

College Council

Meeting Minutes

September 12, 2024 | 12:50 pm to 1:50 pm Hybrid Location: In-Person at OC*116 & Zoom Zoom Link | Meeting ID: 818 1323 0186 | Passcode: 789776

Council Members Present:

Ms. Natalie Aceves, Dr. Hayley Ashby, Ms. Kimberly Bell, Dr. Peggy Campo, Dr. Michael Collins, Ms. Azadeh Iglesias,

Dr. Tenisha James, Mr. Yusuf Jilani, Ms. Ashlee Johnson, Mr. Daren Koch, Dr. Virgil Lee, Mr. Jethro Midgett,

Mr. Alex Spenser, Dr. Kaneesha Tarrant, Ms. Leona Vassale, and Ms. Patty Worsham

Ex-officio Members:

Dr. Monica Green (Administrator), Ms. Araceli Covarrubias (Faculty Association), Vacant (CPROS), Vacant (ASNC Rep)

Council Members Not Present:

Ms. Janet Frewing, Mr. Dan Reade

Guest(s):

Dr. Zina Chacon

Recorder:

Ms. Desiree Wagner

Quorum: #10

Subject to Brown Act: No

1. Call to Order

12: 50pm

2. Action Items

2.1 Approval of Agenda

- MSC (Motion-Ashlee Johnson/Second- Jethro Midget)
- Change the date in item 2.2 from May 5th to May 9th
- Approved by consensus.

2.2 Approval of Meeting Minutes, May 5, 2024

- MSC (Motion-Kim Bell/Second- Michael Collins)
- Approved by consensus.

2.3 Strategic College Council - 2024-2025 Meeting Schedule

- MSC (Motion- Kim Bell/Second- Jethro Midget)
- The College Council members reviewed the meeting schedule for the academic year.
- Virgil Lee motioned: to move the December 12th meeting to December 5th due to finals week, which can be cancelled if there is a lack of agenda items.
- The members agreed to move the December meeting to December 5th, avoiding finals week.
- Approved by consensus.

3. Discussion Items

3.1 Overview of College Council Charter

Action: Members agreed to update the charter to reflect the new accreditation standards.

- Discussion: Dr. James led a discussion about updating the charter, focusing on improving clarity and purpose for each of the main leadership councils. The team agreed to use a new template for the charter, which will be drafted this Fall. They also discussed the need for clearer meeting procedures and expectations, particularly in a hybrid format. The members decided to update these procedures, but did not finalize the changes during the meeting. There was also a discussion about the process for updating the SPGM, suggesting that the members consider how to better manage addendums and updates. The Council agreed to continue working on these issues, with the aim of having a clean update for the new cycle starting next fall.
- There was a discussion about the role of ex officio members, with the consensus being that their role is to provide professional expertise and input. The team agreed to define the role more clearly to avoid confusion.
 - Ex-officio: Those members of board, council, or committee appointed by virtue of another position or expertise. May be voting members or non-voting. Must be specified in the appointment. (Page 123 of the SPGM)

4. Information Items

4.1 2024-2025 Agenda Items

- Council members reviewed the calendar to have a grasp on expectations on agenda times for the academic year.
- Discussion: 24-25 agenda items for College Council, which was instituted a few years ago to provide a
 flexible calendar of expectations for the academic year. The agenda includes reviewing charters, institution
 set standards, DSPC updates, resource allocation prioritization, accreditation updates, KPI updates, and
 surveys and reports of effectiveness. The discussion also touched on the process of prioritization rankings
 coming through the College Council as information items.
- Dr. Ashby suggested staggering the KPI performance and accreditation update meetings to avoid running out of time.

4.2 Quorum Updates

- Reviewed quorum updates, emphasizing the importance of equitable student outcomes and efficient use of time. The process now allows for hybrid attendance, with voting members and guests able to attend virtually or in person. A new quorum update was introduced, defining quorum as 50% plus one of attending members, either in person or on Zoom. Request to have cameras on if they are attending via zoom. However, concerns were raised about the low quorum number, with a recommendation made to increase it to an odd number of 5. The decision was made to apply this recommendation to the College Council and the Leadership Councils specifically. The meeting also highlighted the importance of participation from all bodies, with the hybrid format aiming to make the process more accessible (Administrators, Faculty, CPROS and ASNC).
- Members expressed concerns about the process of changing the quorum requirements for a council above them, questioning how the decision was made. Dr. James explained that the changes came from the Executive Cabinet, aiming to increase participation and ensure effective governance. She also suggested that the changes should be discussed at a constituency level and presented to other councils. Members agreed with the changes but emphasized the need for transparency and the need for the councils to be involved in the decision-making process. The group also discussed the potential for different councils to have different minimum requirements for the quorum, suggesting a representative from each body should be present. Members raised concerns about the potential for a group to block a vote by not showing up.
- Discussion about the purpose and voting mechanism of the office of the President, which came from the Executive Cabinet. The team agreed to continue with the current voting system, but also considered alternative mechanisms for giving recommendations. The main concern was the lack of attendance and participation in the councils, which was addressed by introducing a hybrid option. The team also discussed the importance of representatives attending meetings to ensure their groups' voices are heard.
- Dr. Ashby suggested providing a summary of the attendance data analysis to guide the recommendation to assist with the accreditation process.
- The College Council recommends all Leadership Councils add Quorum Updates to their perspective agendas. A reminder will be given at the college co-chair September meeting.

