GOVERNANCE COUNCIL MINUTES
February 9, 2021
Via ZOOM

Members Present: Debra Daniels, Leslie Minor, Severo Balason, Heather del Rosario, Xiaohong Li, Sharyn Eveland, Kanoe Bandy, Michael Jiles, Debora Rodenhauser, Kamala Carlson, Justin Madding, Bruce Ferguson, Mike Mayfield, Joe’ll Chaidez, Sergio Gomez, Brock McMurray, Michaela White

Members Absent: Renae Ginther, Melanie Medina

Guests: Windy Martinez, Sarah Criss, Brandy Young, Vickie Jacobi

Facilitator: Debra Daniels
Timekeeper: -
Recorder: Sarah Criss

Call to Order:

The meeting was called to order at 1:06 p.m. by Deb Daniels.

1. Action - Approval of Minutes
The minutes from the December 8, 2020 Governance Council meeting were reviewed and approved by consensus.

2. Committee Reports (Brief Updates)
   Access Committee
Leslie Minor said the committee discussed social media presence and the marketing efforts. The Committee is reviewing the submissions and data from the retention survey administered at the end of the fall semester. They are compiling suggestions and ideas to address concerns from the students.

   Success Committee
Windy Martinez reported that committee is looking into the membership of the committee. They would like increased input from students and to obtain a classified representative. At the next meeting the committee will be completing their self-evaluation and discussing updating the committee website.

   Budget Committee
Brock McMurray told the Council that the committee reviewed the budget development calendar. They also discussed the details of the Governor’s budget release and will continue to follow information leading to the May revise of the budget. Overall, the budget information is more positive than had been previously expected.

   Strategic Planning Committee
Xiaohong Li said that the committee has not yet met this semester but will be discussing Accreditation status and the Strategic Action Plan (SAP) update. They will review the Accreditation annual report that is due in April.
Campus Safety and Security Committee
Severo Balason reported that the committee reviewed the membership and finalized edits to the Charter. The Campus Safety and Security Director has been off campus but will return to campus next week. Mr. Balason said he has filled in duties in the absence of the Director. He also told Council there had been some attempted theft issues in parked cars on/near campus.

Information Technology Committee
Ms. Li discussed the current RFP classroom audio-visual project. Additions of needed equipment was added to the RFP. She also reported that data center project progress and said that an integrated technology position and programmer position are in the hiring process.

Academic Senate
Sharyn Eveland said that a Diversity, Equity, Inclusion and Anti-Racism (DEI) response team has worked to review suggestions from the state Senate on improvements to campus processes and procedures. There was discussion on aligning committee charters to DEI language improvements as well as inclusion into the Program Review process. The AS will be reviewing the ACCJC Annual Report.

Accreditation Taskforce
Ms. Li said that the ISER has been shared with a third-party reviewer and with the campus community for review/edit. Dr. Daniels added that she would appreciate any suggestions for improvement so that the ISER is in best form for submission.

3. Guided Pathways Scale of Adoption
Dr. Vicki Jacobi presented the Guided Pathways Scale of Adoption Self-Assessment (SOAA), a tool used to measure progress in the implementation of Guided Pathways. Dr. Jacobi reviewed the document and several specific goals. Each goal is defined, rated at scale of adoption it is currently, then defined progress and next steps are noted. There are also sections for the College to discuss steps taken to improve student engagement, course alignment and a success story. A copy of the SOAA was distributed electronically to Council members for closer review. She highlighted goals in connection with scheduling and outreach as these areas have been in high interest among departments across the campus.

4. Guided Pathways Budget
Dr. Jacobi shared a document that identified the projects under the Guided Pathways umbrella. The document identifies one-time expenditures as well as ongoing expenses with notations of which Pillar is addressed by the expense. She explained that included projects and expenses have been reviewed and are acceptable under Guided Pathways guidelines and that some items are funded partially by other budgets as well. Part of the process of reviewing expenses is to also determine whether the service/purchase was successful in meeting the Guided Pathway goal. Discussion was had as to whether employees should request ongoing funding through department Program Review processes and it was explained that individuals who utilize these services/items should convey the necessary use to the Program Review contact so that it may be recognized and included in analysis for continued funding if needed.

5. AP 3720 – Computer and Network Use Revision from ITC
Ms. Li explained that a previous draft had been reviewed by the ITC as well as the suggested draft from the Community College League of California Policy and Procedure service. It was decided to follow the CCLC version with the addition of a section showing the information had been received by necessary parties. Consensus was reached on the draft shared with Council.
6. Senate Recommendation – Program Review and Equitable Learning Environment
Dr. Eveland previously shared Senate recommendations with the Council. Item #4 on the document states:

The Taft College Academic Senate recommends to the Strategic Planning Committee that a component of program review include aligning academic programs’ mission statements to Taft College’s mission to provide “an equitable learning environment defined by applied knowledge leading to students’ achievement of their educational goals” and that this update be captured in the How-to-Guide.

In alignment with the structure of oversight, Dr. Eveland requested that the Council charge the SPC with the task of consideration/implementation of DEI language into the Program Review process as described in Item #4. Consensus was reached to have SPC charged with consideration/implementation of Item #4.

7. Committee Self-Evaluations – Access
Dr. Leslie Minor reviewed the Access committee self-evaluation tool. She highlighted the discussions on enrollment strategies (a goal delayed by COVID-19 workshop cancellations) and on retention. The retention survey utilized by the committee is currently being analyzed and the committee sees value in annually surveying students on retention issues.

8. Campus Safety and Security Committee Charter
Mr. Balason shared the committee charter. Discussion was had in the committee to review membership. The current draft identifies 13 verified representatives and the removal of a WESTEC representative. It was noted that “twelve” in the charter should be “thirteen.” The Charter was approved by consensus.

9. Campus Activities on DEI
Dr. Daniels said this item will continue on a future agenda so that Dr. Jessica Grimes could discuss with the Council. Dr. Daniels shared with the Council that discussions in planning for professional development opportunities and possibly a guest speaker are happening.

10. Other
There were no other topics of discussion.

Next Meeting: March 9, 2021
Facilitator: Dr. Debra Daniels
Timekeeper: -

Meeting Adjourned: 2:21 p.m.
Respectfully submitted by: Sarah Criss

Reminder—Please forward future recommended agenda items to Deb Daniels and Sharyn Eveland