

# Oversight Group MEETING MINUTES



Meeting Date: May 28, 2025

## Link to Video Recording:

<https://clackamas.zoom.us/rec/share/SiDjOiUX7CLH3tVkKxEqstYIFJaRNisQcN4VOIpn4dEkeBaKXOhCgeYqyOVj465E.fsDk2eY5nPg3enHj?startTime=1748458935000>

<b>Members in Attendance</b>	<b>Council Co-Chairs:</b> <input checked="" type="checkbox"/> Debra Mason <input checked="" type="checkbox"/> Jim Wentworth-Plato  <b>Recorder:</b> <input checked="" type="checkbox"/> Kattie Riggs	<b>Members:</b> <input checked="" type="checkbox"/> Tim Cook <input checked="" type="checkbox"/> David Plotkin <input checked="" type="checkbox"/> Jeff Shaffer <input checked="" type="checkbox"/> Danielle Hoffman	<input type="checkbox"/> Carol Burnell <input checked="" type="checkbox"/> Josh Aman <input checked="" type="checkbox"/> Sarah Steidl <input checked="" type="checkbox"/> Lori Hall	<input checked="" type="checkbox"/> Mark Yannotta <input checked="" type="checkbox"/> Melissa McCormack <input checked="" type="checkbox"/> Casey Layton <input checked="" type="checkbox"/> Justine Munds

Topic/Items	Category	Notes	Decisions/Action Items
1. <b>Public Meeting Item –</b> Welcome & Land and Labor Acknowledgment	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	Co-Chairs Jim Wentworth-Plato and Debra Mason welcomed everyone and thanked them for attending (at one point there were about 87 attendees in the Zoom meeting). Jim read the land acknowledgment. Debra read the labor acknowledgment and mentioned that it has been revised, and the revised version would be shared college-wide soon.	
2. <b>Public Meeting Item -</b> Share a reminder of where the Shared Governance Communication Corner is located	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	Co-Chair Wentworth-Plato reminded staff where to find information regarding the various Shared Governance Councils in myClackamas bottom left side under Shared Governance section header. He also shared where the Shared Governance Handbook and anytime feedback form can be found.	
3. <b>Public Meeting Item -</b> Shared Governance Councils Activities Update	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information	There was an update provided by the Shared Governance Diversity, Equity, and Inclusion Community of Practice by Casey Layton, Chief Culture and Impact Officer. Their accomplishments for the AY 2024 – 25 were the	

completion of the Charter, providing the Managing Difficult Conversations training, and storming all things.

The work they will do during the summer includes:

- Planning for a new learning session on Targeted Universalism

- Review Results of intragroup survey

- Prepping for fall term training facilitation

They are looking for some Associate Faculty and Part-time classified employees to join the College's DEI Committee and help with the Cougar Pause Pilot Learning Sessions

Cougar Pause Pilot Interest Form:

[https://clackamas.co1.qualtrics.com/jfe/form/SV\\_56AXVIrpdNg3jvM](https://clackamas.co1.qualtrics.com/jfe/form/SV_56AXVIrpdNg3jvM)

The Process Support Group Co-Chairs Lori Hall and Justine Munds reminded everyone of the purpose of the Process Support Group, who the members were, and noted that Justine would be stepping-down as the Co-Chair. Jenny Miller would be taking her place to serve as Co-Chair next year with Lori Hall. The initial shared governance assessment survey was sent via email earlier today. The Process Support Group accomplished the establishment of a process for regular Shared Governance Handbook updates and assisted with charting paths to participate in Shared Governance groups. They will continue assessment work of Shared Governance next year and will not have a full Process Support Group meeting over the summer, but some Subgroup work may continue during the summer.

Teaching & Learning Council: David Plotkin, Co-Chair, shared who was included in the membership for the Council as well as the accomplishments, continued priorities, and summer work.

- Accomplishments for AY 2024 – 25:
  - Established Charter and operating procedures
  - Identified existing committees connected to Teaching & Learning Council
  - Identified priorities for the year
  - Reviewed draft Instruction and Student Policy regarding generative artificial intelligence. Recommended creation of a Board policy.
  - Determined the need to create a new Council standing committee connected to curriculum in Spanish
- Continuing Priorities for AY 2025 – 26:
  - Support of Excellence in Equitable Teaching and Learning Strategic Priority and Elements of Excellence
- Summer Work:
  - Teaching & Learning Council will not meet during the summer, but some subcommittee group may continue.

