

**All College Council  
Agenda & Minutes  
March 10, 2025, 1:00 p.m. - 2:30 p.m.  
Virtual Via Google Meet  
<https://meet.google.com/gqd-pjki-opd>**

## **1. Welcome and Attendance**

Chair Jim Craig called the meeting to order at 1:01 p.m.

Attendees: Cody Watts, David Donderewicz, Denise Reilly, Don Harp, Edgar Soto, Erika Elias, Francine Tupiken Ruelas, James Craig, Jeff Silvyn, Kate Schmidt, Kelly O'Keefe, Mahriza Pinon Manriquez, Makyla Hays, Phil Burdick, Sean Mendoza, Suzanne Desjardin, Valerie Vidal-King.

## **2. Approval of February 2025 Meeting Minutes**

Motion to approve the February minutes was made by Sean Mendoza, seconded by Edgar Soto and Kelly O'Keefe. Motion passed unanimously.

## **3. AP/BP Improvement Project**

Presenters: Jeff Silvyn and Kate Schmidt. Presentation: [Process Improvements in APs BPs and SOPs](#)

Key discussion points included:

- Concerns regarding [AP 3.25.07](#) (Credit Hour Definition): Issues were raised about both the content and the process used to revise the AP.
- Process Improvement Workgroup: Convened in late 2024 and identified key improvement areas:
  - Greater transparency and stakeholder involvement
  - Clearer documentation and timelines
  - Updated policy development cover sheet
- New Form and Workflow: Includes justification for changes, stakeholder input documentation, and timeline tracking. Will be shared publicly during governance reviews.
- Timeline and Software Tools:

- New process elements will roll out beginning April 2025.
- Implementation of a policy management system is planned following rollout of the new BoardDocs platform, expected by end of fiscal year.
- Ongoing Improvements: Feedback loops and after-action reviews will be part of a longer-term strategy to enhance shared governance and policy clarity.

Kate and Jeff emphasized that while procedural transparency is being enhanced, the core AP/BP revision process remains unchanged.

#### **4. ACC Communication Document – Retention and Persistence**

Jim Craig and Denise Reilly encouraged members to complete or add to [the shared document](#) to provide insights from each area for the Chancellor's review. Deadline for input: March 24, 2025.

#### **5. College Email Signature Tool**

Presenter: Phil Burdick

Phil shared a [proposed email signature template](#) in development in response to new federal guidelines on institutional electronic communication and consistency in College communication and branding. Key points included:

- Goal: Ensure compliance with federal directives and enhance consistency and branding.
- Features: Accessible template that staff can customize and copy into Outlook.
- Pronouns: Will remain in the template unless prohibited by future regulations.
- Feedback Themes:
  - Need for departmental customization (e.g., program links, confidentiality notices).
  - Clarification on allowable additions and how to approve them.
  - Consideration for faculty/staff with multiple roles.
  - Request for a guidelines document outlining what can and cannot be added.

Phil committed to bringing feedback to the design team and emphasized the intent to implement changes thoughtfully and inclusively.

## 6. AERC Updates

Presenter: Makyla Hays

Highlights:

- Ongoing work to clarify staff salary structures and implementation of the salary administration policy.
- Conversations with the Chancellor upcoming for all employee groups (faculty, staff, adjuncts).
- Policy topics under review:
  - Abuse of Sick Leave – clarification language forthcoming.
  - Bilingual Pay Policy – nearing 21-day comment period.
  - Online education, faculty on-campus hours, and faculty leadership models.
- Noted concern over pay discrepancies between staff directors and faculty academic leaders performing similar work.

## 7. Roundtable & Action Items

- Edgar Soto: Shared details about a pilot 8-week guided pathway for the AJS program at Desert Vista Campus. Aims to build a replicable model for other campuses and programs.
- Sean Mendoza: Emphasized the importance of sharing federal policy FAQs with students and faculty to reduce anxiety and misinformation. Also shared the passing of retired faculty member Cal Stanley.
- Suzanne Desjardin: Announced the launch of drop-in advising on Mondays and Thursdays to improve student access. Communications are going out through web, text, and email.
- Denise Reilly: Encouraged reviewing the structure and charge of ACC, noting it may be due for audit and suggesting a review of AP guidelines.
- Sean Mendoza & Phil Burdick: Discussed student diplomas and printed commencement programs—Phil will follow up.

- Makyla Hays: Raised concern over academic freedom and potential impacts of executive orders. Emphasized that faculty and adjuncts are nervous, and clarity from the College is essential. Ian is expected to send out communication on the topic.

## **8. Adjournment**

Meeting adjourned at 2:38 p.m.