Oversight Group MEETING MINUTES

**Meeting Date**: April 8, 2025

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| **Members in Attendance** | **Council Co-Chairs:**[x]  Debra Mason[ ]  Jim Wentworth-Plato**Recorder:**[x]  Kattie Riggs | **Members:**[ ]  Tim Cook [x]  Carol Burnell[x]  David Plotkin [x]  Josh Aman[x]  Jeff Shaffer [ ]  Sarah Steidl[x]  Danielle Hoffman [x]  Lori Hall | [x]  Mark Yannotta[x]  Melissa McCormack[x]  Casey Layton[x]  Justine Munds |

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| **Topic/Items** | **Category** | **Notes** | **Decisions/Action Items** |
| 1. **Welcome to a New Term**
 | [ ]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information | Co-Chair Debra Mason welcomed everyone and brought up a few items for discussion. Was there a plan to meet twice in April and twice in May to continue the Oversight Group work? There was a consensus to hold two meetings in May, so that we could hold a college-wide update and a working meeting. The remainder of the Council priorities need to be reviewed, and feedback provided.There was discussion around if Councils would continue their work and meeting during the summertime or if they would break and come back in the fall. Each Council might need to determine this for themselves, but it needs to be shared at the next public Oversight Group meeting what work will continue during the summer and what will wait.There was a discussion around having some protocol for emergent issues. There is a need to have a process for how summertime work would continue and the hand-off. Emergency meetings could be called, but what justifies an emergency.Should the Councils be responsible for starting to discuss how they would like to work or continue or not continue over the summer.This discussion led to other questions regarding the role of a Council and how it is not supposed to be doing operational work, but more strategic and policy approval.There were discussions about the optimal days and times to hold open public Oversight Group meetings and specifically the next public Oversight Group meeting. There is an asynchronies model that the public meetings don’t have to be at the optimal day and time but are recorded and can be reviewed at any time. The next public Oversight Group meeting was planned for May 13th or June 10th (the week of finals). There was consensus to not hold the public Oversight Group meeting the week of finals. There was consensus to hold it from 12 – 1 PM on Wednesday, May 28, 2025, via Zoom. | Oversight Group members needs to be prepared to talk about their Council’s Priorities for the year and which ones might change or carry over to the next academic year.At next public Oversight Group meeting it needs to be clearly communicated what work each Council and/or subcommittees of Councils will continue meeting and work over the summer versus which work would be paused until fall. Set up and communicate the expectations for each of the Councils during the summertime.Carol will write down questions for what other Councils are doing, so that the Oversight Group can discuss these at future meetings.There was consensus to hold the next public Oversight Group meeting on Wednesday, May 28, 2025, 12 – 1 PM via Zoom. |
| **2. Debriefing the Public Meeting** | [ ]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information | There were discussions around needing to do some sort of assessment or surveying of the college community. Sending a poll/survey to collect information about the shared governance. The Process Support Group has a subgroup for assessment, but not sure they would be ready to ask and gather feedback. Maybe there could be an ask for the assessment subgroup to be ready for fall.Can we plug into the already existing structures we already have? Plug things into the already existing structures (State of the College, all-staff budget meetings, etc) in the hopes of holding at least one college-wide update a month (putting out calendar holds for public meetings) Communication is a huge problem. Calendar invites are the best way to get a large participation. |  |
| **3. Shared Governance Councils Activities Update** | [ ]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information | Shared Governance Councils provided updates: DEI Community of Practice – Has created a pilot training learning session on managing difficult conversations and received feedback. They thought it would be a 60 minute training, but realized it needed to be 90 minutes. They have completed their charter work. They are seeking new members, some have cycled-off. There may be some Councils who have lost their DEI ambassador, so there will be a new one coming but it might take some time. There is a job description or write-up for these types of roles that could be shared with those who might be interested.Teaching and Learning Council – Had wanted to get input and feedback on a few of the questions that Carol had mentioned earlier. This will not be a quick conversation, so would need to be added to the agenda to revisit it when time allows. Needing to hold a retreat for their Councils to discuss things that could be done differently or better and things that went well.Student Support Council – Nothing to report at this time.People & Culture Council – Continuing some charter work. The Wellness Subcommittee is holding the Wellness Café event on Wednesday, April 9, 12 – 1:30 PM in Wacheno Welcome Center ASG room. The Policy Subcommittee shared four different ideas asking for Council’s input/feedback on the items, in the hopes that all Council’s would adopt them and they could be standards for policies and procedures college-wide. She mentioned she would send them around to the Oversight Group members via email. The four items were:* The **existing CCC Board of Education policies** need a starting point in the new Shared Governance structure to go for first initial review. The Subcommittee has created a list of all the Board policies and broken it out into a list of where they feel the policies would start in the review process and which Council would be the starting place.
* **Standardized Policy Template** - The Subcommittee has created a standardized policy template that would be nice if all Councils/departments/divisions/committees adopted this same standardized policy template. Do Councils have any feedback/input? Would each Council be willing to adopt this as a college-wide policy template?
* The Subcommittee is creating a process for **how new policies and policies up for review would go through a Shared Governance process**. Once finalized it would be shared with the Oversight Group in hopes that all Councils might be willing to do the same or a similar process for reviewing policies in their purview.
* The Subcommittee is also working on the thought of a **“one-place” for all policies and procedures college-wide to be housed** in hopes that all Councils might be onboard with this approach.

