**College Council Meeting**

**Minutes**

**January 20, 2022**

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

**COMMITTEE FUNCTION:**

The College Council is the highest policy recommending body in the District. The Council must involve and utilize the opinion of all constituent groups. Given the Council's position in the governance structure, the specific areas of responsibility can be delineated as follows:

1. College Council is responsible for the review and supervision of all District committee systems.
2. The Council serves as the final "review" body for all policy recommendations emanating from District committees.
3. The Council remains the highest policy articulation group for the District, and therefore must insure that all District constituencies have had adequate participation in the formation of policy issues.
4. College Council will review District plans with an eye to identifying aspects of the plans that have implications for policy, procedures and/or committee charges. The purpose of this review will be to ensure that appropriate conversations have taken place between initiators/authors of the plans and the constituent group(s) or District personnel responsible for the policy, procedure and/or committee charges.

Ad hoc study groups or task forces, with appropriate constituent participation, may be formed by College Council when topics fall outside the range of the existing committee structure or involve multiple constituent groups.

**Present**: Laura Aspinall, Pedro Avila, Anne Donegan, Gene Durand, Sean Martin, Jane Saldaña-Talley, Sandy Sigala, Whitney Schultz (for Kate Jolley), Delashay Carmona-Benson, Julie Thompson, Debbie Weatherly. (MLR note taker)

**Announcements:** Jane informed the Council that the addendum to the Town Hall on Purview recording was sent to the panel participants for feedback with a response deadline of January 21st. If no feedback is received, the two recordings will be merged and posted on the committee website.

**Minutes approval. The** December 16th meeting minutes were approved.

# Policy and Procedure Revision Update – Vice Presidents

**Whitney Schultz** – Finance and Administrative Services has 15 administrative policies and Board procedures for accreditation. About half are finished and will be sent for wider input.

**Jane** updated the Council and reported that due to the extensive work on the Institutional Self Evaluation Report (ISER) in the fall, the Educational Policy and Planning Council had not reviewed as many policies and procedures as it had hoped. Jane reported on the possibility that the Community College League of California (CCLC) will find someone to guide the process of transitioning to the CCLC templates and reviewing priority policies and procedures; a more specific update on this will come at a future College Council meeting.

**Pedro** shared his screen to show policies that Student Services asked feedback for on November 23rd. He stated that he will send one final reminder and that the policies should be ready for the Board.

**Gene** reported that policies and procedures in his area are in the queue but have not yet been sent.

# Review of Notes from December 16 Discussion, principles for restructuring governance system; finalize list of guiding principles

**Sean** pointed out that one of the redundant statements is that committees make recommendations to the Board. Many of the committees make recommendations to the Board directly. Would like clarity on that.

**Julie** recommended adding a guiding principle of identifyingthe interconnections amongst committees.

**Sean** pointed out that interconnections among committees are relevant to the section on purview and stated that a committee should not venture outside of its realm to directly give advice, either to the Board or through Board and Administrative representatives.

**Sean** asked for language changes to reflect that legal purview is the starting point and that all the other important values regarding shared governance would be subordinate to that principle.

**Anne** added that shared governance is crucial on certain committees and expressed a need for clear and understood boundaries about representation and purview on particular committees.

**Debbie** pointed out that honoring of purview is important, but not at the expense of silencing other constituent groups.

**Julie** made live updates to the draft to capture suggestions from Council members.

# Design College Council’s Process for January 31 Retreat; confirm retreat time and logistics

**Julie** suggested 12-5pm, with a break, as the time for the retreat.

**Pedro** expressedconcern about this process being very Santa Rosa centric and stated that this was one reason that Lasana Hotep had been brought in, the other being to talk with the Council about equity. Pedro suggested that the Council should bring in a facilitator, slow down, and gather more information.

**Laura** suggestedinviting Stephanie Curry (Academic Senate for California Community Colleges Executive Committee member) for the first hour to share lessons learned while doing a participatory governance redesign at Reedley College.

**Debbie** added her concern that the process is faculty driven, reflects only the lens of Academic Senate, and is not really including the other views of the other shared governance groups.

**Delashay** agreed with Debbie, expressed hope that there will not be endless meetings, and encouraged Council members to do research, set aside personal feelings, and make equity a priority.

**Julie** suggestedthat the Council have a “safe word” for when things might get heated, stated a commitment to the work, and suggested that the Council bring in a facilitator for a March retreat date if it finds it can't do this work by itself.

**Suggestions for the retreat:**

**Julie** suggested reviewing the list of committees, councils, charges, and rosters.

**Laura** suggested establishing a plan for what the Council wants to accomplish, identifying tasks or the work of the College without looking at the current structure, and then matching tasks with a committee. It may also be necessary to identify work that needs to be done that currently isn't included in a committee’s charge.

**Anne** suggested that the Council start by deleting the parts of charges that should not be there and working with what should be there.

# Review Draft Communication Re CC Governance Project, to Committees and Councils, to College Community

The Council discussed drafts of communications about the Participatory Governance Redesign project, intended to be sent to committee chairs and co-chairs, who would share it their members.

It was suggested that the communication(s) be sent after the retreat.

**Pedro** expressed concern in waiting to communicate to the community and that, to be transparent and open, the Council should communicate this to our community before starting the work and keep them updated on our progress.

**Jane** noted that Dr. Chong has committed to this work; communicated many times with the College community about the Partnership Resource Team, the Institutional Effectiveness Partnership Initiative Plan (IEPI Plan), and where we are in the process; and communicated action plans regarding strategic enrollment management and shared governance. Jane suggested working with the President to help him communicate that he has asked College Council to move forward with this project, using the action plan that was developed as part of the IEPI Plan.

**Julie** stated that Dr. Chong’s office will be asked to send a short, clear communication about the Council's work based on the IEPI Plan to identify the project, and share that College Council has been tasked with the work, the Council will be holding a retreat for this purpose on January 31, and updates will follow.

**College Council Meetings for 2021-2022**

All meetings are on the 1st and 3rd Thursdays of the month at 3:15 p.m. Agendas will be distributed electronically before each meeting. If you have agenda items that you plan to bring forward, please contact Jane Saldaña-Talley and Julie Thompson (cc: Karolina Nazario).

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| **Fall 2021** | **Spring 2022** |
| ~~Thursday, September 2~~~~nd~~ | ~~Thursday, January 20~~~~th~~ |
| ~~Thursday, September 16~~~~th~~ | Thursday, February 3rd |
| ~~Thursday, October 7th~~ (cancelled) | ~~Thursday, February 17~~~~th~~– PDA Day |
| ~~Thursday, October 21~~~~st~~ | Thursday, March 3rd |
| ~~Thursday, November 4~~~~th~~ | Thursday, March 17th |
| ~~Thursday, November 18~~~~th~~ | Thursday, April 7th |
| ~~Thursday, December 2~~~~nd~~ | Thursday, April 21st |
| ~~Thursday, December 16~~~~th~~ | May 5th - tentative |
|  | Thursday, May 19th |