



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT
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Academic Calendar Committee
Charge

NOTES

August 7, 2023, 11:00-noon

Zoom

Committee Members

Name	Title	Attendance
Barbara Gallego	Interim AVC, Educational Support Services	<input type="checkbox"/>
Pearl Lopez	President, Academic Senate-GC	<input type="checkbox"/>
Manuel Mancillas-Gomez	President, Academic Senate-CC	<input type="checkbox"/>
Agustin Albarran	Int. Vice President, Academic Affairs-GC	<input type="checkbox"/>
Jeanie M. Machado Tyler	Vice President, Instruction-CC	<input type="checkbox"/>
Marsha Gable	Vice President, Student Services-GC	<input type="checkbox"/>
Brianna Hays	Int. Vice President, Student Services-CC	<input type="checkbox"/>
Martha Clavelle	Dean, Counseling Services-GC	<input type="checkbox"/>
Agustin Orozco	Dean, Counseling-CC	<input type="checkbox"/>
Reyna Torriente	Int. Instructional Operations Supervisor-GC	<input type="checkbox"/>
Julie Kahler	Instructional Operations Supervisor-CC	<input type="checkbox"/>
Jim Mahler	AFT representative	<input type="checkbox"/>
Colleen Parsons	CSEA representative	<input type="checkbox"/>
Katie Cabral	Classified Senate representative-CC	<input type="checkbox"/>
Lisa Lundgren	Classified Senate representative-GC	<input type="checkbox"/>
Benjamin Blevins	Student Rep, Association Students-GC	<input type="checkbox"/>
Kristie Macogay	Student Rep, Association Students-CC	<input type="checkbox"/>

Other Participants

Name	Title	Attendance
Vacant	Dean of A&R and Financial Aid-GC	<input type="checkbox"/>
Vacant	Dean of A&R-CC	<input type="checkbox"/>
Michael Copenhaver	Director Financial Aid-GC	<input type="checkbox"/>
Wayne Branker	A&R Supervisor-GC	<input type="checkbox"/>
Olivia Krausie	Evaluations Advisor-GC	<input type="checkbox"/>
Debbie Ayers	A&R Specialist-CC	<input type="checkbox"/>
Vanessa Saenz	A&R Specialist, Sr.-CC	<input type="checkbox"/>
Vacant	Master Class Scheduler-GC	<input type="checkbox"/>
Gary Johnson	Counselor, Chair-GC	<input type="checkbox"/>
My-Linh Dao	Counselor, Chair-CC	<input type="checkbox"/>
Pamela Wright	Director, Enterprise Systems	<input type="checkbox"/>
Amber Hughes	Committee Resources	<input type="checkbox"/>
Danya Sanchez		<input type="checkbox"/>



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Meeting Objectives
1. Review Calendar Committee Guiding Principles
2. Discuss 2024-2025 Draft Academic Calendar

Agenda Item	Documents
A. Calendar Committee Guiding Principles	Calendar Committee Guiding Principles
1) Barbara reviewed the 2022 Guiding Principles. She shared that the red line changes do not impact the Principles but replaced outdated documents and materials. Ex: 2008 Student Attendance Manual version changed to the 2023 version.	
2) Reyna inquired about “Ensure that the appropriate classes are scheduled on Saturday for inclusion in the 175 day count. (Minimum of 3 hours on Saturday)” – asking if this is done by the colleges.	
a. Jim stated the Saturday classes are to ensure hours are met and that this can be done by either college.	
3) Barbara said that the committee will review and finalized the Guiding Principles and the next meeting.	
B. 2024-2025 Draft Academic Calendar	
1) Barbara review the Calendar Detail and noted there are slight changes in the calendar appearance and legend. No questions or comments.	Draft 2024-2025 Academic Calendar Detail
2) Barbara reviewed the Calendar with Danya Sanchez sharing further detail of changes below:	Draft 2024-2025 Academic Calendar
a. In the past, a Saturday after a Friday holiday appeared to be a holiday, but it’s not submitted to MIS as a holiday.	
b. The grey marking shows non-instructional days, not holidays.	



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Agenda Item	Documents
<ul style="list-style-type: none">Julie asked if HR will understand that the Lab Technicians will get holiday pay. Danya indicated that in communication with HR, they are not getting paid as holidays. This update now aligns.	
<p>c. An * is placed next to the holidays and a note – “No class on Saturday after the Friday holiday” is placed on both the legend and page 2.</p>	
<p>d. President’s weekend has been separated to the individual holiday on the Holiday legend and on page 2.</p>	
<ul style="list-style-type: none">Marsha asked if this is confusion to itemize. Jim said we have always stated Lincoln and Washington as we observe two (2) holidays.	
<ul style="list-style-type: none">Katie questioned if the grey for the 4/10s and Saturdays is confusing. Barbara noted that grey is for non-instructional days.	
<p>3) Danya reviewed Key Dates by line item.</p>	
<p>a. Both semesters end on a Monday due to holidays and minimum number of Mondays in a semester.</p>	
<ul style="list-style-type: none">Agustin asked if the end days were finals. Jim stated that with the Compressed Calendar they are regular meeting days and finals can be on those days.	
<p>b. Instructional Saturdays match as closely to last year’s calendar as possible.</p>	
<p>c. Caesar Chavez falls on Monday (Friday last year). The State says we have to celebrate it on the actual day of March 31st. The holiday cannot be changed because Union contracts says it has to be a Friday.</p>	



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Agenda Item	Documents
<ul style="list-style-type: none">• Jim said that Friday has to be a spring holiday.• Pearl asked if we could note the day. Barbara noted that this is part of union negotiations.	
<p>d. Reyna shared that scheduling is not complete and what if there are no classes on the Saturdays and shared that Grossmont is moving away from Saturdays.</p>	
<ul style="list-style-type: none">• Julie noted that Cuyamaca schedules according to the Academic Calendar.• Jim noted that we can pick any Saturday to total 275 days. He reminded the committee that this is a District Calendar and Saturdays do not have to be at both colleges.• Barbara stated that this is a Board Doc and please schedule accordingly.	
<p>4) Barbara discussed previous issues of having to change time-sensitive calendar dates timely due to the Board approval process. She proposed that the committee establish two (2) calendars. One with simplified dates that is submitted to CCCCO in MIS and need board approval, and one remains an operational calendar adding the operational deadlines to the board approved calendar. This version will be posted and is intended to help staff and faculty with planning. The committee discussed and approved for the 2025-2026 Academic Calendar.</p>	
<p>5) Barbara asked if it was okay to make changes and receive approval via email – requesting approval by Tuesday, August 18th to meet the Board deadline.</p>	
<ul style="list-style-type: none">• Jim indicated that we do not need another meeting to approve changes. All agreed.	



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Agenda Item	Documents
<ul style="list-style-type: none">Pearl requested sending the calendar as soon as possible allowing her to send to Senate officers.	
C. Next Steps	
<p>1) Barbara shared that the 2025-2026 Draft Academic Calendar was in development. She hopes to meet in October and submit for the November Board meeting. Barbara noted that the calendar would be sent early for review.</p>	

Next Meeting Date:
TBD