**College Council Meeting**

**Minutes**

**September 01, 2022**

**3:15 - 5:00 PM**

# Attended: Robert Holcomb, Robert Ethington, Gene Durand, Sean Martin, Nancy Persons, Laura Aspinall, Debbie Weatherly, Sandy Sigala, Abrea Tillman and Jimmy Brock. (Notetaker – Brenda Dixon)

# REVIEW of AGENDA

* Add to Agenda: Review of Mission, Vision & Values by Jeremy Smotherman

# ANNOUNCEMENTS/INFORMATION

* None

**APPROVAL OF MINUTES**

* None

# COUNCIL ORGANIZATION

1. Election of Committee Chair/Discussion of co-chairs
* Committee unanimously agreed to have Nancy and Gene serve as Co-Chairs.
1. Shared Governance reorg – assess previous approach, discuss new/refreshed?
* Discussed what was done previously. Want to review with fresh eyes. Charges need to be more clearly defined and consistent for all committees. Review last year’s survey, and notes from last year.
* Possibly create a handbook as a living document that can be updated and revised regularly. (similar to Questa)
* Along with the handbook, it would be helpful to provide training for students who are on committees, so they know what is expected and what their role is on the committee. This would be helpful to others as well.
* Gene and Nancy will work on starting a draft for the committee to review.
* Nancy will work on organizing the Committee Team.

**COMMITTEE CHANGES**

1. Professional Development Committee request to change meeting time
* Sarah Hopkins requested to permanently change the meeting time for PDC to 1:30 – 2:45 on the 1st and 3rd Thursdays of each month. CC approved this request.
1. PRPP Coordinating Committee request change to Roster and structure

Jeremy Smotherman requested to fix several titles of committee members: Executive Dean, Petaluma Campus, Senior Director, Institutional Effectiveness, Research and Planning, and added Department Chair (appointed by Ac. Senate). CC approved this request.

**BOARD POLICY/ADMINISTRATIVE PROCEDURES – DISCUSSION AND POSSIBLE ACTION**

* **Revision to Policy 1.1 – Missions, Vision and Values**
* Jeremy Smotherman brought this draft to CC for confirmation that it can go to the BOT for approval. It was edited by the Strategic Plan Committee, reviewed by constituent groups and reviewed in Town Halls for all to provide input.
* CC discussed the lack of the word education in the Mission. Several edits were proposed and redacted and ultimately it was decided that CC purview was not to edit, but to confirm the process.
* No changes were made and CC approved this moving forward for board approval at the September board meeting.

**GOVERNANCE - DISCUSSION AND POSSIBLE ACTION**

**PENDING/FUTURE ITEMS**

* College Council charge, need to update. Gene and Nancy will work on a draft for the committee to review. This will be in Teams along with the documents on the previous work on Shared Governance.
* Nancy will update the Team with new members and will send links to documents.
* For future meetings, a portion of time will be spent on the committee charge, and a portion will be spent on committee work.