

# Oversight Group MEETING MINUTES

Meeting Date: November 13, 2025



<b>Members in Attendance</b>	<b>Council Co-Chairs:</b> <input checked="" type="checkbox"/> Debra Mason <input type="checkbox"/> VACANT  <b>Recorder:</b> <input checked="" type="checkbox"/> Kattie Riggs	<b>Members:</b> <input checked="" type="checkbox"/> Tim Cook (left at 8:54 AM) <input type="checkbox"/> Carol Burnell <input checked="" type="checkbox"/> David Plotkin <input checked="" type="checkbox"/> Josh Aman <input checked="" type="checkbox"/> Jeff Shaffer (left at 8:54 AM) <input type="checkbox"/> Sarah Steidl <input checked="" type="checkbox"/> Danielle Hoffman <input type="checkbox"/> Lori Hall	<input checked="" type="checkbox"/> Mark Yannotta <input checked="" type="checkbox"/> Felica Arce <input checked="" type="checkbox"/> Melissa McCormack <input checked="" type="checkbox"/> Christy Owen <input checked="" type="checkbox"/> Casey Layton <input checked="" type="checkbox"/> Jenny Miller

Topic/Items	Category	Notes	Decisions/Action Items
1. <b>Welcome</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	Debra welcomed the group.	
2. <b>Nominations for Co-Chair</b>	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	Christy Owen nominated Kattie Riggs as the additional Co-Chair. Mark Yannotta seconded the nomination. The vote was unanimous in favor of Kattie Riggs becoming the Oversight Group Co-Chair with Debra Mason.	The vote was unanimous in favor of Kattie Riggs becoming the Oversight Group Co-Chair with Debra Mason.
3. <b>Public Oversight Group Meeting</b>	<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>This will be recorded and there are a few members that will not be able to attend because of the Deans &amp; Directors meeting that is occurring at the same time. The Process Support Group has their Retreat that morning, so might be a few minutes late.</p>	

		<p>Members need to get their slides completed and they are located here:  <a href="#">2025-11-21 SG Campus Update Slides.pptx</a></p> <p>There was discussion about members staying on the Zoom next Friday after the campus-wide presentation to debrief, but it was agreed to just add that to the next Oversight Group meeting agenda. All members try to log in 5 minutes or so early, before the meeting begins.</p> <p>There was a discussion about presenting clear information about what the Oversight Group does. What should be shared with the college community regarding the work of the Oversight Group – being candid and open with college regarding the work of shared governance and the work of the Oversight creating an expectation... not a doing group. Help provide feedback, mediation, and making sure Councils are staying aligned - hearing about issues or items that need to be discussed/addressed. Make a statement to the college at the meeting.</p>	<p>Members will complete slides prior to Friday's presentation. All members try to log in 5 minutes or so early, before the meeting begins.</p> <p>Debra and Kattie will work on Oversight Group information to present at the all-campus presentation.</p>
<b>4. Council Priorities</b>	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	<p>There was a discussion regarding what criteria the Oversight Group would use when reviewing and providing feedback on Council priorities. There was a document that was generated by ChatGPT as a starting point for the Group to review and discuss.</p> <p>The Group agreed on three main categories to use when reviewing Council priorities that would need more description to them: Clarity of Priorities, Alignment with Institutional Goals, and Feasibility &amp; Resources. The document would be handed over to the Process Support Group to come up with a meets expectation or doesn't</p>	<p>The Priorities criteria that was created by ChatGPT would be handed over to the Process Support Group to come up with a</p>

		<p>meet the mark for each item, like a checkbox with a comment/notes section. The Process Support Group could help define the criteria better and possibly use the document to help the Councils when they are originally creating their priorities for the year.</p> <p>No Council Priorities were reviewed because the Group felt that criteria needed to be established first and provided to the Councils for help with their creation of the priorities.</p> <p>Casey proposed creating a rubric for council meetings to ensure equity and diversity are considered in decision-making processes. Jenny suggested reminding DEI liaisons to bring up these issues in council meetings. The group discussed documenting conversations around equity to identify concerns and actions. Josh suggested incorporating this practice into the feedback process for the Oversight Committee.</p> <p>There was a discussion around voting that came up and how Councils are handling voting or absentee voting. It was clear that a review of the Shared Governance Handbook needed to be done and a future discussion on voting would need to be added to an Oversight Group agenda.</p>	<p>meets expectation or doesn't meet the mark for each item, like a checkbox with a comment/notes section. The Process Support Group could help define the criteria better and possibly use the document to help the Councils when they are originally creating their priorities for the year.</p> <p>NOTE: Future agenda item on reviewing the Shared Governance Handbook and voting discussion.</p>
<b>7. Roundtable – Councils Updates</b>	<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>There was a discussion regarding the Oversight Group Retreat and holding it in January 2026.</p> <p><u>DEI Community of Practice</u> – Casey thanked the group for attending the Difficult Conversations training. They appreciated the feedback and made some adjustments.</p>	

There was a discussion regarding how the Cougar Pause discussions are happening regarding the Council Priorities. There was also a suggestion for bias training to be provided specifically for the Oversight Group.

Teaching and Learning Council –

Student Support Council – Held their Retreat, finalizing Council Priorities, and finalizing slides for next Friday's presentation.

People & Culture Council – Held their Retreat and submitted Council Priorities. There was a question regarding how Committees aligned with the appropriate Councils, specifically the Cultural Arts Committee has asked to be a part of the People and Culture Council. The Art Acquisition Group is a part of the Operations Council. It was agreed upon by the Oversight Group that this is a discussion for the Oversight Group and should be added to the Retreat in January to make sure all unassigned/unaligned Committees have a Council.

Finance Council – Held their Retreat and submitted Council Priorities. Budget Advisory Subcommittee (BAS) is meeting and will hold more meetings than the Finance Council because there will be a more intensive process than what was originally planned for.

Operations Council – Held their first public meeting of the year and one member from the public attended to listen-in. They focused on a lot of bond work.

Process Support –

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
November 21, 2025	12:00 PM	1:00 PM	Via Zoom