

PROCESS SUPPORT GROUP MEETING AGENDA



Date: Aug. 26, 2024 | Time: 2-3:30 p.m. | Location: Zoom | Recorder: Lori Hall

Purpose	Guiding Principles

Topic/Items	Category	Facilitator	Allotted Time	Key Points: Provide 50 words or less on expected outcome
<i>If using AI notetaking or recording, remind participants that recording/AI notetaking will be used before enabling this feature.</i>				
Reading of Land and Labor Acknowledgement			5 min	
1. Training and templates team check-in	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information		10 min	
2. Communications team check-in	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information		15 min	<ul style="list-style-type: none"> ○ Share handbook - 2024-08-06 Version Shared Governance Handbook Outline <ul style="list-style-type: none"> ▪ Change the definition of Shared Governance per David's email: ▪ At CCC, Shared Governance is a structure for participatory decision-making regarding policies, procedures and the strategic direction of the college. In addition, it is a set of values that we expect ourselves to live up to when engaging in (and supporting the sustainability of) that structure and moving the mission of the college forward. Values Principles guiding Shared Governance: ○ Share communication corner: https://myclackamasdevex.clackamas.edu/Home/StaffHome <ul style="list-style-type: none"> ▪ Share the Qualtrics forms
3. Assessment team check-in	<input checked="" type="checkbox"/> Discussion		5 min	

	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information			
4. Share SG tracking sheet	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information		10 min	Shared governance project tracking
5. Community agreements	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information		10 min	Do we want to use the BAG ones? BAG community agreements
6.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information		X min	

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		
2.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information		
3.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision		

	<input type="checkbox"/> Advocacy <input type="checkbox"/> Information		
4.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information		
Upcoming Meeting Date	Start Time	End Time	Location
Month, 00, 20XX	Noon	p.m.	Virtual via Zoom

Members in Attendance	Council Co-Chairs:	Members:	<input type="checkbox"/> Name
	<input type="checkbox"/> Name <input type="checkbox"/> Name Recorder: <input type="checkbox"/> Name	<input type="checkbox"/> Name <input type="checkbox"/> Name <input type="checkbox"/> Name <input type="checkbox"/> Name <input type="checkbox"/> Name <input type="checkbox"/> Name	<input type="checkbox"/> Name <input type="checkbox"/> Name <input type="checkbox"/> Name <input type="checkbox"/> Name <input type="checkbox"/> Name <input type="checkbox"/> Name

Guidance for Use:

- *Agendas should be distributed and uploaded to the Shared Governance Website no less than 7 days before the meeting date*
- *For distribution it is recommended that you save and send as a PDF rather than a Word document to retain formatting (File > Export > Create PDF/XPS)*
- *Agenda naming convention:*
 - *Date (DD/MM/YY)-Council Name-Agenda*
 - *Example: 01-31-24-Council Name-Agenda.pdf*
 - *Do not use spaces, instead use dashes*
- *Be concise, Agendas will be posted publicly to encourage participation*