PROCESS SUPPORT GROUP - MEETING MINUTES

Meeting Date: January 17, 2025

Members in Attendance	Council Co-Chairs: ☒ Lori Hall ☒ Justine Munds Recorder: ☒ Jen Miller	Members: ☒ Kirby Gleason ☒ Michell Gipson ☒ Julia Nicholson ☒ Lucan Hann	☒ John Ginsburg ☐ April Chastain

Topic/Items	Category	Notes	Decisions/Action Items
1. Recap	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information	The group reviewed a list of potential priorities for the current academic year, focusing on tasks such as student participation guidelines, employee pay, and the process for adding new council members. They also discussed the creation of a prioritization tool, the impact and effort required for various council activities, and the need for a charter for the process support group. The team agreed to focus on three high-impact, low-effort tasks and decided not to involve new members in the current prioritization process.	Justine will draft and send an email with notes on the prioritization work done in the meeting, highlighting the top 3 priorities and parking lot items. Lori and Justine to draft a recommendation to send the compensation issue to the oversight group. Process Support Group to begin work on developing their charter, using other councils' charters as templates. Justine to prepare for creating subgroups based on the prioritized tasks. Lori to put in a ticket for adding a dropdown for announcements in the Communication Corner. Lori to continue refining the shared governance website page. Jenny/Jen to post the meeting agenda and minutes.

2. Prioritization	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information	This segment discusses prioritizing potential tasks for the council's work in the upcoming terms. Justine suggests focusing on a few top priorities from the list rather than trying to tackle everything at once. John raises a question about whether student compensation should be included under the employee pay item or elsewhere. Adrienne emphasizes the importance of addressing student participation guidelines, employee pay, and the process for adding new council members to gain buy-in. Lori brings up balancing council work with other committee assignments. Justine explains that the bullet point list is informal, and subgroups may further define the scope as they work on the priorities. The group then moves on to the prioritization step of eliminating tasks based on whether they align with the council's mission and are appropriate in scope and scale.	
3. Decision Making in Shared Governance	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information	Justine clarified that shared governance councils cannot make decisions about personnel compliance or immediate emergency management issues, as these are determined by collective bargaining agreements. She also explained that while councils can make processes for compensating employees, they cannot determine rates not listed in the contract. Adrienne and Kirby raised questions about the reporting of time for shared governance participation and the potential for part-time classified members to exceed their 19.5-hour work limit. Lucas, a member of the full-time faculty bargaining team, suggested that decisions about compensating co-chairs and committee work should be contract matters, not within the purview of shared governance councils. The discussion revolved around clarifying and documenting the decision-making processes within the shared governance structure. Key	The team agreed to review their list of ideas with these criteria in mind, flagging any that might fall outside their scope.

		points: - They discussed using a template or previous council charters as a starting point for drafting their own charter. - There is a need to clearly communicate where shared governance information is housed, like the Communication Corner, for those not directly involved in the councils. - They ponder reviving a monthly all-staff meeting akin to the old College Council to share announcements and information more broadly. - A main focus is detailing the flow and approval process for policies and decisions at different levels - committee, council, oversight group or board. - While some of this decision-making framework exists in the Shared Governance Handbook, there is a need to further clarify and potentially expand upon it for better understanding across the institute. - Determining the effort and impact level for fleshing out this decision-making process documentation is still being discussed.	
4. Compensation	☒ Discussion ☒ Decision ☐ Advocacy ☐ Information	Justine proposed that the process support group consult on the issue of compensation for shared governance council membership and consultation, but not make the decision. The group agreed to send this issue to the oversight group for further consideration. Julia suggested collecting data on the time commitment of council members to help the oversight group strategize. Justine proposed forming a work group to tackle the issue, with members from different councils and the general CCC community. John suggested focusing on research and assessment, with the results handed over to collective bargaining groups.	Justine agreed to draft a recommendation for the oversight group and send it out for feedback.

5. Prioritization Tool	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information	Justine led a discussion on the creation of a prioritization tool, and began utilizing Zoom's whiteboard feature instead. The team discussed the content of the tool, focusing on tasks such as leading shared governance, assessment work, and student participation guidelines. They debated the effort and impact levels for each task, with some tasks being considered high effort and high impact, while others were seen as lower effort but still important. The team agreed to continue refining the tool, with the understanding that some tasks might be better suited for future academic years. Find the whiteboard work here.	
6. Prioritization Tasks	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information	Justine led a discussion on prioritizing tasks for the group. The team agreed to focus on three high-impact, low-effort tasks: adding Council members beyond their charter, the process for Handbook edits, and expanding processes on documentation and transparency for councils. These tasks were identified as priorities and will be further discussed in future meetings. The team also considered the potential impact of new members joining the group in February, but decided not to involve them in the current prioritization process.	Justine will send out a summary of the meeting's outcomes and the identified priorities for further review.

Future Agenda Items for Meetings			
Topic/Item	Category	Key Points: Provide 50 words or less on expected outcome	Facilitator

1.	☐ Discussion ☐ Decision ☐ Advocacy ☐ Information		
2.	☐ Discussion ☐ Decision		
	☐ Advocacy ☐ Information		
3.	☐ Discussion ☐ Decision ☐ Advocacy ☐ Information		
4.	☐ Discussion ☐ Decision ☐ Advocacy ☐ Information		

Upcoming Meeting Date	Start Time	End Time	Location
Month, 00, 20XX	Noon	2 p.m.	Virtual via Zoom

Guidance for Use:

- *Minutes should be distributed to all members and uploaded to the Shared Governance Website no less than one week after the meeting*
- *For distribution, it is recommended that to save and send as a PDF rather than a Word document to retain formatting (File > Export > Create PDF/XPS)*
- *Minutes naming convention:*
  - o *Date(DD/MM/YY)-Council Name-Agenda*
    - ▪ *Example: 01-31-24-Council Name-Agenda.pdf*
  - o *Do not use spaces, instead use dashes*
- *For recorders who will manually take notes: o Try to strike a balance between including all key information while being concise, and maintaining relevance to topic at hand. Type in 3rd person.*

- *For councils using Zoom's AI Notetaking: ○ Ensure that participants know that AI Notetaking will be used before enabling (similar to norms around recording on Zoom) ○ The Recorder is responsible for reviewing the AI developed notes and editing as needed*
- *Regardless of notetaking method, councils should always highlight decisions made and action items (along with due dates and person(s) responsible)*