



Butte-Glenn Community College District
3536 Butte Campus Drive
Oroville, CA 95965

COLLEGE COUNCIL

October 10, 2023 | 8:00 a.m.

NOTES

Members Present: Denise Adams, Alan Burwell, Irma Gonzalez Cuadros, Virginia Guleff, Cole Militano, Oscar Perez, Erik Shearer, Andy Suleski, Jess Vickery, Chris Westbay, Brad Zuñiga

Members Absent: Tray Robinson

1. AP 7120.2 – Vice President Hiring

Superintendent/President Guleff explained that the recent suspended search for the Vice President for Administrative Services position was the impetus for reflection on the vice president recruitment process and proposed modifications to the relevant administrative procedure. Hiring executive personnel is very difficult and different from hiring other types of employees. College Council reviewed and discussed proposed modifications to AP 7120.2 and provided input. Council members recommended the addition an opportunity for the Superintendent/President to speak to candidates in a less formal setting in addition to the standard two interviews.

Constituent group leaders will take the revised AP7120.2 to their groups for review and comment to be reported at the 10/24 College Council meeting.

2. Committee Charter & Bylaws Template Review

Academic Senate President Vickery provided a document that explains the difference between a committee charter and bylaws, as well as bylaws templates for committees governed by the Brown Act and those not governed by the Brown Act. He recommended keeping a committee charter separate from its bylaws because the former won't change regularly while the latter should be reviewed and may be updated regularly. The content of the documents he provided will be included in the Institutional Effectiveness Manual. Additionally, the charters of all committees listed in the manual will be included in an appendix in the manual.

College Council discussed how committee chairs can facilitate engagement with their committee's bylaws at the start of every year.

3. AP Review Process

College Council discussed the path a revised AP will take for review and approval. Much like AP 7120.2, a vice president or the Superintendent/President will bring revised APs to College Council for review and discussion. Constituent group leaders will then collect feedback from their respective groups and bring that feedback to College Council for discussion and potential further revision. From there, revised APs will go to the Superintendent/President's Leadership Team for final review and recommendation to the Superintendent/President for approval. Superintendent/President Guleff noted that the feedback cycle needs to happen in a timely fashion so that APs don't languish. The Board of Trustees reviewed chapter 6 board policies last year, which means that chapter six administrative procedures are now up for review. College Council will break the chapters into portions for review.