



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

District Executive Council

Charge and Composition

<https://www.gcccd.edu/cct/dec/index.php>

MEETING NOTES

Monday, August 18, 2025 – 1:00 PM – 2:30 PM

Grossmont College – Building 60, Griffin Gate

Council Members

Name	Title	Attendance
Lynn Neault	Chair: Chancellor	<input checked="" type="checkbox"/>
Sahar Abushaban	Vice Chancellor Business Services	<input checked="" type="checkbox"/>
Melissa Richerson	Vice Chancellor Human Resources	<input checked="" type="checkbox"/>
Barbara Gallego	Associate Vice Chancellor Educational Support Services	<input checked="" type="checkbox"/>
Kerry Kilber Rebman	Associate Vice Chancellor Technology	<input checked="" type="checkbox"/>
Pamela Luster	Interim Grossmont College President	<input checked="" type="checkbox"/>
Jessica Robinson	Cuyamaca College President	<input checked="" type="checkbox"/>
Vi Huynh	Associated Students of Grossmont College (ASGC) President	<input type="checkbox"/>
Marseel Bahnan	Associated Student Government of Cuyamaca College (ASGCC) President	<input checked="" type="checkbox"/>
Jim Mahler	American Federation of Teachers (AFT) Guild, Local 1931 President	<input type="checkbox"/>
Colleen Moreno	California School Employees Association (CSEA), Chapter 707 President	<input checked="" type="checkbox"/>
Bryce Storm	Administrators' Association President	<input checked="" type="checkbox"/>
Jeanie Machado Tyler	Confidential Administrators Representative	<input checked="" type="checkbox"/>
Rosie Ibarra	Confidential Employees Representative	<input checked="" type="checkbox"/>
Sharon Sampson	Grossmont College Academic Senate President	<input checked="" type="checkbox"/>
Karen Marrujo	Cuyamaca College Academic Senate President	<input checked="" type="checkbox"/>
Andrew Hellier	Grossmont College Classified Senate President	<input checked="" type="checkbox"/>
Taylor Fiehler	Cuyamaca College Classified Senate President	<input checked="" type="checkbox"/>
Guest(s):		
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
Meeting Recorder:		
Jusleen Icho	Executive Assistant	<input checked="" type="checkbox"/>



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Agenda Item	Notes/Documents
A. Tuesday, August 19, 2025, Governing Board Regular Meeting Docket	<p>2.1 Public Comment</p> <ul style="list-style-type: none">The Chancellor reported that the Board would receive public comment from teachers from the Grossmont Union High School District regarding concerns with language courses. <p>3.7 Emeritus Status</p> <ul style="list-style-type: none">President Robinson reported that Cuyamaca College retired English faculty Nancy Jennings was elected to receive Emeritus status in the spring, but she was unable to attend at that time; hence, the item was postponed to the August Board meeting. She noted that she would introduce Karen Marujo and Tania Jabour at the Governing Board meeting to present Nancy with the Emeritus plaque and commemorative pin.The Chancellor emphasized that Emeritus status is not automatically awarded to retired faculty; they must meet specific requirements and be recommended by the Academic Senate. <p>3.8 Homelessness and Housing Insecure Pilot (HHIP) Subsidized Housing Program for Students at Cuyamaca College</p> <ul style="list-style-type: none">President Robinson explained that the Basic Rights program, Cuyamaca Cares, would highlight the many support services for students experiencing housing insecurity, including a state grant to provide direct housing support to students experiencing homelessness. <p>8.1 Board Policies Update</p> <ul style="list-style-type: none">The Chancellor reaffirmed that, as accreditation preparation approaches, more Board Policies (BPs) will be presented on the Board agendas for update.Associate Vice Chancellor Gallego commented on the retirement of BPs, mentioning that in previous practices, when the Community College League of California (CCLC) released an Administrative Procedure (AP) without a corresponding BP, the District would create its own BP. She emphasized that the efforts to retire certain



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	<p>BPs also aims to streamline maintenance and eliminate those that are unnecessary or redundant.</p> <ul style="list-style-type: none">• The Chancellor closed by confirming that all revisions made to BPs are in alignment with the policy and procedure service provided by CCLC. <p>8.2 Governing Board Vacancy, Trustee Area 1: Lakeside, Santee, and Winter Gardens</p> <ul style="list-style-type: none">• The Chancellor provided an update on the vacancy for Trustee Area 1. She reported that the Governing Board's Ad Hoc Committee, established at the July 15 Board meeting, consists of Trustee Justeson and Trustee Adams, is proposing a recommendation to appoint a provisional representative for Trustee Area 1. Emphasis was placed on the importance of meeting the September 29 appointment deadline; otherwise, the county will order a special election at the District's cost. The Chancellor reviewed the timeline and suggested procedures for this process that will be presented at the Board meeting. <p>9.1 Facilities Construction and Community Benefit Agreement (CBA) Update</p> <ul style="list-style-type: none">• Vice Chancellor Abushaban reported that Gafcon would be presenting updates on facilities construction and the CBA, which is presented to the Board twice a year.• The Chancellor clarified that CBA information is not included in this update as no projects are under the CBA at this time. The next CBA project is the 200's complex at Grossmont College. <p>11.1 Purchase Orders, Warrants, and Ratification of Signatures on Agreements</p> <ul style="list-style-type: none">• Vice Chancellor Abushaban reported July totals:<ul style="list-style-type: none">○ \$38M purchase orders○ \$38.5M warrants○ \$76.6M total processed• The Chancellor highlighted a purchase order for the District's liability insurance transition from ASCIP, a predominantly K-12 JPA insurance provider, to SWAC, a community college JPA insurance provider.



