Oversight Group MEETING MINUTES

Meeting Date: October 10, 2024

Members in Attendance	Council Co-Chairs: ☒ Debra Mason ☒ Jim Wentworth-Plato Recorder: ☒ Kattie Riggs	Members: ☒ Tim Cook ☒ David Plotkin ☒ Jeff Shaffer ☒ Danielle Hoffman	☒ Carol Burnell ☒ Jessica Kissler ☒ Sarah Steidl ☒ Lori Hall	☒ Mark Yannotta ☒ Melissa McCormack ☒ Casey Layton ☒ Justine Munds

Topic/Items	Category	Notes	Decisions/Action Items
1. **Council Committees**	☐ Discussion ☐ Decision ☐ Advocacy ☐ Information	Student Success Council had folks reach-out wanting to join the Council, but didn't know how that happens. The Process Support Group has this on their list of things to do, but have not been able to get to that item. There is a Council membership for each Council in the Handbook. There was a suggestion to ask the person to an open meeting of the Council. Make it clear in your Council Charters as to how people can be added or not, what that will look like, when it is open, how long the term is for each member, etc. There might need to be a holding period for membership because we are still in the pilot phase of the Shared Governance Redesign roll-out. Need to see how this goes for a bit first and re-visit membership add/removals later. Could the Process Support Group create a one-pager for Council information regarding when they are, what the etiquette is for attending the Council meeting, how to join the membership of the Council, and etc. Associate Faculty will only be compensated for being a member of a Council, not just attending the Council meetings.	All Council's need to send Jim the Council information and he will create a spreadsheet. Then he will be sending that to the Process Support group for posting or consideration.

		The Teaching and Learning Council talked about already existing CCC Committees to see what might falls under their Council. The T&L Council was bringing their recommendation on the process and suggested committees they believe fall under their Council. If they get agreement/approval from the Oversight Group. They will then go to the Committee and let them know the Council believes they fit under their Council and see if they agree. If they agree, then the Council would ask the Committee to create a proposal together regarding what work do you think the Committee can do without getting approval from the Council, what work do you think might need to go to the Council for feedback or decisions, and what work do you think will need to go beyond the Council (Other Councils, the CCC Board, etc.). Need to be careful about people's workload and not to over ask or overburden them. If folks are not finding room on Councils invite them to join-in on Committee work.	David and Carrol will send an email to the Oversight Group with what already existing sub-committees they believe would be under the Teaching and Learning Council. Carrol will create a document and place it in the Teams folder for all to make changes and notes. Each Council and/or Co-Chairs of the Councils are requested to go into the editable document and claim committees that feels like they are appropriate for that Council.
2. Charter Edits	☐ Discussion ☐ Decision ☐ Advocacy ☐ Information	The group went line by line through the draft Oversight Group Charter to make edits. There were discussions regarding if the Oversight Group would be the leaders of the Strategic Plan work. The Oversight Group meetings are not open public meetings. There will be one open public meeting per quarter. There might need to be some sort of message to the college community that the closed meetings are work session to do work.	
3. Prioritization Retreats	☐ Discussion ☐ Decision ☐ Advocacy	Each Council should have a retreat or work session to create a priorities work sheet that will come to the Oversight Group for review. Make the Councils aware that	

	☐ Information	there are training materials and template section in the Connections Corner Two things need to happen: Oversight would approve the priorities, then the Process Support Group would create their priorities for the year. The Oversight Group does not know how they will look/evaluation the Councils' priorities. The Councils can be given a deadline and how to submit the priorities, but let them know to continue to move forward with their work because the Oversight Group is unsure how or what the evaluation. Deadline for submittals of Council priorities is 5 pm on Monday, December 2, 2024. Send it to the Shared Governance Oversight email group.	
4. DEI Liaison Updates	☐ Discussion ☐ Decision ☐ Advocacy ☐ Information	All of the DEI Ambassadors have been identified and will be deciding how they will meet to look at the roles and expectations. They will be meeting regularly for learning, workshopping, supporting the use of a Targeted Universalism framework and universal design strategies in council work. This is often referred to as equity tools or an equity tool lens. How do we take requests for support?	
5. How do Councils Support CCC's Strategic Plan?	☐ Discussion ☐ Decision ☐ Advocacy ☐ Information	The current CCC Strategic Plan is about to expire, there is an ask of this Group to approve the extension for one year. The next Strategic Plan would be designed for the work to fit into this Shared Governance structure.	

Future Agenda Items for Meetings			
Topic/Item	**Category**	**Key Points: Provide 50 words or less on expected outcome**	**Facilitator**
1.	☐ Discussion ☐ Decision		

	☐ Advocacy ☐ Information		

Upcoming Meeting Date	Start Time	End Time	Location
November 14, 2024	3:30 PM	5 PM	Roger Rook 111 A/B