REDWOODS COMMUNITY COLLEGE DISTRICT

Minutes of the College Council
7351 Tompkins Hill Road, Eureka, CA, Board Room
Monday, November 16, 2009

MEMBERS PRESENT
Allen Keppner, Dave Holper, Becky Blatnick (phone), Martha Racine (phone), Mike Wells, Keith Snow-Flamer, Marjorie Carson, Ruth Moon, Jose Ramirez, Lynn Thiesen, Reaia Reaves, Jeff Marsee, Ruth Bettenhausen,

MEMBERS ABSENT
Ron McQueen, Riley Emanaker

CALL TO ORDER
President Jeff Marsee called the meeting to order at 3:07 p.m.

MINUTES
The minutes of November 2nd, 2009 were approved without correction.

TECHNICAL ASSISTANCE REPORT
The Council reviewed the five recommendations contained in the Academic Senate for California Community Colleges (ASCCC) and Community College League of California (CCLC) Technical Assistance Report authored by ASCCC President Dr. Jane Patton and CCLC President/CEO Scott Lay following their September 28th and 29th, 2009 visit to College of the Redwoods. According to the report, College of the Redwoods could, by following the recommendations, “…better align the Redwoods Community College District’s governance process and practice with the intent of AB 1725, accreditation standards and best practices…”

1. “…AP 2511 should be amended to ensure the composition of College Council reflects each constituency identified in BP 2510. Having a strong classified senate would strengthen the staff voice.”

   Classified representatives of College Council noted that the ‘Classified Senate’ was in the formation process and that they would exert considerable effort to have the ‘Classified Senate’ formed and operational by the Christmas Holiday. President Marsee requested that he be notified when the group was scheduled to meet again as he would like to attend the meeting to provide assistance in helping the group move forward in forming the ‘Classified Council’.

2. “A foundation of strong interpersonal communication begins with a level of respect and trust…The major initiatives of the campus should be discussed and explained, and the faculty and staff should explain if they have any substantive concerns… All groups might find ways they can contribute to improving campus climate and develop ownership for the solutions across groups.”

   The CRMC representative of College Council recommended that College Council consider drafting an administrative procedure outlining a ‘code of conduct for all CR employees.’ Representatives from Academic Senate noted that a suggestion regarding a ‘statement of values’ was offered by Dr. Marie Smith of the ACCJC visiting team. Some members of the Council suggested that the language should be communicated in a ‘core values’ statement, or something similar, as a ‘code of conduct’ may be perceived as too punitive.

President Marsee suggested scheduling an open forum Friday, January 29th, 2010 with participants from all district constituency groups, including the Board of
Trustees, to identify broad themes relevant to the district’s goals, vision, mission, and conduct. The themes identified will be recorded and will inform the work of a smaller committee tasked with drafting administrative procedures and recommending board policies that update the district’s mission, core values, philosophy, and long term goals.

3. “Everyone’s roles and responsibilities needs to be better understood and respected… In order to foster this understanding and respect, 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. It is recommended that an audit be conducted of existing practices and procedures, compliance with current regulations be evaluated, and that roles be defined consistently and written down so that all parties have the same understanding of their respective roles.”

President Marsee suggested the district utilize a third party to facilitate discussion regarding clarifying roles and responsibilities of administration, Academic Senate and CRFO. President Marsee also suggested that an audit of existing BPs and APs to identify inconsistencies within them would be a productive first step. Some members of the Council suggested that ‘Interest Based Discussion’ could be a productive model to help the district clarify roles and responsibilities.

4. “The district could develop a culture of leadership development and help to “grow their own” administrators through activities such as shadowing, mentoring, incentives and leadership development activities … the opportunity could provide faculty and staff greater understanding and commitment to the policy directions of the Board of Trustees and college president.”

The Council discussed a process in which all qualified applicants are invited to apply for leadership opportunities and leadership training. The Council’s CRFO representative noted that CRFO has discussed amending their contract to provide more flexibility to allow faculty to apply for special projects.

The Council discussed that a mentorship program offering management seminars and individual mentor/mentee relationships could be beneficial to the district and should be considered. Mike Wells, Director of HR, will obtain the El Camino College mentor program model to be used as a starting point for a CR program.

An ad-hoc committee constituted of one faculty, one manager, one classified employee, one confidential employee, one DN representative and one CRMC representative will be formed to focus on all aspects of professional development for all employees. Mike Wells will convene the group and begin discussion of concepts and ideas to be presented to College Council in a report format by the end of January.

5. “The district should hold annual reviews of its governance process with all constituencies to ensure the effective implementation of these recommendations and consider a subsequent visit of the Technical Assistance Team. Additionally, the district should develop a shared vision and commitment to improving its process for the future without undue
preoccupation on the past.

The Council discussed the district’s ‘annual review of its governance process.’ One measure will likely be how well the Council has achieved the goal of updating BPs and APs utilizing a clear and well defined process, and how well those updated BPs and APs clarify roles and responsibilities.

FINAL REVIEW OF COLLEGE COUNCIL SCOPE
The Redwoods Community College District shall establish governance structures which are efficient, effective, and which allow for broad participation in the decision-making process. The District seeks to build understanding and trust among various groups in the College through open collaboration and shared responsibility. The College Council is a collegial consultation body that includes representatives from all of the District’s constituent groups.

The College Council is responsible for reviewing recommendations of Board Policies before final submission to the Board of Trustees for approval. Administrative Procedures are approved by College Council itself and forwarded to the Board of Trustees for informational purposes. College Council also reviews the actions of the Cabinet, Academic Senate, Coordinated Planning Council, and the Financial Advisory Council.

Members convey information from the Council to their constituent groups and from their groups to the Council. Members represent their constituents’ views to the College President who serves as Council Chair. The Council serves to advise the College President before implementation of the recommendations.

MISSION, CORE VALUES, PHILOSOPHIES AND GOALS
Refer to item two above under ‘Technical Assistance Report’. (Open forum scheduled for January 29th, 2009)

BP/AP REVISION PROCESS
Tabled for discussion at the next College Council Meeting (November 30th, 2009).

BP/AP 4240 “ACADEMIC RENEWAL”
Tabled for discussion at the next College Council Meeting (November 30th, 2009).

UPDATES
Academic Senate is reviewing statewide ‘best practices’ related to faculty prioritization models (AP305.01 and AP305.03). All parties agreed that adhering to a rational prioritization process that garners district-wide buy-in will alleviate the contentious scenarios that surround faculty prioritization.

NEXT MEETING
The next College Council meeting is scheduled for 3:00 p.m. Monday, November 30th, 2009.

ADJOURN
The meeting was adjourned at 4:45 p.m.