

**GOVERNANCE COUNCIL MINUTES**

**November 17, 2023**

Members Present: Todd Hampton, Xiaohong Li, Kanoe Bandy, Mike Mayfield, Renae Ginther, Salvador Jimenez Murguia for Tina Mendoza, Debbie Rios, Bill Devine, Brandy Young, Leslie Minor

Members Absent: Brock McMurray, Heather del Rosario, Adam Bledsoe, Jay Cuevas, Damon Bell, Candace Duron, Juana Rangel-Escobedo

Guests: Sarah Criss, Amar Abbott

Facilitator: Todd Hampton for Heather del Rosario

Timekeeper: Bill Devine

Recorder: Sarah Criss

**Call to Order:**

The Taft College Governance Council meeting was called to order at 10:16 a.m.

**1. Approval of Minutes**

The minutes from the October 20, 2023 were approved by consensus.

**2. Committee Reports**

1. **Strategic Enrollment Management Committee (SEMCOM)**

Leslie Minor said that the group reviewed the areas of a Strategic Enrollment Management (SEM) plan. The group will break into six subcommittees to address individual areas and will work to combine these groups efforts into a manageable SEM plan. Dr. Minor noted that Dr. Vicki Jacobi will serve as co-chair for the academic year. Dr. Damon Bell will serve as co-chair in the fall semester and Dr. Minor will serve as co-chair in the spring semester.

1. **Budget Committee (Todd Hampton)**

Todd Hampton said the committee met. Training had been planned but was postponed due to the trainer being unavailable. The committee will meet in January to discuss the Governor’s budget that is released in early January each year.

1. **Strategic Planning Committee (Xiaohong Li)**

Xiaohong Li stated that the SPC reviewed the self-evaluation and the charter. A consultant was selected through the Request for Proposals for an Education Master Plan update. The group also received an update on the Comprehensive Program Review. The CPR continues to be well received and Institutional Research encourages all groups to transition to the process.

1. **Campus Safety and Security Committee (Todd Hampton)**

Dr. Hampton provided an update on behalf of the committee. Updates to the parking lot are being planned. Purchasing of necessary supplies is underway. The committee discussed planning first responder training. Dr. Amar Abbott requested that AED unit training be considered.

1. **Information Technology (Xiaohong Li)**

Dr. Li said the group met twice. They have reviewed the Board Policy and Administrative Procedure on the use of the District’s network and in the future will submit a suggested change to the Council. The specific change being discussed is the recommendation of the cybersecurity assessment completed by the Chancellor’s office to require cybersecurity training. Dr. Li also told the Council that an update to a new file server will be completed when staff returns to campus after the winter break. Directions will be sent out via email to the campus.

1. **Diversity, Equity, Inclusion, Accessibility and Anti-Racism DEIAA (Damon Bell)**

Dr. Amar Abbott reported on the committee’s work which includes DEIAA training for faculty and Human Resource staff members. There is an option to pay individually for other employees as needed. Discussion continues to offer DEIAA training in other areas. Dr. Abbott said the committee is also discussing ideas to support foster youth and LGBTQ+ communities.

1. **Academic Senate (Candace Duron)**

There was no report from Academic Senate due to Senate members absent to attend the fall plenary.

**3. Committee Self-Evaluation**

 **a. Strategic Plan Committee (Xiaohong Li)**

Dr. Li said the committee reviewed is past activity. Goals for this year will focus on the EMP development and the continuing transition to the Comprehensive Program Review. The group will continue to also monitor Strategic Action Plan activity.

**b. SEMCOM (Leslie Minor)**

Dr. Minor told the Council that the group met as two separate groups for the last year during the 2022-23 academic year. The Access and Success groups were not active in spring due to the members participating in the development of an equity plan that will be included as a part of the Strategic Enrollment Management plan once it is drafted. The funding for a consultant to help develop the SEM plan was not secured so the group is working to break the draft into manageable sections. The survey utilized by the Access Committee will continue to be a SEMCOM tool to address retention issues/barriers. Dr. Minor stated a student has not joined the committee.

**4. Committee Charter**

 **a. SEMCOM (Leslie Minor)**

Dr. Minor said the SEMCOM group is now one recognized committee. The goals of the committee will remain on student success, the development of a SEM that ties into Guided Pathways initiatives. The charter was approved by consensus.

**5. Update - Program Review Contact List – Faculty/Division Chair**

Dr. Li reminded the Council that the request for a faculty Division Chair to be named as the contact over an area lacking a fulltime faculty member came from Faculty Association President Ruby Payne. She noted that being the area’s contact does not assign the Program Review to the Division Chair. It identifies a point of contact to ensure that an area contact is reached to begin the process of determining who complete the Program Review. The Collective Bargaining Agreement language was briefly discussed and it was noted that the assignment of the work to a faculty member is not assigned to this Council. Consensus was reached to name the Division Chair as the contact person if an area does not have a fulltime faculty member.

**6. RN Grant**

Dr. Minor said that in September Kern Health Systems announced a grant opportunity to explore the expansion of the healthcare workforce. Information was shared with the Academic Senate including research information in regard to the resources needed to begin a nursing program. An application was submitted, and the College was awarded $300,000 to assist in starting a nursing program. Other funding sources have been identified and the District will continue to look for opportunities to ease the funding burden and to address long term sustainability of the program. Concerns were discussed as to why the funding amount obtained was lower than what we requested. Dr. Minor noted that award letter did not state a reason but she assumes many applied for the funds and received a portion. Time was reached on this topic.

**7. DEIAA Position Request**

Dr. Abbott shared a draft position job description for a potential DEIAA position. This person would be dedicated to this area to help facilitate training and to identify campus culture and needs. He added that this draft has not been reviewed for Human Resource language and fine detail. Bill Devine asked if this kind of position is at other colleges. Dr. Abbott and Dr. Hampton said they are familiar with other colleges having a similar position. Renae Ginther asked if this position would require additional staff and it was noted that the group believes the DEIAA committee would assist with some tasks and they do not foresee additional staffing to be necessary. Discussion was held on the level of action needed with this request. The DEIAA committee is reporting its request to the Council as it is a working group of the Governance Council. It was recommended that that the subcommittee submit a Program Review that includes a position request with this information.

**8. Other**

Sarah Criss shared information for an upcoming holiday potluck that will be held on Tuesday, December 12th.

**Next Meeting:** December 8th at 10:10 a.m.

**Facilitator:** Kanoe Bandy

**Timekeeper:** Tina Mendoza

**Meeting Adjourned:** 11:16 a.m.

**Respectfully submitted by**: Sarah Criss

**Reminder—Please forward future recommended agenda items to Brock McMurray and Candace Duron**