

**All College Council
Agenda & Minutes
December 14, 2023, 9:00 a.m. - 10:30 a.m.
Virtual Via Google Meet
<https://meet.google.com/cdt-rrxy-cei>**

1. **Welcome/Introductions**, Sean Mendoza, ACC Chair
2. **Approval of minutes**, All
3. **Discussion with Interim Chancellor**, Dolores Durán-Cerda
4. **Revisions to [A.P. 1.06.01 All College Council](#)**, Jeff Silvyn, General Counsel, Vice Chancellor for Legal Affairs
5. **Committee Goals**, All
 - **A) Review and make recommendations about shared governance and the process of communicating and categorizing decision making**, Jim Craig
6. **AERC Updates**, Makyla Hays
7. **Roundtable**

Attendees: Cesar Pena, David Donderewicz, Dolores Duran-Cerda, Dolores Duran-Cerda's Presentation, Downi Griner, Edgar Soto, Erika Elias, Francine Tupiken Ruelas, James Craig, Jeff Silvyn, Jeff Silvyn, Makyla Hays, Phil Burdick, Rita Lennon, Sean Mendoza, Will Romanenko

1. **Welcome/Introductions** - Jim Craig, ACC Vice Chair called the meeting to order and asked for all to introduce themselves on chat.
2. **Approval of November Minutes** - Jim Craig- asked for a motion to approve minutes. Rita Lennon motioned for approval. Student Senator Will Romanenko seconded the motion. No discussion. November minutes passed unanimously.
3. **Discussion with Interim Chancellor, Dolores Durán-Cerda** - Interim Chancellor Dolores Durán-Cerda provided some background on why the All College Council was created. Chancellor Durán-Cerda said she would like to attend as many ACC meetings as her schedule allows and receive feedback from ACC members. Chancellor Durán-Cerda asked ACC members to consider aligning their work with the [Interim Chancellor Goals](#) especially the goal of increasing enrollment and retention and increasing the student voice. Rita Lennon provided an example of a friend she has and her daughter is

trying to attend Pima Community College and is having issues with registration and not being able to reach the right person.

Jim Craig brought up shared governance and how the All College Council can align with the [Interim Chancellor Goals](#). Jim would like to gather best practices and examples of shared governance to share college-wide with committees, constituents, employees, students, etc. How does shared governance look at Pima Community College? Then have the All College Council make recommendations to the Interim Chancellor on improving the process and communication.

Jim Craig also said the committee should have an AERC representative attend All College Council every month and provide updates, and an ACC member should attend monthly AERC meetings.

Jim or Dolores will also work to provide the Governing Board updates on what the All College Council is working on. Dolores mentioned an example of what she is focusing on is retention. While enrollment is growing, she would like to find out how we continue to retain students and have the Student Senators follow up with their peers and see what the College needs to work to help students reach their goals.

Student Senator Will Romanenko brought up that in his first semester he joined PTK and the Pima Outreach team. He said as a first-time student, college life can be overwhelming, but having attended the First Year Experience, he was provided with different resources such as tutors, peer-to-peer mentoring and success coaches. He said students could benefit from knowing about those resources and more internal outreach to ensure they get help when they need it.

- 4. Revisions to A.P. 1.06.01 All College Council, Jeff Silvyn, General Counsel, Vice Chancellor for Legal Affairs-** Jeff Silvyn, General Counsel for the College, introduced himself and his departments and how the departments serve the College: In-house lawyer, Enterprise Risk Manager, Internal Auditor and ODR (Office of Dispute & Resolution). He also explained the general hierarchy of the College administrative and Governing Board's policies and procedures. Board policies (BP's) are the highest level of governing documents and are generally about the "why are we doing something or what are we trying to achieve. They set a standard we're supposed to meet. Administrative procedures (AP's) are "how are we going to do that?" And there is some crossover.

One thing to keep in mind is that the Board policy is the highest level of authority you can make in a document. You cannot make a change in the AP that is not consistent with the Board policy, unless we change the Board policy.

Jeff walked through the proposed changes to A.P. 1.06.01, most of which were minor wording changes and greater flexibility around membership terms. There was a more substantial change regarding processes and procedures for ACC's review of proposed

AP's and BP's. There was discussion on how the work of ACC should be evaluated according to the AP. Jeff recommended a vote to approve the revisions by February to go to the Board this Spring.

5. Committee Goals, All

A) Review and make recommendations about shared governance and the process of communicating and categorizing decision-making - Jim Craig asked ACC members to think about and bring to the next meeting different ways that the groups they represent are involved in shared governance. We would like to start to add that to the body of knowledge, especially with regard to Shared Governance communication. Rita Lennon brought up that often there are issues with timing, with bringing to Shared Governance groups both the problem and the solution without getting shared input on solutions first.

6. **AERC Updates, Makyla Hays-** We have just started our budget discussions with Dave Bea. The faculty and exempt and non-exempt staff have also started meeting with Dave Bea to discuss their priorities. AERC sent out a budget priority document where each of our groups can provide input for the budget priorities. We are using that as research to guide in our budget priority requests. Makyla Hays provided All College Council with commenting access at [AERC Resolution Team Tracker](#). AERC updates and Draft Salary Administration was sent to All College Council in spaces [Draft Salary Administration 09/2023](#) BP 1.25 has comment due tomorrow December 15, 2023 [BP 1.25](#).
7. **Roundtable-** David Donderewicz reminded the group that the 2024-2025 new simplified FAFSA will probably be released on December 31. There is a communication plan in place to make students aware.

Makyla brought up that January 11th is the Governing Board's retreat and also the spring semester begins January 18th, 2024.

The ACC members decided unanimously to cancel January's meeting due to conflicts in scheduling. The next meeting for the All College Council will be February 08, 2024.

Jim Craig- Vote for policy AP 1.06.01 by January 18, 2024. Gathering communication mechanisms that exist in your area with your constituencies with your stakeholders and have that ready for the February meeting as well.

Meeting adjourned by Jim Craig at 10:35 a.m.