5. Good of the Order

5.1 DSPC Update

- Final Budget FY 2024-2025 Presentation
- Scaling GP Retreat Nov 1st
- District EEO Plan Finalization
- Update on 25-year plan revision
- Next Meeting: October 18, 2024 (September's meeting is cancelled due to Chancellor's Retreat)

6. Future Agenda Topics

- Annual Budget Priorities
 - Dr. Collins expressed concern about the lack of discussion on annual budget priorities in the previous year's meetings. He suggested that these should be brought up in the next meeting before the resource allocation process begins.
 - Dr. Collins also discussed the allocation of funds for guided pathways implementation, which he
 clarified would be distributed to colleges. However, he noted that the exact distribution method and
 interpretation of the funds were still unclear.

7. Adjournment

- 1: 45 pm
- Next Meeting: October 10, 2024, Time: 12:50pm to 1:50pm, Location: OC*116

Fall 2024 Meeting Schedule of College Council	Agenda Item Request Deadline
September 12, 2024, from 12:50-1:50 PM	5 PM on Thursday, September 5, 2024
October 10, 2024, 12:50-1:50 PM	5 PM on Thursday, October 3, 2024
November 14, 2024, 12:50-1:50 PM	5 PM on Thursday, November 7, 2024
December 12, 2024, 12:50-1:50 PM	5 PM on Thursday, December 5, 2024



NC Governance | 2024-2025 Meeting Schedule

College Council

2024- 2025 College Council Meeting Schedule

Every month on the **Second Thursday**, 12:50 pm to 1:50 pm in **OC*116**

Zoom Link: Needed

- ❖ September 12, 2024
- ❖ October 10, 2024
- November 14, 2024
- ❖ December 12, 2024 (Finals week) Vote on meeting or canceling?
- **❖** March 13, 2025
- **April 10, 2025**
- **A** May 8, 2025



Charter for College Council

August 2021 - June 2025

This Charter is established April 2021 between the College Council and the Office of the President to structure the process and planned outcomes of the College Council included herein thru the 2024-2025 academic year.

Purpose

The College Council oversees institutional planning, monitors institutional progress in achieving the College's Key Performance Indicators (KPIs), ensures integration of institutional strategic plans, and provides recommendations to the President.

Charge

The College Council receives recommendations/plans/proposals from the four Leadership Councils that involve institution-wide impact, college-wide strategic plans, and/or those that may impact the District/region. The College Council will deliberate and consider proposals and recommendations received from the four Leadership Councils, the Academic Senate, and/or the College President deemed to have strategic, College-wide impact. After College Council input, college-wide strategic plans or proposals will then be accepted and forwarded to the College President. It will also coordinate the common agendas and communication items that are to be shared/addressed at subsequent Leadership Council meetings.

The College Council is primarily responsible for assessing and coordinating the Educational Master Planning objectives listed below.

- 8.3 Revise governance process formalize all unwritten governance processes for more effective implementation of the Educational Master Plan.
- 12.3 Support General Obligation bond campaign and implementation

Guiding Principles and Assumptions

Accreditation Standards guiding the Council are:

- Standard IIIB. D
- Standard IV

There is no associated budget with the Council's charge.

Scope & Expected Deliverables

After College Council input, College-wide strategic plans and proposals will be forwarded to the President.

Scope & Expected Deliverables

In mid-spring of each academic year, the College Council will participate separately in dialogue sessions to 1) self-evaluate the effectiveness of their planning and decision-making processes through the Survey of Effectiveness, 2) self-report on EMP objective progress and appropriate objective assignments, and 3) self-assess the completion of their charter's scope/deliverables during the academic year. In late spring, the College Council will receive and discuss an executive summary from each governance entity chartered by the College Council addressing the above three items. The Office of the President will make recommendations to, and receive recommendations from, the College Council based on the results of the self-evaluation. The College Council will also conduct its evaluation of effectiveness and post an executive summary of the results on the Council's website.

Membership

The College Council will be comprised of 20 members (or as specified by the overseeing committee/council) inclusive of representatives of faculty, classified professionals, students, and administrators who will be assigned or appointed by their respective representative bodies. Voting members consist of all members. The College Council shall have three co-chairs. Following is the recommended membership of the College Council:

- Four (4) presiding administrative chairs of each leadership council– Administrator
- General representative– Administrator
- Academic Senate President– Faculty
- Chair of Chairs (Enrollment Management) Faculty
- Faculty Accreditation liaison– Faculty
- Four (4) presiding faculty chairs of each leadership council– Faculty
- General representative

 Faculty
- Four (4) presiding classified professional chairs of each leadership council– Classified Professional
- General representative- Classified Professional
- ASNC President (or designee) Student

Per their request, ASNC shall also appoint an alternate, non-voting student member.

