

**Committee on Committees**  
**Meeting Minutes 11/18/20**

**Members Present:** Arup Indra, Jessina McGregor (Chair), Tanya Ostrogorsky, Benjamin Philmus, Stacy Ramirez, Craig Williams

Jessina McGregor called the meeting to order at 10:08am

Agenda Item	Discussion	Decision/Follow-up
Attendance – <i>McGregor/Braasch</i>	Minutes will be reviewed via email after the meeting for approval or edits.	No action needed.
Approval of Minutes – <i>McGregor</i>	Minutes approved, but Dr. Williams would like the committee’s three-year committee chair rotation recommendation to include an additional year to stay on in the committee, and to not be phrased as ‘optional’. The committee agreed, but the minutes will stand as is, per. Dr McGregor.	Minutes will be submitted for website.
Reporting on Action Items – <i>All</i>	<p>Dr. Indra notified the group via email that he has contacted Dr. DeLander for additional clarification about the activity of the Extended Education Committee. Dr. DeLander clarified that the Extended Education Committee is more of an advisory board.</p> <p>Dr. McGregor received information from Dr. Furuno regarding PD changes. PD changes must be done through HR, per Dr. Furuno, but the College has also been including Dean Kuo on these requests to keep her informed. Dr. McGregor is following up with our HR contact to confirm this information.</p>	No action needed.
Review and New Thoughts: AACP Delegate Process – <i>McGregor</i>	<p>Selection of AACP Delegate:</p> <ol style="list-style-type: none"> <li>1. Requesting names of faculty interested to serve as alternate delegate each Fall               <ol style="list-style-type: none"> <li>a. Eligibility per AACP requirements</li> </ol> </li> <li>2. Elected candidate moves forward as a delegate next Fall</li> <li>3. If no volunteer candidates, college council may recruit an individual to fulfill role</li> <li>4. College council will retain responsibility for this process</li> </ol>	No action needed.
Brainstorm: Scope of decision-making authority for committees; administrative support for committees – <i>McGregor/All</i>	<ul style="list-style-type: none"> <li>• Administrative support for committees               <ul style="list-style-type: none"> <li>○ <i>All standing committees should have administrative support available—not a bylaw change; just a best practice.</i></li> </ul> </li> <li>• <i>Recommendation: Whether PDs should not include specific committee appointments</i></li> <li>• Communication of committee activity               <ul style="list-style-type: none"> <li>○ Separate operational document of best practices for standing committees; agenda, sharing of minutes, etc.                   <ul style="list-style-type: none"> <li>▪ Best practice recommended</li> <li>▪ Establish if quorum present prior to vote</li> </ul> </li> </ul> </li> <li>• Scope of decision-making authority for committees               <ul style="list-style-type: none"> <li>○ When is voting necessary?</li> </ul> </li> </ul>	No action needed.

	<ul style="list-style-type: none"> <li>○ Voting eligibility (including during all college meetings) <ul style="list-style-type: none"> <li>▪ <i>By-law change--Voting: to successfully pass a proposed item that is being voted upon, &gt;50% of voting eligible members must be in agreement</i></li> </ul> </li> </ul>	
Review and New Thoughts: Committee membership – <i>McGregor</i>	Discussion will continue in next meeting.	No action needed.
Review of new action items – <i>McGregor</i>	Action items will be distributed via email.	Group emails will take place for action items.

The meeting was adjourned at 11:39am