**College Council Meeting**

**Minutes**

**October 21, 2021**

**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, Delashay Carmona-Benson, Anne Donegan, Gene Durand, Kate Jolley, Ally Lubas, Sean Martin, Jane Saldaña-Talley, Sandy Sigala, Julie Thompson, Debbie Weatherly, Karolina Nazario (as recorder)

# ANNOUNCEMENTS

Sean reported that he learned at the CCCI Conference that all but six districts in the entire state are receiving the “Hold Harmless” funding and that a number of legislators are raising concerns. In addition, AB 928 mandates that all students who express a desire to transfer be automatically placed on ADT transfer track. That would eliminate, as it stands now, the Area F general requirement and eliminate the Ethnic Studies transfer benefit to CSU. It will have a huge impact on CSU requirement for taking a Speech class as well.

# BUSINESS

1. **APPROVAL OF MINUTES**

September 2, 2021, Meeting Minutes – will be reviewed/approved at the next meeting

September 16, 2021, Meeting Minutes – will be reviewed/approved at the next meeting

# INFORMATION

1. **DISCUSSION AND POSSIBLE ACTION**
2. PRT / Shared Governance Project, Mapping Committee System, determine steps in process, determine timeline – All

Laura and Delashay expressed their concerns that conversations about shared governance have started in many venues without much result.

Debbie asked what the goal of the shared governance project is: reducing, restructuring, cutting down committee membership.

Julie shared that one of the goals have been to streamline the committee structure, as there is a consensus that there are too many committees; evaluate charges to ensure that they don’t include bargain-able topics; and ensure that if a committee has a 10+1 item in its charge, the committee’s process is clearly described so that any recommendations on 10+1 topics come to the Academic Senate to advise before going to the Board for approval.

Anne noted the need for an honest discussion regarding the number of committees needed, the number of people on each committee, and the frequency of committee meetings. The importance of 10+1 has been diminished at many colleges and Anne is hoping that the governance revision process can fix that.

Sean pointed out that respecting and balancing appropriately legal purview is another goal. For example, a State-wide equity group has been meeting without any labor representation present. Many recommendations the group is making now are bargaining issues, and the State-wide group’s work is having to be redone.

Jane shared a copy of the Partnership Review Plan with areas of focus and objectives. In the future, the plan will be attached to every College Council agenda, and the Council will highlight which part of the action plan is being addressed at each meeting.

Delashay expressed concern regarding a single committee having too much power/responsibility and suggested that a “to do” list might be helpful for the committee to move forward.

Julie noted the need for a process and suggested that when creating the agenda for College Council, pieces of the PRT plan will be included each meeting. Ideas to consider: triage on total list of committees and council (essential and non-essential), vet committee charges to note 10 + 1 and bargaining subjects. Julie also suggested that the Council’s work might be streamlined by putting all committee documents for each meeting (agenda, minutes, attachments) in a single document.

Jane agreed to look at the list of committees with Julie and get the information to College Council soon enough for members to discuss at the meeting.

Delashay suggested that the PRT plan should be used as a start to the “to do” list.

Laura added that it’s important to look at where else—including longstanding committees, offices, and departments—the work is happening in our district. Sometimes committees and District offices are not working together as they should. Laura suggested developing a spreadsheet that includes columns for mandatory scope of bargaining, where else is the work happening in the district, etc. In addition, feedback from the committees should be considered because the charge may not reflect exactly the work the committee is doing.

Jane and Julie will draft a communication to members of the college community serving on committees and councils to remind them of College Council’s work on the PRT plan. In addition, after the training with Lasana Hotep, follow-up communication will be incorporated into the process as needed.

Debbie added that a committee survey should asked if the meetings are being held and if so how often.

Jane clarified that no conversation regarding committee work should be happening without first alerting committee members of the PRT work of reviewing all committees and councils. No committees should learn that they are being discussed without receiving a heads up.

Sean pointed out that some individuals are very attached to the work they are doing. The message should seek advice and input regarding committee work and not personal attachments.

1. Professional Development for Committee Equity Audits, update, possible dates – Pedro

Pedro confirmed that Lasana Hotep is available to meet with College Council during the second week of November.

Jane clarified that the focus of the training is Equity Lens for Shared Governance.

Possible dates include November 18th, December 2nd and January 20th during College Council’s regular meeting time.

Delashay suggested that scheduling this in January would give College Council more time to prepare a model and do work prior to the training.

