ATTENDEES: Sue Lafferty, Gail Zwart, Lyn Greene, Jason Rey, Diane Dieckmeyer, Peggy Campo, Tom Wagner, Shirley Davis, Bonnie Pavlis, Carol Farrar, Deborah Tompsett-Makin, Ruth Smith

RESIZING OF SUB-COMMITTEES

- Jason shared information from the Co-Chair’s Council regarding reorganization of the sub-committees. It was decided that the members that regularly participate will remain on the committee and non-attending or non-participating members will be asked to join another committee that they are interested in. Jason will forward the revised committee member list to Dr. Loewenstein.

PLANNING AGENDA ITEMS

- The committee reviewed our planning agenda items.
- Carol Farrar mentioned that our survey is written to address each of the standards. She feels it may be a good idea to have each standard sub-committee review their portion of the survey and have the Co-chair council be the committee to combine and finalize the survey before it is distributed.
- The committee discussed the method that should be used to provide a status report on how they are progressing with their agenda items. It was decided that an annual report would be prepared at the end of each Spring semester.
- There was a suggestion that an updatable spreadsheet be created for each sub-committee and put on the intranet website. The spreadsheet can be used to keep track of all work pertaining to each item of a sub-committee’s planning agenda list. It was decided that this will be discussed at the next Co-Chair Council meeting.
- Committee members were assigned to each of the Planning Agenda Items. (See below)

Standard IV.A. Decision-Making Roles and Processes

1. Continue to survey students, staff, and faculty to monitor what they do and do not know about how the governance process works. (IV.A.1) Carol Farrar, Gail Zwart, Tom Wagner and Diane Dieckmeyer
2. Improve orientation of new faculty to governance structures and avenues of participation for both full and part time faculty. (IV.A.1) Bonnie Pavlis, Deborah Tompsett-Makin, Peggy Campo
3. Continue to explore avenues of participation for both full and part-time faculty. (IV.A.1) Tom Wagner, Shirley Davis, Sue Lafferty
4. Evaluate recent changes in policies and procedures with regard to the relationship
between district and campus-based institutional governance structures and propose new policies and procedures as appropriate. (IV.A.2.a) **Lyn Greene, Karin Skiba, Ruth Smith**

5. Continue to evaluate recently established procedures and governance committees responsible for recommending Norco-specific student learning programs and services (IV.A.3) **Lyn Greene, Karin Skiba, Ruth Smith**

6. Develop an orientation to governance and a Norco campus governance handbook to clarify the principles, organizational structure, and operating procedures of Norco constituency groups. (IV.A.3) **Bonnie Pavlis, Deborah Tompsett-Makin, Peggy Campo**

7. Continue to implement formal processes for evaluating campus organizational, governance, and decision-making structures and processes. (IV.A.5) **Carol Farrar, Gail Zwart, Tom Wagner and Diane Dieckmeyer**

**Standard IV.B – Board and Administrative Organization**

1. Add/fill new staff support positions as budget allows. (IV.B.2.b) **Jason Rey**

2. Continue the process of decentralizing student support functions from the district to the campus. (IV.B.2.b) **Jason Rey**

3. Continue to review and revise the organizational charts and Functions Maps as the district moves to multi college status and as new positions are developed at the campus level to accommodate the need for more administrative support. (IV.B.3.a) **Jason Rey**

4. Continue to implement an effective campus budget using the proposed budget allocation model, which operates in concert with campus strategic planning. (IV.B.3c) **Jason Rey**

8. Continue to evaluate the new strategic planning processes and the effectiveness of the published district and local strategic initiatives in meeting district and campus educational goals. (IV.B.3.g) **Carol Farrar, Gail Zwart, Tom Wagner and Diane Dieckmeyer**

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**NEXT MEETING**

- Spring 2010