

All College Council
Jan. 25, 2020
Via Google Meetings

Present: Brandy Randolph, Brooke Anderson, Sean Mendoza, Jeff Theis, Hilda Lander, Edgar Soto, Gloria Coronado, Lisa Brosky and special guests Seth Shippee, Joe Brewer

AP 1.01.03

At the December meeting, All College Council requested that AP 1.01.03 be pulled from the approval cycle to provide more time for stakeholder input. The proposed Administrative Procedure (AP) outlines a procedure to provide a uniform structure to standard operating procedures (SOPs). SOPs form the structure under a specific AP.

Joe Brewer, who had made the proposal in his last meeting as a faculty representative, returned on Jan. 25 to take part in the conversation. He explained the concern of the faculty senate that because of the broad impact of the AP, it needed additional scrutiny.

Seth Shippee, Deputy General Counsel, opened the conversation by explaining the process for creating, updating, reviewing and approving APs. Typically, APs are proposed by a department or unit head or a governance group, Faculty Senate, Staff Council and All College Council.

APs receive input from stakeholders, Faculty Senate, Staff Council, All College Council and are posted for 21 days for public comment before going to the Governing Board, where they are part of the consent agenda. Seth noted that stakeholder input does not have to be consensus, although that would be welcome, and that the AP sponsor has discretion on what to accept. The AP typically does not go back to the stakeholders until the sponsor requests it.

AP 1.01.03 was created to provide a standardized format for SOPs. It creates a uniform process for how they should look, be numbered, how they are tied to the AP that they support and defines the administrative authority for the SOPs. The AP also builds in a "complaint" process to allow for corrections.

The proposed AP does not modify any existing SOPs or any existing policy that is at the AP level or higher. Seth acknowledged that this could use clarifying in the draft and would address it.

Joe Brewer explained that one of the concerns was for SOPs that had multiple parties. The College has APs supported by large manuals of SOPs. The SOPs are overseen by 1 administrator with the ability to make change unilaterally.

The other was about publishing SOPs for they can be reviewed easily and allow for correction, when needed.

Faculty Senate provided input, which was accepted by Seth Shippee as input from Faculty Senate. Because there was no time to review the Faculty Senate input and because, without students present, a vote was not possible, Lisa Brosky agreed to develop an online form for input by Council members that could be forward to the General Council's office.

Orientation

Lisa Brosky provided a brief ACC orientation for Hilda Ladner and Jeff Theis, representing Administration, Brandy Randolph representing Faculty and Edgar Soto representing Campus Vice Presidents

Student Presence

Lisa Brosky discussed the importance of have students at the All College Council meetings, but scheduling ACC meetings for this semester has been very difficult because of the limited availability of a few members. Most members are flexible but work schedules and other meeting commitments have proven to be difficult.

Meetings for February, March and April were not scheduled to allow for a third canvas of council members availability.