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, Riley Emanaker

MEMBERS
ABSENT
Ron McQueen, Ruth Bettenhausen

CALL TO
ORDER
President Jeff Marsee called the meeting to order at 3:06 p.m.

MINUTES
The minutes of November 16th, 2009 were approved with corrections.

UNFINISHED
BUSINESS

CLASSIFIED
COUNCIL
The Council’s CSEA representative reported that the group tasked with the formation of the Classified Council had not met since the last College Council meeting (Nov 16th), but planned to meet in mid-December. President Marsee requested that a member of the Classified Council formation group submit by December 15th a ‘Statement of Position,’ including status and intended outcomes regarding the formation of a Classified Council, for inclusion in the Follow-up Report Addendum.

DISTRICT-WIDE
FORUM
REgarding
MISSION, Core
VALUES, GOALS,
PHILOSOPHIES
At the November 16th College Council meeting, the group discussed the possibility of holding a district-wide open forum on January 29th to discuss CR’s mission, core values, goals and philosophies. President Marsee noted that Dr. Pamela Fisher of the Association of Community College Trustees (ACCT) had been helpful in facilitating discussion regarding goals and objectives for the Board of Trustees and the President, and asked the Council if they thought her services would be valuable during the open forum.

A representative from the Academic Senate suggested distributing prior to the forum links to CR’s current mission, values, goals and philosophies, along with links to examples from other institutions such as Mission College, in order to provide a frame of reference.

The CRFO representative to College Council questioned the objectivity of a ‘Board of Trustees’ evaluator.’ The CRFO representative suggested investigating other activities in addition to the open forum such as break out activities specific to each constituent group and brown bag activities. The CRFO representative also suggested notifying the campus community as soon as possible regarding the open forum, especially students (who are our main constituent group).

The Academic Senate Co-Presidents, President, and VP of Instruction will discuss possible facilitators and an agenda for the forum and report back to College Council at the next College Council meeting (December 14th).

MENTOR
PROGRAM
Mike Wells, Director of HR, has attempted contacting Barb Perez from El Camino College to investigate the mentor program implemented at that institution. Mike Wells
DEVELOPMENT will present to College Council a report on El Camino’s mentor program model at College Council’s December 14th meeting.

Some members of College Council suggested looking at at least two successful mentor program models as we begin to develop one here at CR.

The ‘Technical Assistance Report” authored by Scott Lay of CCLC and Dr. Jane Patton of ASCCC suggested that College of the Redwoods “should amend AP2511 to ensure the composition of College Council reflects each constituency identified in BP2510...”.

BP2510 and AP2511 were presented to the Council for review. College Council will review BP2510 and AP2511 and discuss revisions at the December 14th meeting.

BP/AP REVISION PROCESS The Council briefly discussed the 11 step Board Policy revision process introduced by Trustee President George Truett at the November Board of Trustees Meeting. Some members of College Council noted that Trustee Truett had suggested implementing the 11 step process for chapters one and two of the Board Policies, but questioned whether the process was recommended by Trustee Truett for use in updating board policy chapters three through seven. President Marsee communicated that his understanding was that the BOT would let College Council determine whether or not College Council would use the process for updating chapters three through seven.

College Council will discuss the BP revision process at their December 14th meeting.

BP/AP 4240 “ACADEMIC RENEWAL” College Council support staff noted that College Council had revised AP4240 but College Council had not provided suggested language for the corresponding BP. Support staff also noted that AP4240 would replace the existing AR503.02, but a suggested BP4240 could not replace the existing BP 503 since BP 503 “Examinations and Grading” covered a total of four Administrative Procedures:
1. AR503.01 “Grading Regulations and Procedures”
2. AR503.02 “Academic Renewal Without Course Repetition”
3. AR503.03 “Regulations Regarding Academic Standing”
4. AR503.01 “Course Repetitions”
Support staff also noted that the updated board policy templates are more specific to each procedure so to replace existing BP503 “Examinations and Grading”, College Council would have to suggest language for:
1. BP4230 “Grading and Academic Record Symbols”
2. BP4231 “Grade Changes”
3. BP4240 “Academic Renewal”
4. BP4250 “Probation, Disqualification, and Readmission”
5. BP4225 “Course Repetition”