The College Council's three co-chairs (faculty, administration, and classified professional) are also charged with attending District Strategic Planning Council meetings.

The College President, the College vice president of CTA and the College vice president of CSEA 535 (or their designee) shall also be ex officio members of the College Council.

Meeting Time/Pattern

Whereas the District Strategic Planning Council (DSPC) typically meets monthly on the third Friday of the month, College Council meetings will be held during College Hour (12:50pm to 1:50pm, with Zoom option) on the second Thursday of the month during the regular semester to allow time for agenda items appropriate to DSPC to be brought forward for district-level decision making. As deemed necessary by the presiding chairs, additional College Council meetings and/or retreats may be held.

Whenever possible, the co-chairs of all councils and the Academic Senate president will meet weekly to provide direction on the general work of the councils. These weekly planning

Meeting Time/Pattern

meetings will be held on Wednesday afternoons during the regular semester. Contact the cochairs to place an item on a future agenda.

Roles of Chairs and Members

The College Council is led by faculty, classified professional, and administrative co-chairs. The co-chairs work collaboratively, transparently, and as a team to ensure that the chair duties are shared. To the extent possible, co-chair appointments and elections shall be made in staggered terms to help ensure group stability: the faculty co-chair will be selected in even years and the classified professional co-chair will be selected in odd years. It is recommended that the faculty and classified profession co-chairs are limited to serving a maximum of two, two-year consecutive terms to facilitate broad participation and the rotation of ideas/perspectives, as well as to broaden leadership development opportunities. Previous council membership is not required to serve as a College Council co-chair.

The co-chairs are accountable to College Council for ensuring the continuity of dialogue between governance tiers. Co-chairs are responsible for preparing agenda and facilitating meetings of the College Council based on best practices and guidelines for effective facilitation.

College Council members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the council. Members are expected to actively attend, and participate in, all meetings, deliberations, and decision-making processes of the College Council. While representing the perspectives of their constituency groups, members are expected to engage in effective dialogue with College Council peers with the intention of finding consensus on all issues that come before the College Council.

It is recommended that College Council members be limited to serving a maximum of two, two-year consecutive terms. To the degree possible, appointments and elections shall be made in staggered years.

A co-chair (or a designated delegate) shall prepare a brief summary of each Council meeting and send it to the College community within 24 hours of the meeting to fulfill transparent communication reporting.

Meeting Procedures and Expectations

The College Council will adhere to the following meeting and governance best practices. Meeting agendas will be issued in advance of meeting times. These agendas will be organized to achieve the milestones established in the charter and prioritize action items. Minutes will be taken to record the group's progress.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda,
- arrive promptly and stay for the duration of meetings,
- participate in problem-solving approaches where the interests of all participants are considered in developing proposals and recommendations and, where appropriate,
- strive to understand the perspective of other constituencies including college-wide perspectives,

Meeting Procedures and Expectations

- welcome all ideas, interests, and objectives that are within the scope of the charter,
- actively listen in order to engage in respectful and constructive dialogue,
- work with a spirit of cooperation and compromise leading to authentic collaboration,
- move forward once a consensus-based decision has been made, and
- follow through on tasks to which they commit outside of scheduled meetings.



This is a guide for annual CC meetings. Other items shall be added as appropriate. Co-Chairs may shift/add/remove items from month-to-month as requested and /or needed.

September

- Overview of College Council Charter
- Review/Approve 2024-2025 Charters
- DSPC Update

October

- Review the Report of Effectiveness results for CC and all Leadership Councils
- Institution Set Standards Update
- DSPC Update

November

- Report on Resource Allocation
- Campus Climate Survey/Student Equity Plan
- DSPC Update

December

- Accreditation Update
- Acceptance of Leadership Councils Program Review Prioritization
- Annual Key Performance Indicators (KPI) Progress Report <u>KPI 1-7</u> Review
- DSPC Update

March

- Budget Priorities for Coming Academic Year
- Survey of Effectiveness
- DSPC Update

April

- DSPC Update
- Annual Key Performance Indicators (KPI) Progress Report KPI 8-15 Review

May

- Report of CC Effectiveness Dialogue Session
- Review the Report of Effectiveness results for CC and all Leadership Councils
- DSPC Update
- Review/Approve 2025-2026 Charters

June (if a June meeting)

• (In meeting or via email) Self-report on EMP objective progress and completion of Charter's scope/deliverables



Attendance & Quorum Procedures for 2024-25 Academic Year:

- Move to all-hybrid leadership council meetings
- Co-chair:
 - In-Person attendance
 - Remote attendance (due to district travel/business) requires advance notice to co-chairs
 - Include Co-Chair remote attendance in meeting minutes (co-chair virtual attendance or absence)
- Voting Members:
 - Can attend virtually or in-person
 - If you have to be virtual, you have to have your camera on!
- Redefine Quorum
 - <u>50%+1 of actual attendees</u> (voting members virtual + in-person)
 - 3 person minimum!

