



GOVERNANCE COUNCIL MINUTES
September 23, 2016

Members Present: Brandy Young, Sharyn Eveland, Eric Berube, Mike Mayfield, Vicki Jacobi, Primavera Arvizu, Robert Meteau, Julian Martinez, Kanoë Bandy, Sheri Black, Mark Williams, Brock McMurray, Debra Daniels, and Geoffrey Dyer

Members Absent: Bruce Ferguson, Laura L'Ecuyer, Tony Thompson, and Velda Pena

Guests: Michael Jiles

Facilitator: Vicki Jacobi

Timekeeper: Brandy Young

Recorder: Justin Madding, Recording Secretary

Call to Order:

The Taft College Governance Council meeting of September 23, 2016, was called to order at 12:10 p.m. by Vicki Jabobi.

1. APPROVAL OF MINUTES

The minutes from the September 2, 2016 were reviewed. One change was requested by Eric Berube. Berube requested an edit to page one, paragraph 5, to change "renew" to "review." The September 2 2016, minutes with the requested revision were approved by consensus. Revised minutes will be circulated.

2. COMMITTEE REPORTS

Access Committee (Mark Williams)

Mark Williams provided a handout for his Access Committee and Strategic Planning Committee updates, the content of which is incorporated herein and a copy attached to the official minutes. Williams stated that the Veterans and Workforce Center repaint/remodel funded through special funding should be complete by September 30, 2016. The grand opening is expected on October 13, 2016. As to the Access/ESP update, Williams stated that they are making a gradual transition to disproportionately impacted students only. Finally, Williams said that we need to find a way to give some kind of structure to the following projects listed in 2e. of the handout: ESW Oversight; Student Resource Center; Veterans and Workforce Center; and AVID.

Success Committee and Campus Safety and Security (Primavera Arvizu)

Primavera Arvizu provided updates for the Success Committee and the Campus Safety and Security Committee. Arvizu provided a handout with the updates, the content of which is incorporated herein and a copy attached to the official minutes.

As to Student Success, Arvizu said that they reviewed their charter and goals. They are also reviewing and analyzing student success data. They are focusing on student pathways. Arvizu also mentioned the ongoing High School Initiative where groups are conducting outreach to the high school campuses to talk about registration, classes, and CTE programs.

As to Campus Safety and Security, they are reviewing their charter, goals, and the lockdown survey. Arvizu would also like to have a forum on how the campus feels about concealed carry on campus. The results of the forum would be presented to the Board of Trustees.

Budget Committee (Brock McMurray)

Brock McMurray provided an update from the Budget Committee. McMurray also provided a handout listing the Program Review Funded Items which is incorporated herein and a copy attached to the official minutes. McMurray said that the Budget Committee met on September 1, 2016, where they reviewed their charter, the Budget Development Calendar, the Program Review Funded Items, and the 2016-17 Adopted Budget. The Budget Committee Evaluation was not reviewed due to time constraints, but would be reviewed at the next meeting.

In presenting the Program Review Funded Items list, McMurray requested that the committee provide him information on any additional items funded so that the list could be further updated. Vicki Jacobi asked how we know which Program Review each funded item came from. McMurray referred Jacobi to IR for additional information. Kanoe Bandy took issue with several items on the list (Gym upgrades, banners, athletic equipment, etc.) because she has not seen any result of the funding, and requested an explanation. McMurray first explained that list of funded items was based on information provided by the various VP's. He also explained that the items included on the list are not necessarily completed in full, but that their inclusion on the list means that funds have been earmarked for these goals, at least at some level.

Strategic Planning Committee (Mark Williams)

Williams indicated that the Strategic Planning Committee has not met since the last Governance Council meeting. Velda, Eric, and Adrian have been doing work on standard measures for reporting, the charter, and role of the committee. A proposal will be made at the next meeting.

Information Technology (Adrian Agundez)

Adrian Agundez provided an update on the Information Technology Committee. The Information Technology Committee met last week. Agundez updated the Council on accomplishments made over the course of the summer. He has received requests to expand certain software on campus for distance education, as well as inquiries as to when the campus will upgrade to Office 2016. Agundez said that upgrade to Office 2016 will go live in Fall 2017. Agundez also expressed the need to update court reporting at WESTEC. He will provide a list of things that need to have audio visual updates.

3 & 4. REVIEW OF GOVERNANCE COUNCIL CHARTER AND GUIDE (Debra Daniels/Geoffrey Dyer)

Dr. Daniels said that the Governance Council needs to review their charter every year. Daniels said that some changes are necessary.

Geoffrey Dyer said that a definition of what constitutes a quorum should be added to the charter, and that we can either provide our own definition or rely on Roberts Rules definition. The Council discussed this option. McMurray stated that he likes the definition of a quorum to be 50% plus one in attendance. This definition of a quorum was agreed to and passed by consensus.

Dyer asked if we should add the Associate Vice President of Human Resources as a voting member. The Council agreed by consensus to add the Associate VP of Human Resources as a voting member. Sharyn Eveland asked if we should add the Division Chair of English Language Arts as a voting member. The Council agreed by consensus to add the Division Chair of English Language Arts as a voting member.

Daniels said that several changes are necessary and a track change would be conducted on the Governance Guide and produced at the next meeting.

Eric Berube wants clarification on who is going to maintain the Governance Council Charter and Guide. He indicated that there has been no consistency in the past. He would like to have a person officially identified. Brandy Young said that in the past she has worked on the guide and formatted the charter.