Operations Council: Jeff Shaffer, Co-Chair, provided information regarding the Council’s accomplishments, continued priorities, and summer work.

- Accomplishments for AY 2024 – 25:
  - Revised Charter language
  - Created video presentation of bond projects
  - Reviewed Information Technology Services (ITS) policies
  - Reviewed the Emergency Management Plan
  - Reviewed and updated the College Safety uniform elements
  - Provided feedback on new process for collecting FTE
  - Reviewed drone policy

- Discussed how to update a Board policy
- Continuing Priorities for AY 2025 – 26:
  - Continuation of Bond updates
  - Incorporating the Cougar Pause into decision making
- Summer Work:
  - Operations Council will not meet during the summer, but some work may continue in the Subcommittees.

Finance Council: Mark Yannotta, Co-Chair, shared information regarding the Council’s accomplishments, continued priorities, and summer work.

- Accomplishments for AY 2024 – 25:
  - Crafted a universal template for Fund Statements of Purpose
  - Updated more than half of the college’s 22 legal funds using the template
  - Established a Budget Advisory Subgroup (BAS) to work through the budget for 2025 – 2026.
  - Developed a process for reviewing and updating college financial policies
- Continuing Priorities for AY 2025 – 26:
  - Establish Statements of Purpose for the remaining Funds (i.e. grants, fee funds, student technology funds)
  - Review Food and Travel policies
  - Conduct financial analysis and review for course fees
  - Support business process improvement initiatives
- Summer Work:
  - Finance Council plans to meet once per month during the summer with a focus on fiscal and bond-related updates, future council membership,

process research, and the development of some interim policy drafts in advance of fall term. The BAS will continue to meet over the summer a few times.

People & Culture Council: Melissa McCormack, Co-Chair shared who was included in the membership for the Council as well as the accomplishments, continued priorities, and summer work.

- Accomplishments for AY 2024 – 25:
  - Established Charter
  - Organized work into three distinct subcommittees: Wellness & Recognition, Organizational Learning, and Policy
  - Wellness & Recognition hosted its first Employee Wellness event on April 9, 2025.
  - Policy Subcommittee developed a universal policy template
  - Organizational Learning completed the Cougar Pause for their Knowledge Management Project
- Continuing Priorities for AY 2025 – 26:
  - Subcommittees will continue their focus areas
  - New for next year: incorporating Employee Climate Survey findings into the Council's work
- Summer Work:
  - People & Culture Council will not meet during the summer, but some work may continue in the Subcommittees.

Student Support Council: Danielle Hoffman and Josh Amen, Co-Chairs, provided who was included in the membership for the Council as well as the accomplishments, continued priorities, and summer work.

- Accomplishments for AY 2024 – 25:

- Established membership and operational functions, as well as conducted an end of year member assessment
- Developed a plan to measure the Holistic Student Support strategic priority indicators
- Reviewed relevant data related to strategic priority indicator assessing student's sense of belonging
- Supported the establishment of the new student and instructional policy group
- Priorities for AY 2025 – 26:
  - Holistic Student Support strategic priority indicator metric establishment and/or review
  - SEM plan development support
- Summer Work:
  - Subcommittee work will continue during the summer

Co-Chairs of the Oversight Group Jim Wentworth-Plato and Debra Mason shared information about the purpose of the Oversight Group, the accomplishments, continued work, and summer work plans.

- Accomplishments for AY 2024 – 25:
  - Established Group Charter and operating procedures
  - Reviewed Council's priorities
  - Reviewed outstanding committees not linked to Councils
  - Received 1<sup>st</sup> recommendation from Process Support
  - Received and discussed feedback from Councils
- Continued Priorities for AY 2025 – 26:
  - To establish roles between Process Support and Oversight Group

		-To dive into what is work of the Councils as opposed to departmental work -To help the Councils work on their priorities (as needed) <ul style="list-style-type: none"> <li>• Summer Work:              -The Oversight Group will not meet during the summer, but work to plan for the retreat and establish priorities for the next academic year will continue.</li> </ul>	
<b>4. Public Meeting Adjourns</b>	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information	The public/all-staff portion of the Oversight Group meeting came to a close.	

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		
Upcoming Meeting Date	Start Time	End Time	Location
June 10, 2025	9:00 AM	10:30 AM	Roger Rook Hall, RR 110