PROCESS SUPPORT GROUP - MEETING MINUTES

Meeting Date: May, 2025

Members in Attendance	**Council Co-Chairs:** ☐ Lori Hall ☒ Justine Munds **Recorder:** ☒ Jen Miller	**Members:** ☒ Kirby Gleason ☒ Michell Gipson ☒ Julia Nicholson ☒ Lucan Hann ☒ Amber Steele ☒ Adrienne Scritsmier	☐ John Ginsburg ☐ April Chastain ☒ Kari Nixon ☒ Traci Boyle-Galestiantz ☒ Margaret Mallatt ☒ Laura Lundborg

Topic/Items	Category	Notes	Decisions/Action Items
1. Recap	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information	• Due to illnesses and out of office, there was no agenda created this month. The group met and discussed shared governance at the college including a survey to assess understanding and effectiveness of the current system. They also discussed changes in membership and co-chairs.	
2. Summary	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information	• Shared Governance Communication. Discussions around the need for better communication to college community. Discussion of bringing back a version of College Council. • Shared Governance Survey was discussed and the group went over the survey questions with Julia. Updates to questions were made and will be vetted through Ashely Sears in IR. • Council planning was discussed and the potential for having an application process for council membership.	

3. Next Steps			
	☒ Discussion ☐ Decision ☐ Advocacy ☒ Information	• Shared Governance Assessment Survey	• Julia will finalize the shared governance survey to the college.
			• Justine to send Julia specific language for the survey's closing page regarding the upcoming common application for council members.
		• Common application for membership • Handbook edits subgroup to meet and discuss the draft form for handbook edit suggestions.	• John to send a reminder next week to council co-chairs regarding the membership subgroup's email about the common application.
			• Membership subgroup to draft the first version of the common application form handbook edits.
		• Subgroups to continue their work over the summer, as feasible. • Jenny to take over as co-chair of the process support group next year. Justine will take over as note taker for Jenny.	