

## MEETING MINUTES, May 10 2019

### Attendance:

- Teresa Ong
- Martha Rubin
- Valerie Fong
- Jordan Fong
- Doreen Finkelstein
- Katherine Schaefer
- Vanessa Smith
- Craig Gawlick, facilitator
- Melia Arken, notetaker
- Mrinmaie Deshpande

### Promoting communication - Simon Pennington

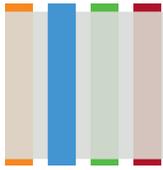
What is role of this group? What is role compared to other groups

Year 1 - huge shift in college's culture going back to 2016, to the summit we had in Monterey, we identified the focus for our QFA. WE have a lot of governance but we're not sure how effective it is. Hence, everything since.

Accreditors really liked that we were looking at governance and changing it. Shift, as of 2018, was to change governance design to focus on how could we get groups to really step up and get involved in strategic thinking instead of operations. It's about studying issues and coming to Thuy. Thuy wants the governance committees to come to her with recommendations. What is done here is read and is paid attention to. With C&C, focus is on providing insight, feedback recommendations around all aspects of all external aspects of college and quality.

When Simon has plans for enrollment, they will come to this committee. Outward facing and inward facing communication. This is the reason Hub was given to C&C and R&R since it is external and internal.

Goal of committee: Oversee that assessment of how governance is functioning. How does this committee want to assess?



Valerie: Needs to know what priorities of committee should be. Need some kind of rubric to shift priorities to align with what is happening on the campus. Such as service learning: how do we shift priorities so we aren't trying to do everything at once. For her, hub rises to the top but Hub wasn't on original list. After mid-year, if we oversee functioning of governance should that be where we spending our time. All other things getting laid out for future focus.

Simon: One of the issues is that at beginning of year, we had a plan. Things come up like Budget that takes everyone's attention. To that, add the reorg. He is going to propose that tri-chairs meet more regularly and coordinate schedules across committees. Perception that Advisory council is over everyone but that isn't the case.

Katherine: Because President is part of that Council and everyone hears more about that committee in groups like Academic Senate.

Simon: Possible cure for that would be to have Thuy step off of that committee. At end of year, look at what worked and what didn't.

Schedule - avoiding overlapping. Easy to take care of.

Most of recommendation/pain points were pretty procedural. There were some high-level comments. What are we really doing? How do we prioritize? This is opportunity for governance committees to drive the agenda. At beginning of year, we know we'll have Equity 2.0, Communication. This committee is looking in and looking out.

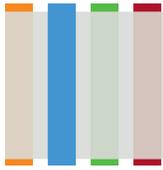
Make recommendations for better Outreach. Simon would love feedback on how they are doing.

Valerie: Think of this as our committee's task is to look at areas of activity on campus and look at them from community and communication lens. Lens is to look at work that campus is already doing. We look at what is happening, prioritize what's coming up, inviting them in.

Jordan: Had whole meeting/presentations on internal and internal. When Hub bombshell came in, focus changed. Maybe create color chart/hierarchy. For next year, go back to original internal and external.

Gay: Will memberships stay the same in the committees? Tri-Chairs may be different.

Simon: Hope is that more people will step off, create leapfrog model, having rolling membership. **Shared** governance instead of same people.



Gay: Would be nice to have that process formulized.

Craig: Hub and issues that came out have been good opportunities to look at structure. If it came up to one group, did it come up to other groups? How did the problems give us chance to look at overall procedures?

Simon: Consultative body. Marketing and Outreach, Enrollment Plan will be looking for critical feedback.

Relationship between Simon's area and this governance committee?

Simon: His day-to-day work is operational. When he gets time to think and plan, that's when this group comes in. Looking for feedback. This body in assessment of internal and external comm., that's what they're trying to do operationally every day.

Craig: This committee could draft memo and send to Outreach and Marketing?

Simon: Absolutely. He or someone else from his group will be at every single meeting.

Katherine: from p/t perspective, what does it mean for part-timers. Is there on boarding process for those coming on the committee.

Simon: Could propose suggestion to create onboarding process for part-timers. Create more sense of community. This committee would be the ones to suggest that. Smart organization is one where everyone knows a bit about what everyone else does.

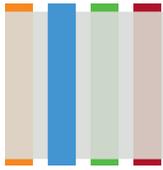
Want to be smart organization and control information in terms of branding/re-branding.

Katherine: Create onboarding structure for those who are new to committee. For faculty, staff and students. Something you can see all over the place.

Craig: How does this idea go forward? What is process?

