CONTRA COSTA COLLEGE
College Council Minutes

Date: Thursday, October 10, 2019
Time: 2:00– 4:00 p.m.
Location: SAB 211
Present: <u>Management</u>: Mojdeh Mehdizadeh, Mariles Magalong, Brandy Howard, Mayra Padilla, Evan Decker (Speaker), Rod Santos, Joel Nickelson-Shanks, Sandra Moore
<u>Classified</u>: Brandy Gibson (Chair), Michael Simpson (Speaker)
<u>Faculty</u>; Katie Krolikowski, Nikki Ferguson (Speaker), Vanna Gonzales
<u>Students</u>: Preston Akubuo-Onwuemeka, Alfredo Angulo (Speaker)
<u>Note-taker</u>: Joy Brucelas

TOPIC	OUTCOMES	ACTION ITEMS
1. Call to Order by Chair	Meeting called to order by Brandy Gibson at 2:05 p.m.	
2. Public Comment	None	
3. Approval of Agenda	Motion to approve agenda and seconded.	The agenda was approved.
4. Review of Minutes from 5/9/19 (Special College Council Mtg)	Minutes were reviewed with clarification on statement made by Mayra. Recommend not using the terms 'Quick Rubber Stamp" and replace with efficient approval. Motion to approve the minutes by Evan (as amended), seconded by Alfredo. No abstentions. Amended minutes approved.	The revised minutes were approved.
5. Process for updating College Handbook	Copies of A1004-A1005, Governance and Decision-Making Process from College Procedures Handbook was distributed for review and discussion. College Council charged the Operations Council to come back with a process and timeline for updating the College Handbook.	Operations Council will make a presentation at the November College Council meeting of a recommended process and timeline for updating the College Handbook.
6. Current Composition & Charge of Council	Council reviewed charge, composition, and voting.	Council agreed to amend charge to include "Ensure annual assessment of college committee charges."

7. Current Composition & Charge of "Big Four"	The College Council is charging the Big 4 Committees to review and update their charge and bring revisions to College Council for approval.	Updated Charge document from BIG 4 Committees will be brought to College Council for review/approval.
8. IEPI Update	Mojdeh summarized IEPI 1 which emphasized Enrollment Management, Research Dashboard, and Morale. Funds used to implement the best practices has approximately 80K to address Morale, the one area that remains outstanding. A budget extension was filed to provide time for new college leadership to be on-board in order to assess and address this issue. The extension is through 6/30/2020. Last spring, Dr. VanderWoude sent a 2nd IEPI proposal with added funding. IEPI 2 is currently on hold.	N/A
9. Budget Committee Report	Mariles reported that the committee has not yet met this semester.	
10. Operations Committee Report	Mariles reported that the committee will discuss the committee charge and composition at next meeting. Police Services and other departments developed a classroom emergency poster that has been printed, laminated, and installed in the classrooms. Signs at entrances of the college are in progress. They will be working with the Marketing department and will report by next meeting regarding installation of signs. Campus Shield report notification system will be piloted by a small group and brought back for further conversation at Operations Committee.	
11. Planning Committee Report	Katie summarized changes on committee charge with College Council which includes validating program reviews and with 4 members of each constituency group.	Changes to structure and charge will be brought forward for future approval of College Council after review and approval by Operations Committee.

12. Accreditation Report	Mayra reported that a first draft will be added to College Council in December. A technical writer is being sought to edit and compile the report.	
13. Construction Update	Tabled	
14. Marketing Update	Brandy provided an update on the Spring 2020 campaign.	
15. eLumen Update	In the next few weeks, all courses and programs will be uploaded to our test site. The team is recommending an April 1, 2020 live date to provide ample time and opportunity to provide training in February-March 2020.	Full timeline will be presented to the next College Council meeting. Mojdeh will send a copy of eLumen report to College Council.
16. Reports from Constituency Groups	Academic Senate: Katie reported on resolution of hiring of president; set a goal for effective timely communication and leadership development and succession planning. November 12 is District Plenary Session. Associated Student Report: Preston reported that Club Rush was successful. They are looking to get the Student Success Committee started up. On October 16, ASU is hosting a movie night to see "Harriet". Management Council: Rod provided report regarding the recent Free speech incident on campus. He commended the campus and shared that Management Council is interested in reviewing our current Free Speech policies and possibly developing a team to assess way to support our students by creating an anti-protest climate. Rod will be meeting with representatives from UC Berkeley to learn about their work and bring back suggestions that may be relevant to Contra Costa College. Classified Senate: Their last meeting had no quorum and was an information meeting	
17. Announcements	None	

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18. Next meeting	11/14/19, 2-4 p.m., GE-110	
19. Adjournment	Meeting adjourned at 4:32 p.m.	