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	<p>13.1 Personnel Report</p> <ul style="list-style-type: none">• Vice Chancellor Richerson reviewed the personnel report, highlighting the inclusion of professional experts as a new reporting category due to having a fiscal impact.• Associate Vice Chancellor Gallego introduced the new Business Analyst position in Educational Support Services to strengthen Title IV compliance, specifically Return of Title IV Funds (R2T4).• The Chancellor praised Grossmont College staff for identifying over \$1M in overpaid funds, clarifying that only the repayment of these funds is required, with fees and citations being waived. <p>13.2 Equal Employment Opportunity (EEO) Annual Certification Form</p> <ul style="list-style-type: none">• Vice Chancellor Richerson presented the annual EEO report, acknowledging missed benchmarks. She characterized it as “lean” but explained that this provided clarity on where targeted improvements were needed.• She also pointed out that MENA applicants and employees are reported under white, which is not the District’s choice, but the template in which we are required to submit the information to the state Chancellor’s Office.• She confirmed the first meeting of the revised EEO Advisory Committee (EEOAC) is scheduled for September to address compliance and diversity outcomes.• The Chancellor confirmed that although MENA data would not be submitted to the state, it would be presented to the Board in the presentation.• Grossmont College Academic Senate President Sharon Sampson inquired about the EEO Plan report collaboration efforts with the colleges, and Vice Chancellor Richerson confirmed that this year’s report may not have been able to reflect the level of collaboration desired; however, next year will have a focus on increased collaboration on reporting data.• President Robinson and Cuyamaca College Academic Senate President Karen Marrujo



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	<p>thanked Vice Chancellor Richerson for her transparency regarding the status and the future direction.</p> <p>13.3 Temporary Part-Time Special Provisional Assignment Wage Schedule</p> <ul style="list-style-type: none">• Vice Chancellor Richerson explained that this wage schedule would allow the District to hire provisional employees in these critical roles.• The Chancellor reported that development of this wage schedule was done in collaboration with the Personnel Commission.
B. Fall Parking Guidelines	<p>Vice Chancellor Abushaban reported as follows on the Fall Parking Guidelines:</p> <ul style="list-style-type: none">• New student parking fees: \$40/semester, \$20/semester for students with financial aid, \$18 for summer session.• Enforcement: M–Th 7 am–10 pm, F 7 am–4 pm; no weekend enforcement for fall 2025.<ul style="list-style-type: none">◦ Vice Chancellor Abushaban confirmed that these guidelines are just for fall 2025, with the intention that in spring 2026, weekend enforcement will begin.• Grace period: First three weeks of the semester without citations.• Faculty/staff & student workers: Must obtain permits; departments can purchase permits for student workers/volunteers/consultants.• Virtual permits for students; faculty/staff will retain physical permits until 2027.• Daily parking: \$2 via QR codes; ADA parking exempt; visitor spaces limited.• Event coordination: Through CAPS. <p>The Chancellor explained that during the years when the District did not charge for parking, state funds from the Higher Education Emergency Relief Fund (HEERF) were used to support the parking program. Since those funds are no longer available, the District will reinstate parking fees to maintain its parking lots.</p> <p>Vice Chancellor Abushaban will follow up on whether unrestricted general funds can be used to purchase parking permits for student workers and consultants, as well as how reciprocal parking</p>



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	privileges will work for staff once virtual permits are implemented.
C. Governance Council Updates (Standing Item)	
<ul style="list-style-type: none">• IEPI Update<ul style="list-style-type: none">◦ Governance and Operations Handbook	<p>Associate Vice Chancellor Gallego reported that the Governance and Operations Handbook is nearing completion, providing a structured framework for operational and decision-making processes. A deep dive into the handbook will happen at the Annual Governance Summit on August 29.</p> <p>Further, she explained that for the implementation of the handbook, a one-year practice period with an annual assessment built in will be in place. After the one-year practice period, the handbook is treated as a “living document” subject to ongoing revisions. Technical changes will be permitted during the one-year practice period; however, no revisions should be made that alter the context of the handbook.</p> <p>Cuyamaca College Academic Senate President Karen Marrujo raised a question on whether the Board would review the handbook, and the Chancellor clarified that the Board does not generally review these types of documents, but will be given a copy. The Chancellor also proposed presenting to the Board a potential update on the work done in this area, which would provide them with an overview of the progress being made.</p>
<ul style="list-style-type: none">• Districtwide Budget Council (DBC)	
<ul style="list-style-type: none">• Human Resources Council (HRC)	Vice Chancellor Richerson reported that the next meeting of the HRC is scheduled for August 27.
<ul style="list-style-type: none">• Student and Institutional Success Council (SISC)	<p>Associate Vice Chancellor Gallego reported that SISC has changed its council name to Educational Support Services Council (ESSC) and that the meeting time is being slightly adjusted.</p> <p>New Meeting Time: 3:30 p.m. – 5:00 p.m. on the fourth Monday of every month.</p>
<ul style="list-style-type: none">• Technology Planning & Policy Council (TPPC)	
<ul style="list-style-type: none">• Equity and Equal Employment Opportunity Advisory Committee (EEEEAC)	The Chancellor noted that the EEEEEAC would be included in future DEC agendas under the standing item, "Governance Council Updates."



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Next Meeting Date:

Monday, September 8, 2025 – 1:00 PM - 2:30 PM – Cuyamaca College – Student Center, I-209