

Oversight Group MEETING MINUTES



Meeting Date: February 11, 2025

Members in Attendance	Council Co-Chairs: <input checked="" type="checkbox"/> Debra Mason (arrived at 9:18 AM) <input checked="" type="checkbox"/> Jim Wentworth-Plato Recorder: <input checked="" type="checkbox"/> Kattie Riggs	Members: <input type="checkbox"/> Tim Cook <input checked="" type="checkbox"/> Carol Burnell (via Zoom) <input checked="" type="checkbox"/> David Plotkin <input checked="" type="checkbox"/> Josh Aman <input checked="" type="checkbox"/> Jeff Shaffer <input checked="" type="checkbox"/> Sarah Steidl <input checked="" type="checkbox"/> Danielle Hoffman <input type="checkbox"/> Lori Hall	<input checked="" type="checkbox"/> Mark Yannotta <input type="checkbox"/> Melissa McCormack <input type="checkbox"/> Casey Layton <input checked="" type="checkbox"/> Justine Munds (via Zoom)
------------------------------	--	--	--

Topic/Items	Category	Notes	Decisions/Action Items
1. Welcome and Check-ins	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	Jim welcomed the group.	
2. Council Priorities	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	<p>The Operations Council has shared their priorities. Several others are trickling in.</p> <p>Operations Council Priorities:</p> <ul style="list-style-type: none"> A. Bond Planning & Education (Presentations, Contracts, What to Expect, etc.) B. ITS Policies (specifically Security and others) C. Bond Work Focus (Work Prioritization, Infrastructure, Grounds, etc) <p>There were some clarifying questions and discussions. There was feedback provided to take the current priorities back to the Council to narrow them to focus-in on a years' worth of priorities.</p> <p>Finance Council Priorities:</p>	

- A. Create a Budget Advisory Extension of the Finance Council (Budget Advisory Subcommittee BAS)
- B. Fund Statements for Budget (creating a statement for each fund to say what it is and how to use it)
- C. Fee Fund Evaluation (Course fees and etc)
- D. Business Office Policies, Practices, Procedures (Travel, Food, Amazon Business Account, Costco Accounts, and looking at efficiencies, etc)

There were support discussions for the Finance Council looking at efficiencies.

We had discussions about these priorities being written so that the greater college community would understand what the goal would be regarding each priority and focus on what would be accomplished in a one-year period.

Student Support Council Priorities:

- A. Holistic Student Support - Review and confirm or reestablish metrics in the Strategic Enrollment Management (SEM) plan in alignment with the college's Strategic Plan key indicators for Holistic Student Support, to measure current efforts in collaborating with students both in and out of the classroom to understand and respond to their needs and goals. The focus in year one is to gain a deeper understanding of the data.
- B. Strategic Enrollment Management (SEM) Plan - Build awareness of the status of the college's current SEM plan, communicate SEM plan updates and progress, and identify meaningful broader reaching metrics.
- C. Student Policy Oversight – Collaborate and create a revised/new policy committee with Instruction

		<p>Standards and Policy (ISP) committee. Develop a process for policy review, approval, and feedback. Inform the college community of policy updates. Move existing Access, Retention, and Completion (ARC) policies to this newly formed committee.</p> <p>There were clarifying questions and discussions.</p> <p>People and Culture Council provided an update, but did not sure their council priorities at this time.</p> <ul style="list-style-type: none"> • Subcommittee Policy – Committee has met three times since January and is moving work forward. Will be submitting a purview proposal to the People and Culture Council soon. • Institutional Knowledge Management has met a few times and is moving their work forward. <p>There were discussions to have these priorities come back to future Oversight Council meetings for more discussion since there were several members absent from this meeting.</p> <p>The remaining Councils need to submit their priorities to the Oversight email prior to the next Oversight Group meeting.</p>	<p>Review the Operations, Finance, and Student Support Councils’ priorities again at a future meeting.</p> <p>Councils need to email their priorities into the Oversight Group email address prior to the March 11, 2025, meeting.</p>
<p>3. Charter Updating, Continued</p>	<p><input type="checkbox"/> Discussion</p> <p><input type="checkbox"/> Decision</p> <p><input type="checkbox"/> Advocacy</p> <p><input checked="" type="checkbox"/> Information</p>	<p>Tabled discussion for next meeting because of time management.</p> <p>There was a discussion about the Cougar Pause and how that will be incorporated into the Councils. In the Shared Governance Handbook there is a decision-making section and there was a question about how the Cougar Pause fits into the Shared Governance Handbook.</p>	

		<p>Have Casey or someone bring the Cougar Pause to the Oversight Group to roll-out.</p> <p>The Process Support Group has their three priorities determined and may need to re-evaluate them to see if the decision-making section of the Shared Governance Handbook might take the place of one of their current priorities.</p> <p>What do we do for compensation or release time for shared governance work.</p>	
4. Committee Inventory	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	<p>This item was tabled for discussion, but there was a statement that Kattie would put a spreadsheet into the Teams folder for all to edit.</p>	<p>Kattie to send a follow-up email and ask that members review the spreadsheet and put a Council name next to the committee they felt fell under the purview of their Council.</p>
5. Next Oversight Group Public Meeting (open to the college community)		<p>The next public Oversight Group meeting</p> <p>There might need to be a College – update/announcement section. How long should the announcement section be? Hyflex was discussed and work.</p> <p>There seems to be a sense of lose. Maybe we hold to meetings (in-person and online).</p> <p>It was decided that the public/all-staff portion of the Oversight Group meeting for March 11, 2025 would be held on Zoom only and would be from 9 – 10 AM. The Oversight Group will stay on the Zoom afterwards and meet for the remaining 30 minutes, from 10 – 10:30 AM.</p>	<p>Kattie to create a PowerPoint template for all Councils to edit (3 slides max) for the public/all-staff Oversight Group meeting to provide more consistency. Councils need to edit slides and have them completed by Tuesday, March 4, 2025.</p>
6. Membership Rollover	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	<p>Didn't get to this item on the agenda.</p>	

6. Next Meeting Agenda Items	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information		
-------------------------------------	---	--	--

Future Agenda Items for Meetings			
Topic/Item	Category	Key Points: Provide 50 words or less on expected outcome	Facilitator
1.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information		
Upcoming Meeting Date	Start Time	End Time	Location
February 11, 2025	9:00 AM	10:30 AM	Roger Rook 110