Contra Costa College Governance and Decision-Making Process

Path of Problems or Issues Needing Routine Attention

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				Problem or Issue Regarding:
College Council	President's Cabinet	Operations Council	College Sector Committees* Or Organizational Unit**	• College-wide Policy and Procedure Development • College Planning, Budgeting, Evaluation Processes • College Goal Development • Resource Allocation
	President's Cabinet	Operations Council	College Sector Committees* Or Organizational Unit**	• Assessment of College Budgeting, Evaluation and Planning • Processes • Administration or Operational Procedure Development • Resource Development • Personnel; Collective Bargaining Issues
		Operations Council	College Sector Committees* Or Organizational Unit**	• Day to Day College or Unit Operations or Problems
			College Sector Committees* Or Organizational Unit**	• Special Interest or Narrow-Focus Problems and Operations
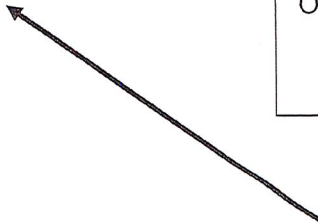
Contra Costa College Governance and Decision-Making Process

Protocol who or what is affected: →	Who initiates Discussion; forwards Recommendations or Problems for consideration (forms must be used): →	Group that makes the final decision on issue (has authority and is accountable): →	Decision-making committee requests formal input from: →	Distribution of decision:
College-wide Interest or Effect →	Anyone or Any Group →	College Council →	General college community through e-mail all representative groups →	Minutes are distributed college-wide
Day to Day Operations →	Anyone or Any Group →	Operations Council College Sector Committees Organizational Units →	Whoever is appropriate, given the issue or problem →	Minutes are distributed to Management Council and College Council
Administration; operational policies/procedures; personnel; resource development →	College Council Operations Council Management Council Committees →	President's Cabinet →	College Council Operations Council Management Council →	Minutes are distributed college-wide

August 1993

November 2007

A1005.0

<u>Proposed Process for Updating Procedures Handbook</u>

<u>College Council</u>:
1) Review Path of "Decision-Making Process" (chart) and "Governance and Decision-Making Process" (grid) (A1004-A1005; pp 44-45).
    a. We will use this process to update the Procedure Handbook
    b. We will prioritize sections of the handbook that are needed for accreditation and those that will address significant challenges for the college's daily operations. The priority for accreditation (standards I & IV) is the A1000: Organization & Decision-Making.
2) College Council charges Operations Council to develop a timeline and process for updating the handbook. This process should be brought to President's Cabinet and College Council (in accordance with the decision-making process) and include the following:
    - section to be updated,
    - timeline for update to occur
    - person/group responsible
    - date that updated section will be reviewed at Operations Council.
    a. Where possible, Operations Council should refer to Governing Board policies rather than drafting a college-specific policy. The college procedure handbook is intended to supplement, not duplicate, the district's policies.
    b. Once approved by Operations Council, revised procedures will be read at President's Cabinet and College Council. Executive Assistant will update the master Procedure Handbook at the P-drive with approved procedures, as well as track which sections of the handbook have been updated.

<u>Proposed Process for Updating Charge of the Big 4 Committees</u>

3) College Council charges the Big 4 Governance Committees to review their committee purpose and annual goals at their next meeting. (Minutes that capture these discussions = accreditation evidence). This activity should occur at the beginning of each academic year and committees should review progress toward goals at the close of each academic year.
    a. Revised charges should be submitted to Jackie Lopez for inclusion on the Operations Council agenda.
    b. The approval process will follow the Decision-Making Process chart.
    c. Once approved by College Council, the Executive Assistant will incorporate into the Brown Act Committees (A1003) section of the Procedures Handbook
4) College Council will review its charge/purpose and annual goals using the process articulated in #3 (above) at the November meeting.

<u>Future Action Items</u>:
- In accordance with A1008 (pg. 48), Dean of Institutional Effectiveness will send out a campus-wide survey (employees and students) in early Spring 2020 to obtain input regarding the governance process.
    o Survey results shared with College Council in Spring 2020 and College Council begins discussing how to implement any needed changes.
    o Survey and committee minutes provide evidence that CCC is reviewing governance process.

Planning Committee
(subcommittee of College Council)

Status: Participatory (Shared) governance subcommittee of the College Council.

Meeting Time: First Fridays of the month from 12:30 p.m. to 2:30 p.m. or as
              posted on College's Website: www.contracosta.edu

Composition: ~~Strategic planning faculty coordinator, academic senate president, 3
               managers, 2 faculty, 2 classified, 1 student representative (ex officio) vice
               president and president~~ 4 Faculty (including co-chair), 4 Classified, 4
               Students, 4 Managers (including co-chair)

Ex Officio: President, Vice-president(s), Academic Senate President, Classified Senate
               President, ASU President, SLO Coordinator

Co-Chairs: ~~Strategic planning faculty coordinator~~ Faculty planning coordinator, Dean of
               Institutional Effectiveness

Voting procedures:
     Quorum: 50% of filled voting seats + 1 voting member
                 (i.e., 9 if all voting seats are filled)

        All official members are voting members. Chairs may serve as voting members for their
constituency group as needed. Ex officio are non-voting members, but may serve as proxy for
their constituency voting members.

Records: Minutes are recorded of issues and actions and are distributed to the
               members and public via the College Website and forwarded to the College
               Council and the Budget Committee.

Committee charge:
- Lead the creation and monitoring of the College Strategic Plan
- Monitor the implementation of campus-wide plans and initiatives as they relate to the
  College Strategic Plan
- Oversee the program review validation process
- Maintain and archive evidence that will support accreditation process and the
  continuous improvement of institutional effectiveness measures and processes
- Make recommendations to College Council and Budget Committee