

**GOVERNANCE COUNCIL MINUTES**

**May 9, 2024**

Members Present: Brock McMurray, Todd Hampton, Leslie Minor, Damon Bell, Heather del Rosario, Xiaohong Li, Candace Duron, Kanoe Bandy, Adam Bledsoe, Mike Mayfield, Tina Mendoza, Bill Devine, Justin Madding, Brandy Young

Members Absent: Renae Ginther, Debbie Rios, Jay Cuevas

Guests: Michelle Oja, Jennifer Altenhofel, Amber Garcia

Facilitator: Damon Bell

Timekeeper: Leslie Minor

Recorder: Trudi Blanco

**Call to Order:**

Facilitator, Damon Bell, called the Taft College Governance Council meeting to order at 10:12 a.m.

1. **APPROVAL OF MINUTES**

The minutes from the March 15, 2024 and April 12, 2024 meetings were approved by consensus.

1. **COMMITTEE REPORTS**
2. **Strategic Enrollment Management Committee (SEMCOM)**

**(Access Committee and Success Committee)**

Dr. Bell reported that SEMCOM has been meeting and they are in preparation for finalizing the strategic enrollment management plan to combine with the educational plan. They should have it done by the end of the fall semester.

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

Dr. Hampton reported the committee is finalizing the APR Goal Sheet recommendations and reiterated it is only used as a recommendation for identifying potential funding sources. The Governor’s May Revision is due to be out May 10th, and a tentative budget will be prepared for the June Board meeting.

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

Dr. Li reported the committee has approved the Institutional Set Standards and on May 3rd the committee completed the Committee Self Evaluation.

1. **Campus Safety and Security Committee (Kevin Altenhofel)**

Ms. del Rosario reported the committee met and discussed the transition from Blackboard Connect to Rave Mobile and the implementation of the Taft College SAFE Act. The targeted completion date is the fall semester.

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

Dr. Li reported the committee discussed cybersecurity awareness training. She asked if anyone has, or had, suspicious activity to report it to IT so they can track it. Li reported they would like to extend the current technology plan to do more research on accessibility requirements and cybersecurity. Li noted that the committee would like to allocate funding for professional development for IT staff.

1. **Diversity, Equity and Inclusion DEI (Damon Bell)**

Dr. Bell reported the committee met and discussed the committee charter, the evaluation for this year, and reported 6 committee members will be attending the National Conference on Race and Ethnicity (NCORE).

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

Ms. Duron reported the Senate approved two items: OER plan and definition for low textbook cost and the Senate voted to support the State Student Senate’s definition at $30 so Dr. Li can move forward with reporting.

**3. Action – 2024-25 Governance Council Dates (McMurray/Duron)**

A “2024-2025 Governance Council Dates” handout was provided. Ms. Duron reported October 18th and November 15th have been slotted for the Education Master Plan Meeting dates. The November 15th meeting may be November 14th and 15th because it is a two-day meeting. All approved.

1. **Action – ISS (Institutional Set Standard) 2024-25 Goals (Li)**

A “Taft College Institution Set Standard Proposed 2024-25 Goals” handout was provided. Dr. Li discussed and asked for support. All approved.

**5. Action – One-Year Extension for Current Strategic Action Plan (Li)**

A “Comprehensive Program Review Rotation 2022-2024 Every 3 Years” handout was provided. Dr. Li stated the plan will expire at the end of this fiscal year and requested an extension of one year because they are building the Educational Master Plan that should be approved in November. Once the Educational Master Plan is approved, they can proceed with the Strategic Action Plan. All approved.

**6. Action – 3-Year Program Review Rotation List and 2024-25 Contact List (Li)**

A “Taft College Annual Program Review Contact List-2024-25” handout was provided. Dr. Li and Brandy Young noted the needed revisions. All approved.

**7. Information – GC Ranking for Program Review Goal Submission (Li)**

A “Governance Council Program Review 2023-24 Goal Scores – Final” handout was provided. Dr. Li noted 65 non-personnel program goals forms were submitted. Dr. Hampton requested pricing for each goal. Brandy Young responded that a 5-year projection of the cost column is hidden on the spreadsheet. Michelle Oja asked about when funding would be awarded. Mr. McMurray explained the Program Review process and how the Budget Committee plays a role in identifying potential funding sources.

**8. Action – One-Year Extension for Current Technology Education Master Plan (Li)**

Dr. Li noted they need more time to research accessibility and cybersecurity requirements. All approved.

**9. Information – Leading from the Middle Project (Li)**

Dr. Li introduced the “Leading from the Middle Project” team members: Amber Garcia, Michelle Oja, John Palmer (absent), and Amar Abbott (absent). Dr. Li and the team discussed the project using a PowerPoint presentation.

**10. Information – OER: What’s in it for You? (OER Team)**

A “New ZTC Grant Opportunities” handout was provided. The OER team presented an OER PowerPoint presentation. Dr. Bell mentioned this program may have a negative impact on revenue to ASO. It was explained that when students purchase an ASO sticker, the sticker allows them to rent a physical textbook and the revenue from the sticker goes to ASO. With OER, there is no need to rent a physical copy of the textbook, resulting in a decrease of revenue. The Governance Council discussed this.

**11. Other**

Nothing to report or discuss.

Next Meeting: September 20, 2024 at 10:10 a.m.

Facilitator: Candace Duron

Timekeeper: Mike Mayfield

Respectfully Submitted: Trudi Blanco