

# People & Culture Council – Meeting Notes

04.17.26 Public Council Meeting

## Council Membership Guidelines

**Rational Aim:** Outline expectations and processes for council membership

**Experiential Aim:** Increase sense of shared ownership for work of the council

## Opening

As we approach the end of year two of our council, we have learned a great deal about how the council functions. Drawing on this experience, we are taking time to reflect on what is working and what could be improved, and to develop guidelines that support shared ownership, clear expectations, and alignment with the values of Shared Governance.

## Objective Questions

What patterns do we see in member attendance?

- Council meeting is missing a lot of people during council meetings
  - 35 council members, but only 16 at today's meeting
- Good attendance at policy meetings
- When there are multiple people from the same team, that can make attendance conflicts more impactful
- Sometimes in Wellness, it's hit or miss (sometimes a lot, sometimes not many)
- Meeting time for People & Culture Council conflicts with Department Chairs & Directors (that meeting goes from 12-2 pm)
- Org Learning had good attendance when smaller. When it got larger this year, lower attendance
- Folks who have front-line service roles can't always step away from meetings.
- Some folks didn't realize that you should go to both.

How is work typically assigned?

- Wellness group has done a good job of sharing the workload – who can do each piece and folks stepping up
- Some folks are really busy right now, which is challenging ability to engage and step up
- Volunteering-based: who is willing to do the work
- Leads are doing a lot of work to keep the work on the tracks
- Some things are happening asynchronously
- Lots of work to be done around planning, leading, note-taking, scheduling, etc.
- There is an interesting interplay between folks who's roles are connected to the work of the council (example: Julia does Org Learning in her role, so her role leading that committee is connected)

What do we hear most often in meetings (e.g., updates, discussions, questions, decisions)?

- Org Learning tends to be working meetings whenever possible
- Council meetings tend to be more update based since we are keeping each other and the college up to speed
- Policy committee is also a working meeting – each meeting is a bit different based on needs
- Wellness focuses on things like talking about feedback and planning things. Now that they are more established, often using the cougar pause to review policies
- Trend of collaboration and feedback across committee meetings

## Reflective Questions

When do you feel most engaged in the work of our council?

- In the working meetings – people must pay attention and contribute
- When there is a tangible product or thing we are working on together
- A lot of work happens in between meetings – planning meetings that are effective takes time

~~When do you feel a strong sense of shared ownership on this council?~~

## Interpretive Questions

What seems to get in the way of shared ownership?

- Time and capacity – so many people who's heart is in it and they want to be involved, but they don't have the time or capacity to engage that way.
  - People are stretched thin across committees
  - Sometimes, giving input during meetings is all folks have time to give
- Too many cooks in the kitchen sometimes makes completing a task more complicated
- Sometimes the guidelines and policies around SG feel like they make more work through beurocratic processes
  - Takes away from mental capacity and willingness to engage
  - There are very different methods for meeting minutes/notes across councils
- Would be interested to see view data on notes and council materials

What tensions do we notice between inclusion, capacity, and effectiveness?

- One strategic priority (Community Connections) isn't included in Shared Governance – creates structural difficulties for moving the work forward
- Concern around membership lists – may mistakenly signal inclusion that isn't happening
  - Example: if a group has only one member from an employee group but they never show up, there is an assumption that that perspective was present/considered (when it is not)
  - This is a cultural issue across the college's systems/groups
- Is the model working? We aren't seeing community engagement in public council memberships
  - Who is working on assessing the overall structure of Shared Governance
  - it might take a little more time to know if we're reaching our goals of Shared Governance with how new the system is and how big of a change it was.
- Do we need to start membership participation and attendance at meetings?
  - Should we edit the charter to outline attendance requirements – you must attend 3 of 5 or whatever
  - Issue of service requirement for FTF and what to do if they aren't attending
  - Concerns around accountability to commitments to council/committees
  - What obstacles are we creating to participation?
    - In DEIC, leads check in when people aren't attending regularly to see if they need anything to engage with the group
    - Finding ways to
- During development, the idea was that SG would make less meetings, but the opposite is true.
  - In some ways, the increase in meetings has meant less voices
- We understand that not everyone on the Committee can show up every time. We appreciate the folks who can attend and we continue to move things forward with the ones who can attend at the time and appreciate additional attendance as it comes.
- Some effectiveness is limited by resources
  - \$ for wellness programming
  - Staff time for involvement
- If you don't have the time, it's okay! People often hold guilt around wanting to participate in something they are passionate about but don't have the time.

~~What feels most important for us to address as we think about shared expectations moving forward?~~

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## Decisional Questions

What does "being an active council member" mean in practical, observable terms for us?

- Providing input and participating in conversations
  - Contributing to the conversation (in conversation, Zoom chat, etc.)
  - If you need more time to think, ensuring you look at agenda ahead of time
- May look different depending on perspective, role, capacity, etc.
- Communicating around attendance when you can't go to meetings
- Attending the majority of the meeting
- Taking on action items when you can; sharing when you can't take an action item.

~~How do we want to check in on commitments in a way that is fair, transparent, and kind?~~

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~~Looking at these expectations as a set, are these commitments that we can honestly hold ourselves and each other to?~~

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## Closing

We will synthesize the notes from today's conversation into a draft set of guidelines. The council will then have time to review and provide input on those guidelines. Once finalized, the guidelines will be shared with current council members to support shared understanding going into the next academic year, and with prospective members as part of the onboarding process.

## Committee Updates/Discussion

### Organizational Learning

- Clackamas Connect is launching next month! **May 18**
  - Drop-in hours will be held that week. These are not formal trainings – they are highlights of the site with most of the time dedicated to participant questions or ideas/thoughts.
- During May meeting, the committee will:
  - Review draft governance guidelines for Clackamas Connect.
  - Discuss priorities for Fall 2026

### Wellness & Recognition

- [Needs & Interest Survey](#)
- Feedback
  - Clarifying “CCC as an institution”
  - Liked the lots of questions that are clicking vs. Open-ended
- Question: Is flexible work schedule a thing that can be offered as a wellness incentive?
  - This is complicated – some roles are less flexible than others
  - What is the expectation here and what's the goal?
  - Will need to take this question offline for further convo!

## Open Agenda Items

- N/A

## Next People & Culture Meeting

- 26-27 Academic Priorities
- Looking for co-chairs to shadow next year and take on co-chair role in 27-28