Laura suggested that the first few weeks of the semester are difficult, especially with new COVID protocols being implemented.

Pedro suggested that Jane and Julie have a pre-meeting with Lasana to set expectations and the agenda for the day.

1. Schedule Brown Act training for College Community – All

Julie reported that she had reached out to ASCCC about Brown Act training. Training is available, but there is no control over who provides it. A really knowledgeable expert is needed to inform the College community about the Brown Act and AB 361 legislation regarding remote allowances during states of emergency.

Sean suggested Laura Schulkind as a possible training provider.

Julie clarified that there are many more bodies at the SRJC subject to the Brown Act than was previously thought, and education is needed for a lot of individuals.

Jane stated that the legislation elevated the re-exploration of what’s needing to be Brown Act compliant and a discovery that meetings that should have been complying with the Brown Act have not been. Clear, legal advice is needed.

Jane clarified that Zehra Sonkaynar in the President’s Office has confirmed the list of the Brown Act Committees with legal and has that information. Laura Schulkind may not be available to provide the training, but she will be able to refer another attorney from her office. Jane and Julie will reach out to Liebert, Cassidy, and Whitmore.

1. Planning and Budget Council, update on and approval of PBC draft – Kate, Jeremy, and Julie

Julie shared a copy of the final Planning and Budget Council function and structure.

Sean questioned the item “Learning Outcomes” vs “learning outcomes” and how it should be addressed when it comes to accreditation. Sean also asked to clarify the advisory role when it comes to grants and what that process would entail.

Julie clarified that the PBC would discuss and review grants for the purpose of identifying additional workload and other implications that a grant-writer may not anticipate without multi-constituency perspectives being available.

Laura suggested that this new grant approval will be a new process and might require education for supervising administrators who sign off on grants.

Kate added that all grants go through Cabinet already and that PBC would ensure that all District resources, including grants, are aligned with SRJC’s mission, vision, and values, and give everyone an opportunity to recognize impacts on their areas and weigh in. This process would not affect the Foundation as it’s a separate entity. PBC would make a recommendation to Cabinet.

Laura suggested the reporting order should be clarified so that PBC is not just hear about things that have already happened but is actually able to vet current work. A flow chart graphic that outlines the process for decision-making would be helpful.

Gene commented that the PBC charge should reinforce the responsibilities, preparation, and participation of individuals who are appointed. The charge should also ensure that constituency group leaders are able to get information from members of PBC so that it becomes the participatory place for planning.

A final PBC draft will be brought back to College Council to reflect suggestions regarding learning outcomes and grants; however, constituency groups may begin recruiting.

1. VP Chapter Lead Update on Accreditation-related BP/AP Review – Pedro, Gene, Jane, Kate

Gene stated that the process at Human Resources is on its way to beginning.

Kate’s team is working on 17 accreditation-related policies and procedures and 140 altogether; her team is getting familiar with documents, making edits, and scheduling a “policy party.”

Jane referred everyone to the [College Council webpage](http://bussharepoint.santarosa.edu/committees/college-council/SitePages/Committee%20Home%20Page.aspx) for a list of policies and procedures that are being reviewed at this time. Jane also added that the Educational Planning and Coordinating Council (EPCC) is reviewing the first batch of Academic Affairs accreditation-related policies and procedures using a newly developed rubric.

Pedro’s team is working on ten sets of policies and procedures on subjects including counseling, financial aid, student records, grievance and conduct; the first set is being reviewed, with others following.

Jane reminded everyone that the policies and procedures are living documents and can be updated anytime in the future. Jane suggested that College Council keep a tracking spreadsheet of all the APs/BPs and where they are in the approval and review process. Karolina will create a fillable spreadsheet for the Council to update as policies are being reviewed.

1. **BOARD POLICY/ADMINISTRATIVE REGULATION REVISIONS –** [**MS Teams**](https://teams.microsoft.com/_#/school/files/General?threadId=19%3A232c5fd1d4d645599dccf39309ac3b53%40thread.skype&ctx=channel&context=General&rootfolder=%252Fsites%252FCollegeCouncil%252FShared%2520Documents%252FGeneral)

Meeting adjourned at 4:54 p.m.

**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 20th |
| ~~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 4th | Thursday, March 17th |
| Thursday, November 18th | Thursday, April 7th |
| Thursday, December 2nd | Thursday, April 21st |
| Thursday, December 16th - tentative | May 5th - tentative |
|  | Thursday, May 19th |