

PROCESS SUPPORT GROUP MEETING AGENDA



Date: Feb. 21, 2025 | **Time:** 10:30-12 | **Location:** Zoom <https://clackamas.zoom.us/j/92757285479> | **Recorder:** Jenny Miller

Purpose	Guiding Principles
<p>The Shared Governance Process Support Group attends to the care and feeding of the college’s Shared Governance structure, including supporting Shared Governance onboarding and training, ensuring effective and transparent communication and documentation, developing and maintaining the Shared Governance Handbook, and assessment and continuous improvement processes related to Shared Governance.</p>	

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. Housekeeping	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information		10 min	a. Our recommendation has been submitted to Oversight Group, who will discuss it in our April meeting b. 02-06-2025-Process Support Group-Recommendation.docx c. Any other updates?
2. Q&A time	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information		30 min	Time to reorient the group and new members on what we do and who we are.
3. Subgroup assignments	<input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information		10 min	Review people’s prioritized choices and settle on subgroup assignments. 2025 SG process support group subgroup rankings.xlsx
4.	<input checked="" type="checkbox"/> Discussion		30 min	a. Schedule first subgroup meeting/recurring meetings

Subgroup breakout rooms	<input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information			b. Assign subgroup lead c. Assign subgroup note taker
5. Homework	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information		10 min	Subgroups should meet at least once between now and our next meeting Subgroups should have a timeline and list of tasks/activities for their deliverables before our next meeting. Discussion questions to inform this: <ul style="list-style-type: none"> • What does the successful completion of this priority look like? • What are the deliverables and/or outcomes of successful completion of this priority? • How and who does it help? Should those folks be consulted by the subgroup?
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	10:30 a.m.	12 p.m.	Virtual via Zoom

Members in Attendance	Council Co-Chairs: <input type="checkbox"/> Lori Hall <input type="checkbox"/> Justine Munds	Members: <input type="checkbox"/> Jenny Miller <input type="checkbox"/> Lisa Reynolds <input type="checkbox"/> Lucas Hann <input type="checkbox"/> April Chastain <input type="checkbox"/> Jil Freeman <input type="checkbox"/> Kari Nixon <input type="checkbox"/> Traci Boyle-Galestiantz	<input type="checkbox"/> Kirby Gleason <input type="checkbox"/> John Ginsburg <input type="checkbox"/> Mitchell Gipson <input type="checkbox"/> Adrienne Scritsmier <input type="checkbox"/> Julia Nicholson <input type="checkbox"/> Amber Stelle <input type="checkbox"/> Margaret Mallat <input type="checkbox"/> Laura Lundborg <input type="checkbox"/>
	Recorder: <input type="checkbox"/> Jenny Miller		


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*



CCC Land Acknowledgment

We acknowledge that the Clackamas Community College campuses reside on the traditional homelands of the Clackamas, Cascades, and Tumwater bands of Chinooks, as well as the Tualatin and Pudding River bands of Kalapuya and the Northern Molalla people. They lived and prospered by maintaining strong cultural ties to the land, and through wise management of resources. As signers of the Willamette Valley Treaty of 1855, they were removed from their homelands to the Grand Ronde Indian Reservation where they became members of the Confederated Tribes of Grand Ronde. Please join us in taking this opportunity to thank and honor the original caretakers of this land, their lives, and their descendants that live on as Tribal members today, still carrying on the traditions and cultures of their ancestors.



Labor Acknowledgment

We also acknowledge that our nation has benefited and profited from the free enslaved labor of Black people. We honor the legacy of the African diaspora and Black life, and the knowledge, skills, and human spirit that persevere in spite of violence and white supremacy.