



## COLLEGE COUNCIL MEETING

### MINUTES

APRIL 1, 2021

3:30 - 5:00 PM

<https://santarosa-edu.zoom.us/j/96521857959>

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#### 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:** Pedro Avila, Anne Donegan (and proxy for Sean Martin), Sarah Hopkins, Kate Jolley, Jane Saldaña-Talley, Sandy Sigala, Julie Thompson, Debbie Weatherly, Carlos Valencia, Karolina Nazario (as recorder)

**Absent:** Sean Martin (proxy K. Frindell Teuscher), Anetra McCartney, Evelyn Navarro

#### ANNOUNCEMENTS

#### APPROVAL OF MINUTES

February 4, 2021 Meeting Minutes were approved as amended.

March 4, 2021 Meeting Minutes were approved as amended.

#### INFORMATION

##### 1. Update on Board Policy 8.2.9/P, Student Educational Rights and Privacy

Julie Thompson gave an update on the Board policy and procedure 8.29/P regarding FERPA. A subgroup of the Academic Senate had been created to review the revisions to the policy. The subgroup reviewed the draft documents against the CCLC templates, determined that further work is needed to bring them up to date, and recommended that the review process be paused at this time so that a comprehensive revision can be done utilizing the CCLC template.

##### 2. Update on Equivalency of Faculty Qualifications – 4.3.2b/P

Julie Thompson updated the Council regarding progress on 4.3.2b/P. The policy was presented as an information item/first reading at the February 2021 Board of Trustees meeting and was approved by the Board of Trustees at the March 2021 meeting.

Jane pointed out that even though she supports the addition of faculty to this committee, she is concerned from the perspective of workload that there is only one voting member of the Management Team and noted it would be preferable for a dean who is familiar with Transfer/General Education disciplines to also be involved with the committee.

Anne Donegan reminded the Council that it would be helpful for hiring committees to receive information on equivalency best practices and who should do it. Anne offered a suggestion that the management member could be assigned to review equivalency cases based on discipline expertise.

Julie stated that the Equivalency Committee has forwarded to the Academic Senate a draft for review, with more information to come in the future; however, with the Administration suggesting additional changes, the work of the Academic Senate seems premature at this time.

Jane stated that with the upcoming CCLC policy implementation, this topic will come up again, and a clearer process will be established. Julie noted that a reconciliation committee could be added to the policy/procedure update process. Jane reminded the Council that a College Council workgroup (Jane, Julie, Anne, Kate, and Sarah) would meet soon and will bring back a recommendation for how the College will transition to making use of the CCLC policy/procedure templates.

## **DISCUSSION AND POSSIBLE ACTION**

### **1. How to make use of CCLC policy templates in SRJC's P/p process; interests of constituent groups**

Jane Saldaña-Talley reminded the Council that in February, a subgroup composed of Julie, Sarah, Kate, Anne, and Jane had been created to address the process and priorities for making the transition. The Council agreed that even though the work ahead is a big task, it is an opportunity to align the policies and procedures of the College as well as partner across the constituency groups to provide consistency and collaboration.

### **2. Plan for expediting P/p creation / revision to meet Accreditation requirements; summer work**

Jane Saldaña-Talley shared a list of policies and procedures that need to be created and/or revised and that relate to and are required by specific accreditation standards.

Carlos Valencia asked who will be doing the writing of new policies and revising existing ones. Jane clarified that Cabinet administrators, as "chapter leads," will be leading the writing process in collaboration with appropriate constituents and other stakeholders. For example, as the Cabinet administrator responsible for Academic Affairs, Jane will facilitate updating the policies relating to Academic Affairs in collaboration with the Academic Senate, AFA, the offices responsible for specific policies such as Curriculum or Scheduling, and others as needed.

Jane suggested that this work could be done during a workday in the summer.

Julie suggested a webinar to the College community to introduce the CCLC transition process. Jane agreed and suggested the webinar be recorded and shared with those who cannot attend. In addition, there should be a committee webpage with a graphic of the process and examples.

### **3. Committee Best Practices draft—review and provide feedback**

Julie Thompson shared an updated draft of the Committee Best Practices document to be sent out to all committee and council co-chairs at the beginning of each year. The document can also be posted to College Council's website for reference.

#### **4. Committee Survey draft—review and provide feedback**

Julie Thompson shared a draft of a College Council Committee Survey that all committees and councils may use to review the committee charge, membership, and meeting times as published on the committee's webpage.

College Council requests that this annual review consider equity, diversity, and anti-racism values, and also whether any aspects of the committee's charge or agenda items may be addressing working conditions, which must be addressed in negotiations.

After reviewing the committee's charge, membership, and meeting times, the committees and councils would use the webform to verify the process and describe the committee findings.

#### **5. PRT Professional Development on 10 + 1, Scope of Representation—plan and schedule**

Julie Thompson explained that the previous point also pertains to the most recent PRT plan.

Debbie Weatherly suggested that all trainings be recorded for future reference.

Anne suggested that the AFA and AS presidents put together a quick video that, at the start of every academic year, is reviewed by committees prior to commencing committee meetings.

The Council discussed the upcoming purview training, which is one of the action items specified on the plan submitted to the Partnership Resource Team (PRT) to address the shared governance Area of Focus. This purview training needs to be calendared and completed before the end of the spring semester. Jane suggested that College Council members provide the name of the presenter representing their constituency group and who might speak on labor law, working conditions, contracts, management rights, 10+1, etc. Council members agreed to email Jane with suggested names of potential presenters.

**Meeting adjourned at 4:57pm.**

**BOARD POLICY/ADMINISTRATIVE REGULATION REVISIONS – [MS Teams](#)**