

**November 15, 2021**

**ZOOM Meeting\_10:00am**

- Lauren Balducci
- Scott Olsen
- Keri Kirkpatrick
- Mary Pape
- Melinda Hughes
- Eric Mendoza
- Jennifer Mahato

*Names taken from ZOOM screen.*

**Notes:**

- When is our hand off to the actual PRC (Planning & Resource Committee) group? The task force should provide the outline but the details need to include others.
- Student representatives still needed on the task force (students graduated) – task force continues to reach out.
- Feedback from taskforce presentations (from senate) – **charge of the committee PRT needed (more description needed).**
- Budget committee – the description is being developed (not within the task force).
  - Question from the task force is where do all the “asks” from the groups get into this committee?
  - Open communication between the PRC and Budget Committee (arrows go in both directions)

**Timeline:**

- College Council presentation (DRAFT Plan review) = Thursday, October 28, 2021
  - <https://www.deanza.edu/gov/review/documents/SGTF-Proposal-5-21-1028-revised.pdf>
- Shared Governance Task Force start implementation of Q&A Feedback form online
  - Posted Wednesday, November 10, 2021
  - <https://www.deanza.edu/gov/review/questions.html>
- Shared Governance Task Force presents at shared governance group meetings:
  - Academic Senate: Monday, November 15, 2021
  - Administrative Planning and Budget Team (APBT): Tuesday, January 25, 2022
  - Campus Facilities: *TBD*
  - Classified Senate: Wednesday, November 9, 2021
  - De Anza Student Government (DASG): Wednesday, December 1, 2021
  - Deans’ Meeting: *TBD*
  - Instructional Planning and Budget Team (IPBT): Tuesday, January 11, 2022
  - Student Services Planning and Budget Team (SSPBT): Thursday, December 2, 2021

- Shared Governance Task Force Town Halls:
  - Intend to hold two Town Halls in February 2022 (*dates TBD*)
- College Council monthly
  - Starting November 2021, the Share Governance Task Force will provide updates
- College Council presentation (for approval)
  - Intend to present the final plan in March 2022 for approval
- Begin the implementation of new shared governance process (recommend aligning with IEPI/PRT to assist) = starting Spring 2022

For previously posted timeline information:

<https://www.deanza.edu/gov/review/documents/SGTF-Timeline-Update-2021-0909.pdf>

<b>PREVIOUS TASKS RECAP:</b>
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1. Update SGTF website information:
  - Lauren to coordinate with Brandon in Communications Office to update SGTF info **Completed this week and ongoing**
  - Jennifer will compile meeting notes, send to SGTF for review, and to Brandon to upload to website **Completed this week and ongoing**
2. Implement Q&A on SGTF website: Lauren will discuss with Brandon the best way to do this. **Completed. Lauren to receive emails and distribute them to SGTF via weekly meetings or emails; Brandon to post answers on the SGTF homepage.**
3. Shared Governance Groups presentations: Lauren updated PPT for the presentations (see attached for latest PPT, based on feedback from SG groups)
  - Academic Senate: Tim and Melinda - **Tim/Melinda scheduled presentation on Monday, Nov. 14**
  - Classified Senate: Keri and Scott - **Presentation was on Wednesday, Nov. 9**
  - Deans Meeting: Eric and Lauren - **Eric(?) will coordinate with Dean's meeting for date**
  - DASG: Mary and Lauren - **Mary to connect with student rep for date**
  - Facilities: Jennifer and Eric – January
  - SSPBT: Tim, Keri, Lauren - **Lauren scheduled for presentation on Dec. 2 for presentation**
  - IPBT: Eric and Mary -
  - APBT: Jennifer **and ?**
4. Create standing meetings with College Council: Lauren to work with Nathaly on this. **Completed; we have a standing time of 15 min per CC meeting to give updates on our progress,**
5. Schedule Townhall(s) in January. **Still TBD**

6. Collect feedback via online Q&A, surveys, and from each Shared Gov. group's feedback. Completed - see #2 above
7. SGTF Program Plan: Lauren (with SGTF and SG group feedback) Still in progress, based on updates/feedback.
8. Submit write-up for DA Quick News: Still need volunteer(s)
9. Create survey of when to have our weekly or bi-weekly SGTF meetings: Need volunteer to create this. Lauren created this. Please respond if you have not already.
10. Create updated timeline: Still need volunteer to do this. Jennifer volunteered and will coordinate with Communications for posting.
11. Ask DASG to have 2 student reps join the SGTF. Keri asked DASG on Wednesday, Nov. 10; waiting for response.