



Educational Support Services Council (ESSC)

MEETING NOTES

September 22, 2025

3:30 pm – 5:00 pm

Grossmont College – Conference Room 10-106

Council Members

Name	Title	Attendance
Adrienne Garay Lee	Vice President, Student Services - GC	<input checked="" type="checkbox"/>
Annalinda Arroyo	Curriculum Committee Chair - CC	<input checked="" type="checkbox"/>
Barbara Gallego	Associate Vice Chancellor, Ed Support Services (Chair)	<input checked="" type="checkbox"/>
Brandi Tonne	Classified Senate Representative, GC	<input checked="" type="checkbox"/>
Bryce Storm	Director of Facilities, Operations, and Maintenance - CC	<input checked="" type="checkbox"/>
Karen Marrujo	Academic Senate President - CC	<input checked="" type="checkbox"/>
Kerry Kilber Rebman	Associate Vice Chancellor, Technology	<input checked="" type="checkbox"/>
Jeanie Machado Tyler	Vice President, Instruction - CC	<input checked="" type="checkbox"/>
Joan Ahrens	Interim Vice President, Academic Affairs- GC	<input checked="" type="checkbox"/>
MariaDenise Aceves	Curriculum Committee Faculty Co-Chairs - GC	<input checked="" type="checkbox"/>
Sharon Sampson	President, Academic Senate - GC	<input checked="" type="checkbox"/>
Taylor Fiehler	Classified Senate Representative - CC	<input checked="" type="checkbox"/>
Victoria Marron	Vice President, Student Services - CC	<input type="checkbox"/>
<i>Resource Personnel:</i>		
<i>Brianna Hays</i>	<i>Sr. Dean, College Planning and Institutional Effectiveness - GC</i>	<input checked="" type="checkbox"/>
<i>Tate Hurvitz</i>	<i>Sr. Dean, Institutional Effectiveness, Success and Equity- CC</i>	<input type="checkbox"/>



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Meeting Objectives
1. Understand Council Member Role & Responsibilities
2. Awareness of NEW Governance & Operational Handbook
3. BPs & APs Level Setting
4. Familiarity with BP Review Process

Agenda Item	Documents
<p>A. ESSC Member Training</p> <p>Barbara welcomed the members to the new ESSC and presented the Annual Council Member training. Key highlights and suggested revisions (included in the link document) included:</p> <ol style="list-style-type: none">1) Meeting Planning: Consider faculty schedules and college meeting times for next year. Barbara shared the current schedule has been in place during SISC and will continue. She asks that members share conflicts with her directly.2) Hybrid: Sharon noted that the HR council meetings are offered in a hybrid format.3) Mileage Reimbursement: Discussion addressed the alternating college meeting locations and the lack of a mileage budget for member reimbursement.4) Consensus: The council confirmed that consensus as at least 7 members.5) Documentation Clarification: Revise the “under-informed” bullet and the “pre-formulated” sub bullet (page 14).6) Operational Group Consideration: Kerry shared the possibility of considering the Canvas could be classified as an Operational Group.7) Closing the Loop: Barbara emphasized that members are responsible for initiating communication processes to ensure follow-through.	<p>2025 ESSC Council Member Training</p>
<p>B. DEC Recommendation: The ESSC requested that DEC discuss the possibility of providing mileage reimbursement for council members. Barbara will add this to the next DEC agenda.</p>	



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Agenda Item	Documents
<p>C. Board Policies (BP) & Administrative Procedures (AP) The ESS BP & AP Draft review process was reviewed and discussing with below recommendations (updated in linked document).</p> <p>1) College Review Steps</p> <ul style="list-style-type: none">• Remove step 5 (communicating revisions with VPs)• Simplify step 7 regarding deadline communication with Chair.• Copy the opposite VP on review requests as informational.• The CCLC updates included in PDF (track changes visible, no additional edits). Member recommendations will continue in the Word.• The Chair will add a table on the last page of documents, to note changes.• All members have a view only access to the ESSC OneDrive. The edit access link will be shared in the request to review email. <p>2) ESSC Review: ESSC will review APs before submission to DEC.</p> <p>3) BP Priorities: 2025-2026 BP priorities will be presented at the October ESSC meeting. Members are responsible for sharing these priorities with their respective college councils.</p> <p>D. 2024-2025 Approved BPs and APs The BPs and APs approved by SISC last year are inked for review.</p>	<p>2025-2026 BP/AP Review Process</p> <p>ESSC OneDrive</p> <p>2024-2025 Approved BP/APs</p>
1st Read	
<p>1) 4070 – Auditing and Auditing Fees</p> <ul style="list-style-type: none">• AP – Adrienne reviewed college comparisons and possible revisions as follow-up to last year's extended discussions. The revised AP will be shared at the October ESS Operational Group meeting. <p>Status: BP not reviewed Next Steps: 2nd reading scheduled for October</p>	<p>BP 4070</p>
<p>2) 5040: Student Records, Directory Information, and Privacy Accreditation Expiration: October 2023 NOTE: 1st Read @ SISC, 4-28-25</p> <p><u>Status:</u> 1st reading completed <u>Next Review:</u> Pending review by: Academic Senate, VPs, TPPC <u>Next Steps:</u> 2nd reading scheduled for November</p>	<p>BP 5040</p>



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<p>3) 5500: Standard of Student Conduct Accreditation Expiration: October 2023</p> <p><u>Status:</u> 1st reading completed <u>Next Review:</u> Pending review Academic Senate and Deans (forwarded by VPs) <u>Next Steps:</u> 2nd reading scheduled for November</p>	<p>BP 5500</p>
<p>4) 3225: Institutional Effectiveness and Planning Accreditation Expiration: October 2024</p> <p><u>Status:</u> 1st reading completed <u>Next Review:</u> Pending review by Bri, Tate, and Malia Molina. <u>Next Steps:</u> 2nd reading scheduled for November</p>	<p>BP 3225</p>
<p>5) 4222: Pre-Collegiate Basic Needs Accreditation Expiration: 12-15-24 NOTE: No CCLC BP -.determine if needed.</p> <p><u>Status:</u> 1st reading completed <u>Additional Review:</u> Bri researched other college who recently completed accreditation process and agrees to retire. <u>Next Review:</u> Adrienne to confirm the necessary Veterans language is in the AP. <u>Next Steps:</u> 2nd reading scheduled for October</p>	<p>BP 4222</p>
<p>6) 4105: Distance Education Accreditation Expiration: 3-22-26 NOTE: No CCLC BP -.determine if needed.</p> <p><u>Status:</u> 1st reading completed <u>Additional Review:</u> Bri researched other college who recently completed accreditation process and agrees to retire. <u>Next Steps:</u> 2nd reading scheduled for October</p>	<p>BP 4105</p>

Next Meeting Date:

Monday, October 27, from 3:30 to 5:00
Cuyamaca College