

## Best Practices of Presidents Council

Ratings are 1-4, (1 lowest, 4 highest) - NR = No rating given

<b>I. Process Elements: How business is conducted</b>			
1. Clear and supported focus:			
	<b>What Works Well</b>		<b>Suggestions to Improve</b>
Rate: 1-4		Rate: 1-4	
4	Agenda supports the focus & is available early.	NR	Where does PC fit in College decision making process? The bigger picture.
4	Agenda is much improved. Filtering of items going onto the agenda by VPs and Joanne is very useful.	NR	All action items that require input come to PC for a 1st reading, go back to stakeholders, guarantee process of discussion, then come back in 2 weeks for action based on all input.
NR	Agendas have been clear, organized and followed	1	Focus is clear to existing/experienced members. Focus is not clear to campus community or to new/visiting members.
3	No comment	1	The context of conversation and decisions always need to be the positive creative longer term vision of our institution rather than immediate pragmatic concerns.
		NR	Yearly goals and priorities are needed with assigned responsibility for follow-up.
2. Work well together			
3 or 4	No comment	NR	No singing in public
		NR	Important information should have been worked out before PC.
3. Communicate often (a) with each other or (b) with stakeholders			
3	The availability of minutes , agenda, supporting documents is great.	1	When changes are made with previous presentations, those subjects (a&b) should be revisited for approval.
4	Communication much improved; FYI Today, agenda, and minutes (format and availability).	NR	Openly communicate with each other and stakeholders prior to the meeting. Be sure to send handouts via attachment with minutes electronically.
		NR	Clarity on how a member of the campus community gets an idea, concern, etc., to PC agenda.
		NR	Need our process to allow for turn around to connect with stakeholders for input/feed back.
		NR	If issue is time sensitive, then utilize "virtual" or email mechanism for connecting with stakeholders
		NR	Survey staff on FYI Today. How well are we communicating? How can we improve?
		NR	Need clarity of expectations around what can be shared and what shared governance means.
4. Exhibit leadership sharing			
<b>II. Structural Elements: How committee is structured and supported</b>			
5. Composed of right people/roles			

4	Works well that everyone's included and required of certain.
4	Link to College Council (2 way)
4	Right people, good that we added CC Chair and PR person

5	Why have expanded council rather than give more credibility/responsibility to deans and build a formal relationship with deans group
NR	Need to improve the understanding it is an open meeting.

**6. Strong sponsor, guidance, resources**

4	We have a committed leader who makes the council work.
4	Periodic reference to our purpose document very helpful, especially for newer folks.

4	Not sure what sponsorship and guidance means. Examples would be helpful. PC members considered "experts" and stewards of shared governance? PC members serve liaison role to other councils/committees?
NR	Be aware of balancing discussion with decision making, i.e., shared governance isn't just announcements.

**III. Outcome Elements: Commitment, morale and results achieved - demonstrated through**

**7. Group Chemistry**

4	Great chemistry even for those who don't attend regularly
NR	Group has good chemistry, collegial environment, respectful sharing.

1	Review "group chemistry" and "working well together" before there are new members (in the Spring). Should be done at end of PC year.
NR	A safe environment must be established and maintained.

**8. Consistently meet goals and timelines**

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NR	Unclear at this time.
NR	We need to honor the time set aside for the agenda items better. Action items, assignments and/or follow-up needs to be clearly noted in the minutes with accountability for report out.
NR	Goals not met in a timely manner due to words that could have been done outside of PC. Time could be used in a better way.