**COLLEGE COUNCIL MEETING**

**Notes**

**November 2, 2023**

**3:15 - 4:15 PM**

Present: Angélica Garcia, Robert Ethington, Kate Jolley, Sean Martin, Nancy Persons, John Stover, Debbie Weatherly, Sandy Sigala, Mason Koski, Karolina Nazario

1. Meeting called to order
2. Agenda approved
3. Question regarding notes from 10.19.2023: Objection regarding DFAC committee structure. Notes cannot be changed/amended to add a new discussion. The item can be discussed at a later time. Notes were approved as presented.
4. Final Review - Draft Administrative Procedure Drafted by Taskforce:  [AP 2410 Board Policies and Administrative Procedures](https://srjc.sharepoint.com/%3Aw%3A/s/CollegeCouncil/Ef0Q9necr69JvZIFvX3v1-UBY70UbJuOTYe_jUo8tEXDcQ?e=ve7vhh)
	1. Dr. Garcia reviewed the final edits to the Administrative Procedure. Edits include feedback received at the 10.19.23 meeting
	2. Accompanying guide will be developed to include detailed instructions in order for College Council to move more quickly and develop/edit policies and procedures as need. This will include details on constituent group consultation process, alignment with CBAs and feedback process. The administrative procedure is intended to provide overarching process.
	3. Consider adding into the guide language that includes refraining from discussing subject matters that fall within mandatory scope of bargaining.
	4. Feedback was received by the Superintendent/President and AP 2410 will be included as information item at an upcoming Board of Trustees meeting. This procedure and accompanying policy will provide framework to revise policies and procedures officially.
	5. The District will begin developing a guide that will streamline efforts to update the policies and procedures. Anyone interested in providing input into that process is invited to reach out to Dr. Garcia.
5. [BP 2410 Board Policies and Administrative Procedures](https://srjc.sharepoint.com/%3Aw%3A/s/CollegeCouncil/EThcFQi7S5NGqoaRP5YSO8UBJWw58VmG1gAmcCxPJ04W6w?e=n350xI)
	1. The policy has been updated to include the recent CCLC legal update:
		1. ACCJC Accreditation Standard numbering to align with updated language
		2. Dr. Garcia will consult with CCLC regarding need to define “unusual circumstance”.
		3. Suggestion to edit “unusual circumstances” to say “urgent circumstances”. This would align with Academic Senate language.
6. [Policy 0.16 Formulation, Adoption, Amendment Of Policies And Bylaws](https://srjc.sharepoint.com/%3Aw%3A/s/CollegeCouncil/EcoJgZiSV_lLrRnJrFuj-lgB1cSbqJVweYg0hOPuSzb9hw?e=UrfGDf)

[Policy 0.17 Formulation, Approval, Amendment Of Administrative Procedures](https://srjc.sharepoint.com/%3Aw%3A/s/CollegeCouncil/EQkG6Ij0gXxKnuqbkEqPe0sB86Eo_cBMU9sXiDYBpBPtmQ?e=XNne5k)

* 1. Both policies will be retired. The language is included in BP 2410.
1. [Shared Governance Survey](https://santarosa.qualtrics.com/jfe/form/SV_0jLJferYZQyKLtA)
	1. Subcommittees should be included in the survey.
	2. Survey deadline should be added in a reminder email to encourage more participation.
	3. Time was given to the council to complete the survey and encourage constituent members to do the same.
2. Future agenda items
	1. None
3. Announcements
	1. Upcoming creation of Board of Trustees subcommittee on board policy
	2. Guided Pathways email went out regarding new workgroup creation. Workgroup callout will be coming soon.