President Marsee suggested that an overall audit of existing policies and procedures may be useful to:
1. Determine if contract issues are embedded within policies and procedures
2. Determine if conflicts exist between contracts and procedures
3. Convert existing three digit polices and procedures to the CCLC suggested four digit format

President Marsee suggested that some of the confusion regarding roles and
responsibilities relates to the confusion of language between the old three digit policies and the updated four digit policies. President Marsee noted that one of recommendations of the CCLC/ASCCC Technical report was:

“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 reported that in a corresponding conversation between himself and Mr. Lay, President Marsee had requested that Mr. Lay and Dr. Patton suggest a neutral and experienced individual that could work with CR to sort through all CR BPs and APs and help facilitate discussion on how we clarify roles and responsibilities.

President Marsee, the VP of Instruction (Marjorie Carson), and the Academic Senate Co-Chairs (Allen Keppner, Dave Holper) will meet to discuss the possibility of utilizing a third party to perform a BP/AP audit, and will provide a report to College Council at College Council’s next meeting (December 14th).

AP305.01/305.03
“FACULTY PRIORITIZATION”

VP of Instruction, Marjorie Carson, reported that Program Review summaries are being analyzed and are providing a lot of data and that she would convene a meeting between herself, the deans and Academic Senate representatives prior to winter break to discuss prioritization.

President Marsee reported that he did not yet know if the district would hire any full time faculty this year. Academic Senate co-president Dave Holper reported that an ad-hoc committee had been formed consisting of himself, VP of Instruction Marjorie Carson, and two additional faculty members and that the committee would review two strong ‘faculty prioritization’ models used at other institutions, CR’s most recent Academic Senate approved prioritization process, and the interim process used most recently.

President Marsee noted that if the district finds it is in a position to hire full time faculty, and if the Academic Senate and Cabinet agree that the ‘decision tree’ prioritization model is functional, then President Marsee would like to use the decision tree model and address problems with the model when they are identified.

AP505
“ENROLLMENT PRIORITIES”

Lynn Thiesen reported that the ad-hoc ‘Enrollment Priority’ committee was scheduled to meet Wednesday, Dec. 2. College Council representation on the ad-hoc committee consists of Dave Holper and Becky Blatnick. President Marsee requested that the committee provide a statement that identifies the criteria used for establishing enrollment priorities.

**NEW BUSINESS**

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UPDATES

President Marsee reported that the first meeting of the CRMC Education Master Plan Committee was held November 14th, 2009 and a subsequent meeting is scheduled for February 6th, 2010. President Marsee reported that the district was in the process of localizing master planning for each of the regional areas, including Mendocino, Garberville, Del Norte, Klamath Trinity, the 101 Corridor, Eureka, the virtual campus, and eventually the international program.

Ruth Moon, CRFO representative to College Council, reported that negotiations were underway regarding the academic calendar. Some members of College Council suggested planning the academic calendar two years in advance.

The Administrators, Managers and Directors (AMD) representative to College Council, Lynn Thiesen, reported that the AMD group would like to draft a procedure that outlines who the group is and how they operate. President Marsee suggested that College Council include Confidential employees in discussion regarding revising AP2511.

Marjorie Carson, VP of Instruction, reported that CR had received from the ACCJC a draft confidential report regarding the findings of the ACCJC’s October 20th and 21st visit, and that the accreditation writing team was in the process of authoring the addendum to the follow-up report.

Keith Snow-Flamer, VP of Student Services, reported that he and Marjorie Carson, VP of Instruction, were working with the deans to create a clear and consistent model that will determine when and what classes are cancelled. The goal of the project is to create a model that will allow for a final schedule, without cancellations, to be in place by January 5th. Academic Senate representative Dave Holper requested that Keith Snow-Flamer send out an email notification to faculty advising faculty of the revised process.

NEXT MEETING

The next College Council meeting is scheduled for Monday, December 14th at 3:00 pm.

ADJOURN

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