



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

COLLEGE COUNCIL

February 27, 2024 | 8:00 a.m.

NOTES

Members Present: Alan Burwell, Irma Gonzalez Cuadros, Virginia Guleff, Tray Robinson, Erik Shearer, Andy Suleski, Jess Vickery, Brad Zuñiga

Members Absent: Denise Adams, Cole Militano, Chris Westbay

1. Approve College Council Charter & Bylaws

College Council reviewed the revised College Council Charter that reflects the modifications made at the last meeting. It was moved by IDEA Officer Robinson, seconded by Academic Senate Vice President Cuadros, to approve the College Council Bylaws as presented. Motion carried unanimously.

College Council reviewed the revised College Council Bylaws that reflect the modifications made at the last meeting. It was moved by Assistant Superintendent/Vice President Suleski, seconded by IDEA Officer Robinson, to approve the document as presented. Classified Senate Vice President Burwell asked about having an even number of voting members and how ties will be handled. Academic Senate President Vickery responded that in the event of a tie, a motion fails; the committee chair may also elect to use their vote to break a tie.

College Council discussed the language allowing a constituent group to appoint a designee to the council in the event that one of their members also holds an advisory position on College Council. Academic Senate President Vickery noted that he doesn't believe the language is required, but it's also acceptable to keep it. Superintendent/President Guleff explained that the goal is for College Council to hear the widest perspective from the constituent groups, which this language seeks to foster.

Motion to approve the College Council Bylaws as presented carried unanimously.

2. Review Equivalency Committee Charter & Bylaws

Academic Senate President Vickery presented the Equivalency Committees Charter and Bylaws, which the Equivalency Committee drafted and approved. Academic Senate also approved them. He added that these documents tie to the work of the committee to AP 7211 – Faculty Service Areas, Minimum Qualifications & Equivalencies – and to relevant sections of ed code.

College Committee discussed Equivalency Committee membership. Superintendent/President Guleff recommended that the Human Resources representative should be listed as Executive Director, Human Resources, or designee. She also questioned why the Human Resources representative isn't a seated member. College Council discussed the implications of changing the committee membership. Academic Senate President Vickery explained that Human Resources drives the activity of the committee by indicating who needs to be reviewed and providing the necessary documents. Additionally, the committee doesn't vote via parliamentary procedure. Instead, they indicate "approve, deny or refer" for each candidate under review. Vice President Shearer noted that ed code is clear in giving faculty purview to determine equivalency. College Council

recommended that the charter be modified to indicate that the HR Analyst is selected by the Executive Director, Human Resources.

IDEA Officer Robinson recommended that committee's responsibilities as outlined in the charter be modified to include "working with an equity-minded lens."

College Council reviewed the Equivalency Committee's Bylaws and discussed the stipulation regarding special meetings and how to proceed during instructional breaks. Academic Senate President Vickery will ask the Equivalency Committee to revise that portion of its bylaws.

It was moved by Classified Senate Vice President Burwell, seconded by Assistant Superintendent/Vice President Suleski, to approve the Equivalency Committee Charter with changes as discussed. Motion carried unanimously.

3. AP Review

College Council identified the following administrative procedures as needing immediate out-of-cycle review:

- AP 7211 - Faculty Service Areas, Minimum Qualifications & Equivalencies
- AP 3560 – Alcoholic Beverages
- AP 6620 – Naming Buildings
- AP 5070 – Attendance
- AP 5075 – Course Adds and Drops
- AP 4235 – Credit for Prior Learning
- AP 4025 – Philosophy and Criteria for Associate Degree and General Education
- AP 4100 – Graduation Requirements for Degrees and Certificates

Superintendent/President Guleff reported that the Board of Trustees reviewed chapter 6 policies last year. Subsequently, the Office of the Vice President for Administrative Services updated most of the corresponding administrative procedures. The Board is working on chapter 7 this year; College Council will create a schedule to review the corresponding administrative procedures next year. Superintendent/President Guleff recommended that College Council consider using tools to systematically assess our procedures to ensure the college isn't unintentionally creating barriers for students.