**College Council Recharge Meeting**

January 11, 2016 / RR117 / 10-11:30am

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| Jenelle and Phillip’s Group:  Charge was to look at CCEA Data and find relevant and measurable metrics to put at the top of the College Council agenda. They choose 4 questions:   1. Employee suggestions are sought out and used to improve the experience of students 2. Executive leadership communicates well with the rest of the organization 3. There are processes in place for me to be involved in planning and decision-making with my service area/department 4. There is a spirit of teamwork and cooperation at this institution   Jenelle will be meeting with BJ soon to see if these questions would work for what we want.  Questions/Comments:   * How do we change these through the year? * Will they be static data points? * When do we know we hit our goal? * Will these influence the success of College Council? * How do we measure? * Metrics should be relevant. If they aren’t then what’s the point? * Will they be regularly reviewed? Quarterly review? * Who is the keeper? Does this make College Council responsible for these metrics? Needs to be clear. * Could be used as a way for staff to give input. * How often do we ask these questions? * Metrics are informational. |
| Amanda, John G, Nora, and Jil’s Group:  Looked at the front page of the committee website and made corrections. Tami incorporated the changes into one document. Comments/changes are on our SharePoint site. A few suggestions/changes were made. Tami will incorporate today’s changes and send the document back out for final review. If it looks good, we can make the recommendation to Presidents’ Council to make the change.  Recommendations for the front page were made to Presidents’ council last year. This supersedes what is in Visions to Reality.  The group also found examples of websites that could be looked at for best practices. John G will send out links to the examples they looked at.  Questions/Comments:   * Are we giving away power? Power goes to the committees. * Cannot be making decisions in a vacuum. If it impacts more than one department it must be heard. * What do we do each year to continue hearing from each committee? Major committees should present once a year. |
| Phillip met with John P. He asked Phillip if there was a flow chart or something showing the committee governance structure. Phillip created a document and showed the group. |
| John P., Sunny, Patty, Enrique and Stacy’s Group:  They were trying to get the flow down. This group was having how committees are formed conversations. Believes this is a conversation that should happen with the whole group.  For student committees, students form committees through ASG. Is there continuity?  They will be sending their notes from the meetings they have had and those will be attached to these minutes.**\*** |
| Jurisdiction from the key 8 committees with another level behind this – task forces, work groups. Get rid of examples – put groups. OER workgroup is of temporary nature.  Kinds of groups – not individual. A larger category between College Council and committees. May or may not have input.  Function – task forces and subcommittees not going to College Council.  OER to ISP?  Proposal for new committee diagram. Who answers questions? Group should be answering some questions. Trying to define who is in charge. Taking it to the Deans since they have knowledge of what’s out there or they could find the knowledge.  What reflects who we are? The steps you can take without being too restrictive (if you don’t follow these rules, you can’t do it). Needs flexibility to exist.  This workgroup can keep working with the flow chart. Should other things be on there? What do we want to take on? |
| Next meeting –   * Look at what other colleges have as standing committees? What are the committees’ responsibilities? How are committees formed? * Clean up front page. * Resend charts. * Jenelle checking with BJ regarding the 4 questions from CCEA. |
| Present: John Ginsburg, John Phelps, Sunny Olsen, Amanda Coffey, Nora Brodnicki, Jenelle Vader, Jil Freeman, Phillip King, Tami Strawn (recorder) |

\*John P., Sunny, Patty, Enrique and Stacy’s Group (received and added to these minutes 1/22/16):

In brief our workgroup assignment was to:

1. Review the best practice in how to committee formation, roles, and communication. Review the definitions of our councils and committees for clarity if needed. Please review the online Sharepoint site of the current output from the councils and committees webpage.  Also, please see the attachments related to definitions and examples of committee formation.

2. Identify examples of administrative regulations that detail committee formation and vetting.

3. Define the roles and voting for each group.

4. Specifically outline good practice for communication within and outside of a committee.

CCRC group discussion needed to determine the following:

1. **What is our (CCC) working definition of a committee?** (See SharePoint website?)

Possible definition: \*Committees are carefully planned and constructed to have a balance representation of members, a clearly defined mission or objective and work plan, and a dedicated chair/ co-chairs.

1. **Membership:**

-What comprises a committee and determines the amount of included participation or membership?? Participants/membership/student, staff, faculty... Chair, vice or co-chair? Secretary, ftf, ptf, classified, students? What level of representation do we need for each committee?

-Enrollment and participation, how is this determined? Life long, yearly membership? How is membership and participation governed? Do standards need to be established?

-Should the membership of a committee be public information so others campus wide are aware of whom them can speak with? This question also ties into whom is going to be updating this information, and how frequently will this information be updated?

-What does accountability look like? Whom is holding our 8 committees accountable? (Example of May presentation or decision, then October or later follow-up when FTF are back at work?)

-Explanation much like the flow chart exampling of how this all works?

1. **Decision making:**

-How do these committees make decisions? Voting? Want to be able to move forward and accomplish goals, yet we do not want to purposely exclude a standing member of the group – committee.

-What comprises a quorum? Should a committee need a quorum to make a college-wide decision?

1. **Jurisdiction of committee**

-Concept to sort out with the larger group, not a 3 person decision

-Committees report out regularly...with regularly clearly defined

-Recommendation that committees report out to college council at least once a year. (Not all committees report out in May)

-What can a committee approve autonomously and what must go to College Council?

-What is the committee’s responsibility over/around workgroups and sub-committees?

Printers as an example? Someone has made a decision and laid it out for the entire college. This decision was already made before they presented at college council. Is college council the place that this information or decision is then shared?

-What if the majority of the college council disapproved, or brought up a number of concerns not taken into consideration before the decision was already made. What happens next? Does the committee have to go back and redo the decision that was made and presented to college council? We as a committee do not want to get so far ahead that this scenario happens…..