Daniels indicated that the she and Justin would be temporary custodians of the Charter and Guide for the purpose of this revision.

Eveland wanted to clarify that Daniels and Madding are not taking the responsibility of the Charter and Guide in perpetuity, but only for the limited purpose of the current update. We need to identify a person responsible for ongoing maintenance. Eveland also clarified that Daniels had not volunteered for the office of the Superintendent/President to maintain the current charters of every committee on campus.

McMurray informed that Council for historical purposes that the campus committee charters used to be housed in Instruction, but were subsequently transferred to HR due to the sensitive nature of certain information.

Dyer suggested that we add something to the beginning of the Guide regarding obligations of the committee members to update charters and ensure that the most current charter is forwarded to the appropriate place.

Jacobi suggested that sub-committee charters be added as an addendum to the Guide.

Dyer provided a handout of suggested changes to the Governance Guide which is incorporated herein and attached to the official minutes.

The following proposed changes were passed by consensus: Pages 3, 6, 10, 14, 17, 18, and 34.

McMurray suggested that the VP of Student Services be added to the Distance Education Committee mentioned on page 14. Daniels and Dyer will create the language for the asterisk on page 18.

The following proposed changes were tabled for further discussion: Pages 7, 15, 19, and 45.

Eveland requested a future agenda item to further discuss these items.

**5. ISLO: COMMUNITY/GLOBAL CONSCIOUSNESS RESPONSIBILITY REVIEW
(Vicki Jacobi)**

Vicki Jacobi said that we had some suggestions regarding SLO's from accreditation. She is creating the assessment guide, as well as writing policies and procedures for SLO. She hopes to have these documents to the Academic Senate in a few weeks. The Faculty wants 2 SLO days per year.

Jacobi provided a handout titled "Suggestions to Improve Community/Global Consciousness ISLO," which is incorporated herein and a copy attached to the official minutes. This handout is the result of a Stanford Model "I wonder, what if" exercise. She highlighted what she thinks are the top items (numbers 2, 5, 8, and 13). She wants to know how we move forward on these items, and opened this issue for discuss to the Council.

As to issue number 8, Dyer said that we should actively recruit students to be representatives, and have representatives across the board. The Council largely agrees, but how do we move forward? Bandy says that this needs to move forward now. Bandy says that we need student representation on all of the committees because we are making decisions that affect all of them. McMurray objected to having a student representative on the Bargaining Committees.

Jacobi and Arvizu will review the charters with student representatives and bring a list to the next Council meeting as an agenda item. Arvizu will do a presentation to AS regarding their representation at the college. Arvizu said that she wants to have a student representative on each Governance Council subcommittees.

Bandy said that we could look at issues number 2 and 5 on the Spring SLO day, and rely on Kim Papillion as to issue number 13 regarding biases. Williams inquired as to what we are going to do with information obtained regarding biases.

McMurray said that this information should go to the Access Committee. Williams said that this should go to Strategic Planning, then referred to the Professional Development Committee.

Dyer had a quick comment before moving to the next agenda item regarding assessment of effective use of financial resources and the impact of program changes arising from the implementation of program review recommendations. He said that this assessment is new to the college and that we do not have a process for achieving it. He said that we need to develop a process.

6. RUBRIC RELIABILITY STUDY (Sharyn Eveland)

Sharyn Eveland handed out two papers, the 2016-17 Program Review Rubric (yellow) and the Prioritization Rubric Pilot Report (white), for the Council's review. The information on these handouts is incorporated herein and copies attached to the official minutes.

Eveland asked the Council to review the Pilot Report, which they did, and said that she would answer any questions. Young asked a clarifying question regarding group reviews #1 and #2. Did they looked at Program Review #1 before discussion, and then Program Review #2 after discussion? Eveland answered: Yes. Young thinks the new rubric works well and likes Eveland's recommendations listed on the report.

Bandy asked what the problems with the old rubric were. Eveland said that the old rubric only had two criterion and had a scale of 1 to 20. The old one was not bad, it just was not complete. Bandy said that this new rubric helps align with institutional goals.

Mayfield and Bandy agree that the recommendations on the report are good.

Williams requested that these items be brought to Strategic Planning. Bandy asked that they schedule an entire committee meeting to address the rubric and report.

**7. SAP OBJECTIVES PROGRESS REPORTS REMINDER
(Brandy Young/Eric Berube)**

Berube provided a handout to accompany his Strategic Action Plan update, which is incorporated herein and a copy attached to the official minutes. He said we had a recommendation to tighten up the planning process. Berube guided the Council to the Strategic Action Plan page online, as well as the champions responsible and the SAP progress report template. He noted that some items do not have progress reports simply because they have not been created. However, work is being done and champions notified. Jacobi voiced a concern about the reports are being published online when some of the information may be of a sensitive nature. It makes her not want to write the reports. Dyer pointed out that there is value to having the reports and updates available online in advance of the Governance Council meetings. The reports go first to the Strategic Planning Committee, then to Governance Council, then are posted to the web.

Berube stressed that it important to keep this moving. Daniels concurred and stressed that we need to work together to make it happen.

Next Meeting: October 15, 2016

Facilitator: Mark Williams

Timekeeper: Mike Mayfield

Meeting Adjourned: 2:02 p.m.

Respectfully submitted by: Justin Madding

Reminder—Please forward future recommended agenda items to Deb Daniels and Geoffrey Dyer