destruction of footage need to be finalized.</li><li>• Consultations with labor groups need to be completed for all new installations.</li><li>• The standard hardware to be used needs to be determined.</li></ul>



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	<ul style="list-style-type: none"><li>• Pearl noted that there are existing instructional cameras on the Grossmont campus that need to be evaluated in light of camera use policies.</li><li>• Pearl requested a list of existing instructional cameras at Grossmont and a map of their locations.</li></ul>
<p>D. Board Policies and Administrative Procedures</p> <ul style="list-style-type: none"><li>• <b>FIRST READS</b><ul style="list-style-type: none"><li>○ <a href="#">BP/AP 4300</a> Field Trips and Excursions</li></ul></li><li>• <b>SECOND READS</b><ul style="list-style-type: none"><li>○ <a href="#">AP 2325</a> Teleconferenced Meetings<ul style="list-style-type: none"><li>▪ CCLC Update #42</li><li>▪ New Administrative Procedure</li><li>▪ There is no BP 2325</li></ul></li></ul></li></ul>	<ul style="list-style-type: none"><li>• There were no objections to moving BP 4300 forward to the Board and finalizing AP 4300 and AP 2325.</li></ul>

**Next Meeting Date:**

**Monday, November 13, 2023 – 1:00-2:00 PM – Cuyamaca Student Center I-209**