

# Oversight Group MEETING MINUTES



Meeting Date: November 14, 2024

<b>Members in Attendance</b>	<b>Council Co-Chairs:</b>	<b>Members:</b>		
	<input checked="" type="checkbox"/> Debra Mason	<input checked="" type="checkbox"/> Tim Cook	<input checked="" type="checkbox"/> Carol Burnell	<input checked="" type="checkbox"/> Mark Yannotta
	<input checked="" type="checkbox"/> Jim Wentworth-Plato	<input checked="" type="checkbox"/> David Plotkin	<input checked="" type="checkbox"/> Jessica Kissler	<input checked="" type="checkbox"/> Melissa McCormack
	<b>Recorder:</b>	<input checked="" type="checkbox"/> Jeff Shaffer	<input checked="" type="checkbox"/> Sarah Steidl	<input checked="" type="checkbox"/> Casey Layton
	<input checked="" type="checkbox"/> Kattie Riggs	<input checked="" type="checkbox"/> Danielle Hoffman	<input checked="" type="checkbox"/> Lori Hall	<input checked="" type="checkbox"/> Justine Munds

Topic/Items	Category	Notes	Decisions/Action Items
<p><b>1. Update on Council Activities</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discussion</li> <li><input type="checkbox"/> Decision</li> <li><input type="checkbox"/> Advocacy</li> <li><input checked="" type="checkbox"/> Information</li> </ul>	<p>There were discussions around the “How to get involved in Councils” document. There were questions around what additional information we might want to include in this document because there have been folks hearing that people could not find the links to participate in meetings. There were issues folks were having with the Zoom links changing on them when they would start a Council meeting and would need to change the link. People are wondering what is going on because there is no “one-place” to go to hear what is going on. The College Council is no longer, so people are feeling lost and out of the loop. There was a comment that it is on the end user to stay informed by going to the websites and reviewing the Council notes.</p> <p>There was a thought of doing the open public Oversight Council meeting sooner than later. We should do a walk-through on where to find everything and how to access it. Do a Shared Governance 101.</p> <p>Do we want to have the entire meeting be open to the public or have part be closed for a work session?</p>	

		<p>The work the Oversight Group should be doing is:</p> <ul style="list-style-type: none"> <li>• Discuss issues/concerns from Councils</li> <li>• Review Council Priorities</li> <li>• Work on Oversight Group’s Charter</li> </ul> <p>There was a question around how much information we should be sharing out since the Oversight Group has not reviewed and approved the priorities yet. We don’t want people to think that is a finalized list of what each of the Councils are working on.</p> <p>There was discussion regarding when the open public meeting should be held because there isn’t a lot to share out to date.</p> <p>It was brought-up that things are changing and it’s difficult to move through this work and this is a good reflection of what we are often asking for other folks. Folks asked Casey to share this message at the open public meeting for others to hear.</p> <p>At the December 12<sup>th</sup> Oversight meeting, we will not share-out the Council Priorities but will share what the Councils have been doing and are planning to do moving forward. There was a decision to have the first half of the 2-hour meeting open to the college community to provide updates and SG 101. The last half will be a closed Work Session. Lori will be sharing a statement or something from Tim and a calendar invite. Lori will provide the Shared Governance 101 – she will walk through it. It was suggested to do a written document or instructions in advance and send that out prior to the meeting.</p>	<p>Task: Casey Layton will share a message regarding changing times and how difficult it can be, but that we need to allow for grace and patience.</p> <p>Decision: December 12, 2024 SG Oversight Group Meeting will start with an Open Public meeting, so the college community can get an update on work being done and next steps, along with a Shared Governance 101. Open to the public from 3:30 – 4:15 PM, Closed meeting - debrief and work session from 4:15 – 5 PM.</p> <p>Task: Lori Hall will share out a statement or something from Tim and a calendar invite for the open meeting on December 12, 2024.</p>
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<b>2. Update on Committee/Council Relationships</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	This was brought-up by the Co-Chairs as to review and might be discussed at a future meeting, if needed.	
<b>3. Budget and Shared Governance - Budget Advisory Group (BAG)</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	<p>A Finance Council topic is, "What do we do with BAG or what does it look like under this new Shared Governance structure and Council?"</p> <p>The Finance Council reviewed their Charter and compared it to what the purpose and responsibilities of the BAG, they were very similar or the same. The Finance Council felt they made-up the finance piece of the BAG with plus a few more folks. This is a discussion topic they are bringing to the Oversight Group as a discussion topic. There was a question around who has been a part of the BAG in the past that maybe should be included and are currently not on the Finance Council now (example: not all Deans are on Finance Council and some or all have been in BAG in the past).</p> <p>There was a question about what would be asked of BAG that would not have been asked of the Finance Council. BAG has in the past strictly been a part of reductions and since then they have evolved to doing more, such as, what moves forward for additional funding and what does move forward.</p> <p>Who BAG reports up to or provides a recommendation to might also determine who should be on the BAG membership because each body being provided the</p>	

recommendation may have different needs or requests for information and data.

There were concerns to not make it too big.

Should the folks who have been on BAG be the ones we start with as far as who should be on BAG?

Several of the elements that would make-up a good BAG membership structure would be to have some folks from operations, student services, teaching and learning, etc. folks which we have in the Shared Governance structure. We will need to prepare for any fall-out that might come from folks who have typically been on BAG in the past that would not be asked to participate on BAG again this year. Do we still want a student and a DEI person on BAG?

There was a thought to ask the Councils to nominate a person or two to be added to BAG with the Finance Council members.

There is a need to define what the BAG is actually going to do and if they are provided a recommendation to the Executive Team, then Executive Team members may not need to be on BAG because they will already get a say when it comes to them.

There is a need to provide some sort of explanation for the reasoning behind why some of the recommendations from BAG did not move forward and other things did.

Page 24 in the Shared Governance Handbook shares decision processes and how they are reported out.

There was a recommendation to continue to ask students to be a part of the BAG membership. Ask to hear their

		<p>voices during the process. There are other ways to engage students besides just using the ASG students and helping them to get informed regarding the budgeting process.</p> <p>Consider having an application process to who might want to be on BAG, so that doesn't have to be recommended from the Council. This might help casting the net wider. There would be a process laid-out. The Finance Co-Chairs will take this information back to their Council to determine the membership.</p>	<p>Decision: There was a recommendation to take an application process back to the Finance Council for further discussion and a decision.</p>
<b>4. ASG Report</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	None.	
<b>5. Bond Discussion</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	<p>Tim provided an update that the bond has passed. Each day the vote count and percentages have increased in favor of the bond. The next step is to priorities the projects and issues the bond funds. There will be the pulling of the appropriate people together to be a part of the design or other conversations regarding the various projects. There were four community college bond measures, two passed and two did not.</p> <p>How will the Councils participate in the bond work? They may help with some prioritization. There will be a need for the Councils to do some visioning and future focus that will lead into the next Strategic Plan for the college.</p>	

<b>Future Agenda Items for Meetings</b>			
<b>Topic/Item</b>	<b>Category</b>	<b>Key Points: Provide 50 words or less on expected outcome</b>	<b>Facilitator</b>
<b>1.</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision		

	<input type="checkbox"/> Advocacy <input type="checkbox"/> Information		
<b>Upcoming Meeting Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Location</b>
December 12, 2024	3:30 PM	5 PM	Roger Rook 111 A/B