Members of the College Council
7351 Tompkins Hill Road, Eureka, CA, Board Room
Monday, November 2, 2009

Members Present
Allen Keppner, Dave Holper, Riley Emanaker, Becky Blatnick (phone), Martha Racine (phone), Mike Wells, Keith Snow-Flamer, Marjorie Carson, Ruth Moon, Jose Ramirez, Lynn Thiesen

Members Absent
Ron McQueen, Ashly Chapman, Ruth Bettenhausen, Jeff Marsee

Call to Order
Dr. Marjorie Carson called the meeting to order at 3:02 p.m.

Minutes
The minutes of October 19th, 2009 were approved as corrected.

Technical Assistance Report
As of this College Council meeting date (11-02-09) classified staff had had only three days to review the report and were not prepared to provide feedback. Other members of the Council reported that they felt the report was fair and that concerns communicated to Mr. Lay and Dr. Patton were represented in the report. Representatives from Academic Senate noted that recommendation number three “Everyone’s role needs to be better understood and respected. ... The district needs to set as a high priority the development of board policies regarding the roles and responsibilities for faculty, staff, and students per current regulation. . .” echoed the advice Dr. Marie Smith communicated to College Council when she noted that a written description of how College Council operates needs to be developed. Representatives from Academic Senate also noted that following Dr. Smith’s advice to revisit CR’s mission statement and statement of values would go a long way to help define roles and responsibilities and foster collegial governance.

The Council suggested that the ‘Technical Assistance Report’, along with Cabinet and Academic Senate suggestions on how to address some of the recommendations, be agendized for the 11-16-09 College Council Meeting.

The Council requested that discussion regarding updating the College’s mission statement, core values, philosophies, and goals be an agenda item for College Council’s 11-16-09 meeting. Copies of Mission College’s mission statement and CR’s mission statement shall be provided.

Review of College Council Scope
The Council agreed that ideally, the mission and core values of the institution should inform the scope of College Council, but until the mission and core values are revisited, the revised scope would sufficiently guide the College Council.

College Council Task Force
College Council member Becky Blatnick outlined concerns prioritized by Del Norte. Concerns noted were:
1. Communication and collaborative decision making (improved according to Becky);
2. Infrastructure ‘right-sizing’;
3. Hiring of a dean (accomplished).

Members of the ‘Task Force’ questioned whether College Council was the appropriate place for constituent groups’ concerns to be analyzed. The Council recommended
drafting clear guidelines regarding how concerns are forwarded, reviewed and addressed. In addition, the council recommended drafting clear guidelines on how the College Council operates in all its functions. The Council recommended focusing on the concern forwarded by the Task Force that College Council clearly had jurisdiction over, “Administration Delay in Policy Implementation.”

Members of the Task Force noted that the Task Force had completed its assignment to solicit and prioritize constituent group concerns. A motion was made, seconded, and passed unanimously that “The College Council Task Force has accomplished its assignment and the College Council will utilize the priority list as needed to inform any part of College Council’s discussion on updating and revising policies and procedures.”

The Council reviewed the process of updating the three digit BPs and APs to the CA Community College League recommended four digit format. In order to expedite this process, a suggestion was made to schedule two to three hour meetings held on weeks in which College Council wasn’t scheduled. The group would identify policies and procedures that are out of date, in conflict with education code, or in conflict with contract issues.

The Council agreed that when an Administrative Procedure is updated to the four digit format, the College Council should make a recommendation to the Board of Trustees to update the corresponding Board Policy as well. The Council noted that many three digit Board Policies covered more than one Administrative Procedure, so updating a Board Policy may require updating numerous Administrative Procedures.

The Council noted that if BP/AP 4240 and the other APs/ BPs under current BP503 were revised, they would not affect students until new catalogue rights were established.

The Council reviewed a draft flowchart that outlined a suggested 11 step process for reviewing and updating policies and procedures. Representatives from the Academic Senate noted that the ‘11 Step Process’ was very unidirectional and seemed to suggest that only the president could initiate policy and procedure revisions. The Council suggesting placing the ‘11 step process’ on the agenda for discussion at the 11-16-09 College Council meeting.

A motion was made, seconded and passed unanimously to “table BP/AP 4240 for discussion at a later meeting dealing with both Board Policy and Administrative Procedure at the same time.”

None

The next College Council meeting is scheduled for 3:00 p.m. Monday, November 16th, 2009.

The meeting was adjourned at 4:50 p.m.