



COLLEGE COUNCIL MINUTES
SEPTEMBER 6, 2018
3:15 - 5:00 PM
DOYLE LIBRARY, ROOM #4401 (3RD FLOOR)

COMMITTEE FUNCTION:

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:

- a. College Council is responsible for the review and supervision of all District committee systems.
- b. The Council serves as the final "review" body for all policy recommendations emanating from District committees.
- c. 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.

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.

MINUTES

Present: Cece, Karen Frindell, Pedro, Phyllis, Jordan, Eric, Jane

Absent: Students, Laura Aspinall, Kate Jolley, Karen Furukawa

APPROVAL OF MINUTES

May, 17, 2018 - hold off on the approval until Phyllis and Jane check on category for 3.12 policy/procedure change

ANNOUNCEMENTS

1. Introduction of membership – discussed past use of proxies and agreed that they are ok, but should not be used a quorum. Members were particularly sensitive to individual members carrying more than one proxy.
2. College Council Meeting Dates for Fall 2018- Spring 2019 – Eric Thompson noted he would not be in attendance on November 1st and 15th. It was also noted that March 21st may fall during Spring Break. There was a question when the Faculty Award Ceremony was being held as it traditionally conflicts with College Council meeting.

ACTION:

3. Election of Council Chair – Phyllis Usina was unanimously chosen by the council to serve as faculty co-chair. Council member were grateful for her leadership and appreciative that she's stepping up following Carol Hatrick's lengthy tenure.

INFORMATION

4. Reaffirmation of Designated Recorder – co-chair Jane Saldana-Talley agreed that she will be the note taker for this year
5. Charge of College Council
 - College Council – Committee Function and Roster were reviewed.
 - 2.5/P Governance and the Committee System – There was a lengthy and rich discussion of the college's governance and committee system.
 - 2.1/P Procedures for Developing and Revising District Policy and Procedure

A proposal has come forward that the college consider using the CCLC Policy Template. Erin Bricker has done some research for it for PCC and there was a request made to have Erin come and present information at a future College Council meeting. Pedro noted he's been at two districts (West Hills and State center) and he noted that he thought that the policies were less voluminous at those districts.

6. Update on Board of Trustees actions – Jane shared with the council the committee changes that went forward to the Board of Trustees in August, but she was unsure which policies were submitted and agreed to follow up with Karolina and Phyllis.

DISCUSSION AND POSSIBLE ACTION

7. Committees and Best Practices (Guidelines) – council reviewed the Committee’s System Best Practices document. It has yet to be sent out to the college community. Council members had suggestions for edits and Jane agreed to review and bring back to College Council.
8. President’s Consultation Council (PCC) – PCC is planning to review a draft proposal for the re-examination of shared governance at SRJC. Eric Thompson noted that PCC needed one more appointee from Academic Senate and suggested that College Council faculty co-chair Phyllis Usina be appointed and be a part of the discussion of reconfiguring the shared governance.
9. College Council - Fall 18 and Beyond – Members discussed the role that the College Council plays at the college and the College Council remains open to participating in re-evaluating the shared governance at the college.

PENDING AGENDA ITEMS

Item	Date on Pending	Dates to CC
Revisions to Policy 3.9, Faculty Members Obligation to Students	11/15/12	
Revisions to Procedure 3.9.1P, Syllabi	Oct. 2012	
8.2.2/P Student Complaint and Grievances	Fall 17	
3.12 series Curriculum Development	Spring 18	3-1-18 3-15-18
3.28/P Distance Education	Spring 18	
2.2/P Management Team	Dec. 2017	
2.13/P Computer and Communications Technology Use	Fall 17	12-7-17
4.3.2/P Faculty Hiring	Fall 2018	
4.3.2b/P Equivalency of Faculty Qualifications	Fall 2018	
3.15 Final Exams	Fall 2018	

College Council Meetings for 2018-2019

All meetings are on the 1st and 3rd Thursday of the month at 3:15pm in Doyle Library, Room 4401. Agendas will be distributed electronically before each meeting. If you have agenda items that you plan to bring forward, please contact Jane Saldaña-Talley.

Fall 2018	Spring 2019
Thursday, September 6 th	Thursday, January 17 th
Thursday, September 20 th	Thursday, February 7 th
Thursday, October 4 th	Thursday, February 21 st
Thursday, October 18 th	Thursday, March 7 th
Thursday, November 1 st	Thursday, March 21 st
Thursday, November 15 th	Thursday, April 4 th
Thursday, December 6 th	Thursday, April 18 th
Thursday, December 20 th	Thursday, May 2 nd
	Thursday, May 16 th

Committee Membership for 2018-2019

Name	Type	Name	Type
Jane Saldana-Talley	A	Phyllis Usina	F
Pedro Avila	A	Laura Aspinall	F
Karen Furukawa	A	Cece Jones	C
Kate Jolley	A	Jordan Mead	C
Karen Frindell Teuscher	F-AFA	Evelyn Navarro	S
Eric Thompson	F	Alexia Carrillo	S