Simon: C&C might create framework. Crafting and re-crafting would be done by someone on staff.

Valerie: Better onboarding for everyone for committees. Empathize: going out and hearing from people; taking to people who serve and don't serve. Define: Test. This is where things get derailed if people who make structure are no longer connected to the people who are actually doing the work.



Important that we have clear sense of that process. If there's going to be pushback, we need to be aware of that.

Simon: We have some money to be used for this kind of project. Using it for things like Owls to improve meetings for governance process. Engage consultant that we've used for in the past for service leadership and how to integrate it into what we do. If we can't find internal bandwidth to put framework together, perhaps that money can be used since that is the purpose. The College needs this committee to engage in those kinds of projects.

What do you expect/ how detailed for framework?

Certainly philosophical. Adding more values: equity, inclusion.

Mission statement and values drive everything else. From that, the Ed Master Plan 2030 has to come from that first. When we craft that plan, those values have to be driving every decision on meta level. Equity, Inclusion. If we're going to have structure driven by core values, it has to come first. Part of ed master plan, could be part of that: building community. Onboarding p/t faculty, that contributes to community.

Logistics of hub can be figured out by focus group. This group needs to figure out how that hub figures into values. It's high-level group that C&C is doing, make recommendation to Thuy. Don't get into weeds in terms of what is done in this process. Thuy can create work group/operational group get into the details. C&C submits the idea and can send off group to

If we focus on onboarding just one group, it creates a disparity.

Gay: Spent a couple of meetings on service learning. E.g., how would our committee know about things like consultant has been brought in. Which groups are working on which things?

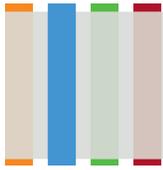
Craig: Vanessa has asked for recaps of meetings:

Martha: Tri-chairs meeting could talk about what each group is spearheading.

Craig: C&C could create operational piece that this is something that could be done.

Valerie: Ed Master Plan - are committing next plan to focus on goals of community, resources. Would throw monkey wrench if master plan changed focuses. Driving toward what would be included in community.

Simon: 2030 - what would FC look like. Put broad strategic plan to look at inevitable seismic educational changes. Don't see broad ideas changing.



Gay: There's a lot of duplication in plan. Is that part of our job?

Craig: Could be recommendation of this group to create "Cheat Sheet" of how groups interact.

Joint Study Group: Hub Design outlook and goals

May 15 - this group will meet for first time.

Simon: When joint group comes up with options, R&R and C&C would need to look at those and make recommendation to President. Expenditures being driven by these recommendations because it is in the best interests of College. Budget process coming into governance process, going out to study group and then back to governance groups.

Gay: Don't want to forget that will need to explain to external community.

Governance Assessment for the Year

What would this committee want to be looked at? What are we assessing?

Difficult to assess something that you're part of - possibly bring in someone external?

Take that data and

Craig said that it used to be something sent out by Elaine

Teresa - get educated on what a good assessment would be. What data would be collected? What rubrics to form? What do we want to know? How do we get that information: focus groups, survey, interviews? Start with what we want to know.

Do quick scan to see if there are rubrics out there? In 2017/18, there were assessments done. Who was on redesign? "In 2017-18 the Governance Leadership Council began by assessing the strengths and weaknesses of the current model and the need for change."

Katherine sat on that committee.

Start - voting for what was most important. Andrew Lemanque was involved with that.

Focus was on what was wrong with governance back then.

Assessing governance as a whole, in general, all four committees. Assessment meant to improve. Create way for all committees to assess how we did.

Simon: What are those recommendations for improvement? That would be prime job of C&C.

Send what each finds as to what has already been done by next meeting - June 15th

What do want to know?

- Should not be one-time thing - continual improvement

- What are we going to do with this information
- What information is actionable, usable
- Rubric needs to come first

Next steps: Everyone look at what rubrics are out there. send to Craig and he will send out to everyone. Craig will send out to committee. Design rubric in June 14th meeting. Roll it out by end of year.

#### Service Leadership/VIDA

Craig spoke with

They had whole driving document; Plan from 2006.

Decide if service leadership is part of our core values. Make that recommendation to President.

Simon: Have to get students involved in this as well before doing something like putting service leadership in Plan.

Should it be value, purpose? Is that what we want to be branded for as a college, irrespective of who is president?

Large project to put question out there? Past survey was done but only received seven results. Need to collect data. **AI: Vanessa will do research to find survey about whether service leadership should be value?**

Is this committee comfortable with making recommendation about whether it should be part of plan - agenda item for next meeting. Everyone brings their opinions for next meeting.