PROCESS SUPPORT GROUP MEETING AGENDA

Clackamas Community College

Date: Nov. 21, 2025 | **Time**: 9:30-12:00| **Location**: Roger Rook, room 110| **Recorder**: Jenny Miller

Purpose	Guiding Principles
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.	

Topic/Items	Category	Facilitator	Allotted Time	Key Points: Provide 50 words or less on expected outcome
If using AI notetaking or recording, remind participants that recording/AI notetaking will be used before enabling this feature.				
Reading of Land and Labor Acknowledgement			5 min	
1. Intros and icebreaker	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information	Lori	20 min	
2. Who we are and what we do	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information	Jen	10 min	Review the PSG mission and charge Overview of Shared Governance introducing new members to purpose of the Process Support Group.
3. Council Priorities	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information	Lori & Jen	20 min	Other councils have had their retreats. We will take a look at their priority outcomes to help us determine any next steps for our group and and any tasks needed.

Topic/Item	Category	All	Time	Key Points
4. Prioritization review and accomplishments	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information	All	15 min	We will take a look as our long "To-do" list and celebrate all we've accomplished so far
5. Prioritization Brainstorming	☐ Discussion ☒ Decision ☐ Advocacy ☐ Information	All	20 min	Let's get some ideas down on how we can make the most of this year and see what needs to happen.
6. Prioritization sorting	☐ Discussion ☐ Decision ☐ Advocacy ☐ Information		30 min	Sorting through and categorizing our existing and new priorities. Discuss next steps & subgroups, collaborators & subgroup leads

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**	
		.		

	Council Co-Chairs: ☐ Lori Hall ☐ Jenny Miller **Recorder:** ☐ Jenny Miller	**Members:** ☐ Justine Munds ☐ Lucas Hann ☐ Margaret Mallatt ☐ Traci Boyle-Galestiantz ☐ Sylvia Valdes	☐ Kirby Gleason ☐ John Ginsburg ☐ Adrienne Scritsmier ☐ Julia Nicholson ☐ Joseph Traver	
Members in Attendance				

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.

Clackamas
Community College

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.

Clackamas
Community College