Finance Council – Working with the Budget Advisory Subgroup (BAS) and reviewing budget reduction proposals. The Business Office has been bringing items to the Council for discussion and implementation. A new Amazon Business account is being trained on and implemented. The Business Costco account is in the works.Operations Council – ITS is bringing all their policies for review. The ITS has their own sequencing, coding, templates they are reviewing. College Safety will be bringing the updated Emergency Management plan for review. The Council had a presentation from Sunny Olsen and Jenny Miller regarding capturing FTE and the improvements to the process. There have been Bond updates.Process Support – Added a lot of new members but is still experienced attendance issues. They have subgroups: Membership, Handbooks, Assessment. The subgroups should begin to do work soon. |  |
| **4. Process Support Group Recommendation** | [ ]  Discussion[ ]  Decision[ ]  Advocacy[ ]  Information | Justine provided an overview that the Process Support Group felt a formal compensation policy for participation in shared governance needed to be created to address aspects like funding sources, supervisor guidelines, and the distinction between standard faculty committee obligations and additional shared governance work. The goal would be for the oversight group to appoint a workgroup to bring a recommendation back to the Oversight Group for approval.There were discussion about the previous shared governance structure and the work that was completed at that time and the compensation for those who participated. There seemed to be some clearly defined pieces in place while others were a bit unclear. Compensation, release time, and other obligations such as serving on committees is a part of the bargaining agreements/contracts.* Full-time faculty participation in shared governance and other college committees as part of the contract.
* Full-time classified participation in shared governance and other college committees as part of the contract: “It will be the responsibility of the appointed classified employee to give the appropriate immediate supervisor notice of the meeting at least five (5) working days prior to such meeting or as soon as possible after the meeting is scheduled…”
* Associate Faculty who are members of Councils and/or Subcommittees of Councils will be paid for their Council/committee work through Vice President David Plotkin’s approval and budget.
* Part-time/Grant-funded positions need to work with supervisors.

There were some questions that arose for full-time faculty around different practices, does this work fit ILUs, what is considered a committee thing, Co-chairing is different, and some of this could be a reminders and a little bit more transparent. There was a comment that Deans are doing some work around ILU values because there has not been a consistent and standard practice.There was a concern not to devalue the work association leadership does to represent their members and we wouldn’t want a workgroup to try to take over representation and compensation conversations for their members.The recommendation is not to create something new, but rather document and share-out what is currently existing. The envisioned work group would be responsible for documenting current practices, addressing ambiguities, and creating clear guidelines for compensation and workload management for employees involved in shared governance. This aims to provide a definitive resource for understanding how participation is supported, acknowledging that “compensation” encompasses both financial aspects and ensuring adequate time for this work, particularly for full-time classified staff who may not receive overtime pay. The underlying goal is to formalize the understanding and application of existing contractual obligations related to shared governance participation.There was a suggestion that maybe the Administration/Administrative Professional Group could be charged with creating some standards to bring back to the Oversight Group. There needs to be standardizations. This item needed to be tabled because of the lack of time. This item will be placed on the next Oversight Group meeting agenda for further discussion. | This agenda item will be placed on the next Oversight Group meeting agenda for further discussion. |
| **5.** **Finish our Charter Review**  | [x]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information | Did not get to this item. |  |
| **6.** **Setting the 2025/26 Schedule** | [x]  Discussion[x]  Decision[ ]  Advocacy[ ]  Information | Did not get to this item. |  |

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| **Future Agenda Items for Meetings** |
|  **Topic/Item** | **Category** | **Key Points: Provide 50 words or less on expected outcome** | **Facilitator** |
| **1. Retreat** | [x]  Discussion[x]  Decision[ ]  Advocacy[ ]  Information | When? Where? What timeframe? Items to be worked on |  |
| **1. Council to Council Standardization with Council Work vs. Operational Departmental Work** | [x]  Discussion[ ]  Decision[ ]  Advocacy[ ]  Information | Carol will pose some questions for the group to discuss. |  |
| **Upcoming Meeting Date** | **Start Time** | **End Time** | **Location** |
| May 13, 2025  | 9:00 AM | 10:30 AM | Roger Rook Hall, RR 110 |
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