



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

COLLEGE COUNCIL

September 26, 2023 | 8:00 a.m.

NOTES

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

Members Absent: Cole Militano

1. Approval of Revised College Council Charter and Bylaws

Following discussion and additional revisions to the College Council Charter and Bylaws, it was motioned by Jess Vickery and seconded by Denise Adams to approve the College Council Charter and Bylaws as amended. Motion carried; Abstention: Alan Burwell

2. Revised SEM Charter

Vice President Shearer provided a review of the SEM Committee Charter and presented the changes to the membership section of the document. After discussion, it was suggested that student representatives be appointed by Associated Students, the Director of Marketing will be added as a member, and a Classified employee will be appointed by the Classified Senate. It was motioned by Denise Adams and seconded by Irma Cuadros Gonzalez to approve with the items included as discussed in the SEM Committee Charter. Motion carried; Abstention: Alan Burwell

Vice President Suleski asked if there should be language about substitutions being allowed, which led to a discussion regarding consistency across all committees with a charter or bylaws. If committees have both a Charter and Bylaws, they can be combined into one document. Tray Robinson and Jess Vickery will develop a template for all committees to use and will bring it to the October 10 meeting.

3. Committee Chair Summer Taskforce Report-Out

Tray reported that there a discussion regarding recommended language for the IE manual. The taskforce would like to see training on topics such as: is my committee a Brown Act committee, what committees are shared governance committees, and definitions of committee, ad hoc committee, taskforce.

4. Discussion of Governance Committees

President Guleff referred the committee to pages 11 & 12 of the IE manual which outlines which committees are governance committees and definitions. There's not a full inventory of every committee on campus, but it is important to understand which taskforces or operational groups come under which committee, which provides a connection to the Strategic Plan. Committee work becomes clearer with respect to goals if they come from the strategic initiatives. Every committee needs to be identified as faculty are required to sit on a recognized committee. There may be an opportunity to consolidate some of the committees listed on page 30 of the IE manual. College Council will need to consider these issues. Refining the IE manual will start with this initial pass

and then in three to five years, College Council will refine it again. The Board of Trustees would like to be able to fully vet the IE manual at their retreat in October.

5. AP Review Process

AP 4250 needs to be reviewed ahead of schedule. Last year the Board of Trustees updated Chapter 6 board policies, which cover Administrative Services. That area has updated their administrative procedures.

College Council needs to establish a cycle for review, including providing a clear understanding of the difference between a board policy (BP) and an administrative procedure (AP). When constituent groups receive APs for review, the legal language that cannot be changed should be highlighted. Carefully explaining the process will also be important:

- College Council Review
- Constituent Groups Review
- Back to College Council for approval
- President's Leadership Team for final approval

6. Accessibility, Capability, and Maturity Model Taskforce

The CCC Tech Center is responsible for the Accessibility, Capability, and Maturity Model Taskforce and is rolling it out to other colleges. The next step is for the college to form a taskforce. President Guleff directed Tray Robinson to move forward with assembling a taskforce and identifying which governance committee it falls under.