San Bernardino Valley College

Participatory Governance Task Force
MINUTES – November 8th, 2024

I. ***Welcome & Minutes approval***

The meeting began with a review of the minutes from October 25, 2024.
After review, the minutes were approved by consensus.

II. ***Workgroups Updates & Feedback-seeking***

a. Workgroup 1: CC Models-Policies-Practices Research

Tatiana Vasquez provided updates on Workgroup 1's activities:

- The workgroup hasn't met as a group yet.

Tatiana created a research method and process, including a survey of single-college districts and multi-college districts across the state, focusing on their Administrative Procedures (APs) and Board Policies (BPs).

- The Academic Senate prepared a document listing the top 10 colleges with strong language in their governance structures.

- Each workgroup member was assigned to evaluate at least four colleges.

- The goal is to map out specific items of governance structures.

- A shared list of colleges was created for the workgroup to reference.

Action Items:

1. Workgroup members to evaluate their assigned colleges

2. Continue to compile findings on governance structure best practices

b. Workgroup 2: Internal Governance Analyses

Jeremiah Gilbert provided updates on Workgroup 2's activities:

- The group met last week and identified four main goals with assigned leads:

- Co-chair committee survey (lead: Vinnie)
- Audit of current committee membership (lead: Joanna)

- Audit of committee meeting minutes (lead: Jeremiah, with help from Dan and Ernie)
- Interviews with faculty, staff, and administrators (lead: Anthony)

- Jeremiah reported on the audit of committee meeting minutes:

- Created a spreadsheet listing all committees, meeting frequency, website update status, and decision-making processes

- Excluded Academic and Classified Senates and College Council from the audit

- Found that some committee websites haven't been updated since 2019

- Noted challenges in finding information for some committees

Action Items:

1. Jeremiah to upload the spreadsheet to Teams for review by other members

2. Advocate for updating committee websites

3. Create a list of committees that urgently need website updates

4. Jeremiah to post in Teams how the group divided the work

III. *PG Task Force Discussion*
a. Revisiting responsibilities in constituency feedback engagement

- Tatiana emphasized the importance of bringing discussions back to respective committees

b. Floor items
- None

IV. *(Optional) Workgroup Activities\Discussions - none*

V. *Future Agenda Items | Seeking feedback - none*

VI. *Next Full Task Force Meeting*
I. ~~Wednesday, November 20, 2024 via Zoom ; 9am-10am~~
II. Friday, November 22, 2024 via Zoom; 1pm-3pm

VII. **Future Agenda Items/Reports from Workgroups –** *none at this time.*

The meeting was adjourned at 1:55 pm.

MEMBERS ATTENDANCE:

Co-Chairs:
      ☐ Joanna Oxendine (management), RP&IE Division
      X Tatiana Vasquez (faculty), Sci Division

Classified (3 representatives - appointed by Classified Senate):
      ☐ Vinnie Wu, RP&IE Division
      ☐ Ernie Guillen, Student Services
      X Marie Maghuyop, Student Life

Faculty (3 representatives - appointed by Academic Senate):
      ☐ Erica Begg, Student Services
      X Anthony Blacksher, SSHD&KH Division
      X Jeremiah Gilbert, MB&CT Division

Student (1 representative - selected by Associated Students):
      ☐ Vacant

Management (3 representatives):
      ☐ Ray Carlos, Dean of Student Engagement and Wellness
      ☐ Sergio Zazueta, Director, Facilities, Maintenance, & Operations
      ☐ Dan Mayo, Director, STEM/MESA