

Oversight Group MEETING MINUTES

Meeting Date: October 14, 2025



Members in Attendance	Council Co-Chairs: <input type="checkbox"/> Debra Mason <input type="checkbox"/> VACANT Recorder: <input checked="" type="checkbox"/> Kattie Riggs	Members: <input type="checkbox"/> Tim Cook <input checked="" type="checkbox"/> David Plotkin <input checked="" type="checkbox"/> Jeff Shaffer <input checked="" type="checkbox"/> Danielle Hoffman (could only attend for 30 minutes)	<input checked="" type="checkbox"/> Carol Burnell <input checked="" type="checkbox"/> Josh Aman <input checked="" type="checkbox"/> Sarah Steidl <input type="checkbox"/> Lori Hall	<input checked="" type="checkbox"/> Mark Yannotta <input checked="" type="checkbox"/> Melissa McCormack <input type="checkbox"/> Casey Layton <input type="checkbox"/> Jenny Miller	<input checked="" type="checkbox"/> Felica Arce <input checked="" type="checkbox"/> Christy Owen (arrived at 8:50 AM)

Topic/Items	Category	Notes	Decisions/Action Items
1. Welcome	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	<p>Kattie Riggs ran the meeting on Co-Chair Debra Mason's behalf. Kattie welcomed the group and did introductions with the new members.</p> <p>The new members are: Felica Arce, Jenny Miller, Christy Owen</p>	
2. Review 2025/26 Meeting Schedule	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	<p>Checked to make sure the current meeting schedule with meeting the 2nd Tuesday of each month from 8 – 9:30 AM still worked for all members since there were new members added. Discussed that the open public meetings are scheduled for the 8th week of each term, according to the Shared Governance (SG) Handbook. These have been scheduled for Fridays, 12 – 1 PM.</p> <p>Need to bring this back to the Retreat for discussion.</p>	
3. Discuss Co-Chair Interest or Nominations	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	<p>There were discussions about who might want to serve as the Co-Chair with Debra to help lead the Oversight Group.</p>	

		It was suggested to send-out information in advance of the Retreat to prepare folks for this request.	
4. People & Culture Council – Organizational Learning Committee Recommendation	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	<p>The People & Culture Council brought a recommendation forward, from their Organizational Learning Committee, for a vote by the Oversight Group. The recommendation was to utilize SharePoint as a repository for the college’s internal, employee-facing knowledge management solution (intranet). The Committee will not be the implementation team, there will be a separate implementation team led by Julia Nicholson, with a co-partner to be identified from Instruction and Student Services (InSS).</p> <p>There was a great deal of discussion and questions that the group worked through. There were some suggestions to take back to the Committee to share with the implementation teams such as:</p> <ul style="list-style-type: none"> • Clarifying that the implementation of SharePoint would not take google or anything away from instructors and it would not be a requirement that instructors utilize SharePoint, it would just be an additional resource if faculty chose to use it. • When providing training, potentially get an educator/instructor’s perspective on the training prior to sharing it to be sure that it is adapted to various levels for those who may not be on the same educated level of technology use. • What constitutes a quorum – should there be something included in the Oversight Group Charter regarding how many members should be at a meeting when a decision would be made. <p>There was a vote to approve the recommendation to move forward in the process, which would mean to move to the implementation phase. The vote was unanimous with all</p>	<p>There was a vote to approve the People & Culture Council’s recommendation to utilize SharePoint as a repository for the college’s internal, employee-facing</p>

		<p>votes in favor or moving the recommendation forward for implementation.</p> <p>There were a few items that surfaced that were indirectly related to this recommendation that were suggested we may need to discuss as a group in the future:</p> <ul style="list-style-type: none"> • Philosophy and/or guiding principles for when a recommendation comes before the Oversight Group. • The distinct division of work within departments/divisions versus the work of the Councils. 	<p>knowledge management solution (intranet), which would mean to move to the implementation phase. The vote was unanimous with all votes in favor or moving the recommendation forward for implementation.</p>
6. Public Oversight Group Meeting	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	<p>The first Public Oversight Group Meeting of the 2025 – 2026 Academic year will be held on Friday, November 21, 2025, 12 – 1 PM via Zoom.</p> <p>It was discussed that the main topics shared from each Council should be what summer work or work has happened to date, but that it would be titled Council Progress, and what the 2025 – 2026 priorities are for each Council. There is a limit of 3 slides per Council for the presentation, since it is only an hour in length. Kattie will prepare the slide deck and share it for each Council to have access to edit their slides before the public meeting.</p>	
7. Shared Governance Councils Activities Update	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	<p>Shared Governance Councils provided updates:</p> <p><u>DEI Community of Practice</u> – No information was shared at this time, as Casey was absent from the meeting.</p> <p><u>Teaching and Learning Council</u> – Held their Retreat and had robust discussions regarding the division of labor between Council work and implementation work. They are working to finalize their priorities for the academic year. They reviewed their survey results and had one new member,</p>	

		<p>Armetta Burney.</p> <p><u>Student Support Council</u> – Created onboarding documents for their Council for when they have new members join their Council. These documents are specific to their Council but would share for all to utilize as a template. Reviewed survey results.</p> <p><u>People & Culture Council</u> – Held their Retreat last Thursday and discussed committee’s progress and what was planned for the upcoming academic year. They had three new members join them: Miranda Butler, Kathleen Hollingsworth, and Elizabeth Koch.</p> <p><u>Finance Council</u> – Discussed their focus on standardizing business processes and policies, particularly around financial operations. They reviewed their retreat outcomes, including the addition of two new members (Lisa Shaw and Anne-Mary Nash-Haruna) and the prioritization of key areas like fee structures and p-card policies.</p> <p><u>Operations Council</u> – Held their retreat and are focused on a lot of bond work. They had three new members join: Karina Young, Anne Innis, Greg Castaneda.</p> <p><u>Process Support</u> – No information was shared at this time, as both Lori and Jenny were absent from this meeting.</p>	
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Future Agenda Items for Meetings			
Topic/Item	Category	Key Points: Provide 50 words or less on expected outcome	Facilitator
1.	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy		

	<input type="checkbox"/> Information		
Upcoming Meeting Date	Start Time	End Time	Location
October 31, 2025	8:30 AM	11:30 AM	Roger Rook Hall, RR 111 A/B