



AGILITY Implementation Team

#. 1 Team

3C 2105 | March 29, 2018 | 8:45AM – 9:15AM

Members						
Kate Turpin (Lead)	P	Laura Shepherd	P			
Delma Luna	P	Sharon Register	P			
Tanja Eiben	P	Nicholas Byle	P			
Jane Peabody	P	Brenda Warnock	A			
David Burris	P	Jason Ray	A			
Matthew Smith	P					

Indicates if individual was Present (P), Absent (A) or Guest (G).

Agenda Items	Discussion	Action
Identify a team leader for each objective	<ul style="list-style-type: none"> Kate Turpin was identified as the team leader. Tanja Eiben was identified as note taker. 	
Develop a meeting calendar	<ul style="list-style-type: none"> The team agreed on meeting at the same day+time on a weekly basis, but NOT during spring break (=4/5/18) due to absence of majority of team members who are representing faculty Several room suggestions were brought forward, team settled on AS 118 	AS 118 will be reserved; Outlook invitations for next two weeks to be sent out
	<ul style="list-style-type: none"> The team started discussing objective 1 and the definition of shared governance. Two ideas were brought forward: <ul style="list-style-type: none"> Better access to DGB as the governing body Involvement of all stakeholders in decision-making 	Lead tasked team members to be prepared to share their own definition of “shared governance” in the next meeting
Good of Order		
<i>Next #1 Team Meeting – Thursday, April 12, 2018, AS 118</i>		

March 29, 2018

AGILITY – Team 2 Meeting Notes

Objectives:

- Design a cross training model to support collaborative staffing resource flexibility
- Create and fund a professional development model to grow bench strength and assist with succession planning

Team report back (*Thurs, April 26, 2018*):

1. What are current practices that support each objective?
2. Challenges

Notes from 3/29/18

- Keep in mind different practices at each branch campus
- Faculty, Classified, and PA new hire procedures
 - Faculty
 - Full time: for first year FT faculty, go through 3-day intensive training
 - Information overload
 - Review FERPA, placement testing, campus life, code of conduct, library services, pcard policies, financial aid, no show policies
 - Adjunct: 2-hour training (usually offered in evenings)
 - Mentorship program:
 - Monthly meetings with prescribed list of topics
 - Classroom observations
 - 1-semester commitment?
 - Classified
 - Standard new hire training via HR (FERPA, Title IX, Title VII, etc.)
 - Most other training is “on the job”/trial-and-error
 - PA
 - Standard new hire training via HR (FERPA, Title IX, Title VII, etc.)
 - Most other training is “on the job”/trial-and-error

Brief discussion about practices seen at other campuses that include:

- ✓ “No Transfer Rule” – when answering a phone call, individual cannot transfer person on the phone. Must find information out for them instead of transferring them to the next department or individual.
- ✓ Consistent access to student database across campus roles

- ✓ Focus on increased training for data security and allow view-only access to more employees on-campus
- ✓ Mentorship program with 1 year commitment, evening/weekend meetings, mentor assists protégé in developing a year-end presentation that is presented to a panel of colleagues including the VP or President

Team 2 Meetings:

- Thurs, 4/5/18, 8:15am – 9:15am, EB 104
- Thurs, 4/12/18, 8:15am – 9:15am, EB 104
- Thurs, 4/19/18, 8:15am – 9:15am, EB 104

Next large group meeting: Thurs, 4/26/18, 8:15am – 9:15am

HOMEWORK (in preparation for 4/5/18 meeting): Current Practices

1. Please compile a list current practices that are happening in your department in relation to our two objectives. Ideally, we would like to see what practices are in-place for Classified, Faculty, PAs, and Student Employees (both full-time and part-time procedures). You may have to ask others in your department to assist with completing this form.

DUE Wed, 4/4/18 by NOON to Laura.Shepherd@azwestern.edu.

The table below may help in organizing your information:

Position Type	HR New Hire	Department-specific Training	Position-specific Training	Further Professional Development*	Success Activities
Classified Full Time	✓				
Classified Part Time	✓				
Faculty Full Time	✓				
Faculty Part Time	✓				
PA Full Time	✓				
PA Part Time	✓				
Student Employee	✓				

*These are opportunities that allow the individual to improve any strengths or weaknesses related to their work, or that could prepare them to take on new responsibilities or promotions.

**These are activities where the individual leaves behind a Plan of Operation for the next person to assume the position. For example, if this person gets a new job, would a new individual be able to easily understand where they left off on a project, and what project would come next, etc.

ADMISSIONS & REGISTRATION

Position Type	HR New Hire	Department-specific Training	Position-specific Training	Further Professional Development*	Success Activities
Classified Full Time	✓	All staff receive FERPA training (separate from HR requirement) on day 1. Most staff receive a campus tour during the first week of training/work.	Registration staff follow a training model that includes scheduled training and scheduled time for job shadowing. Policies and Procedures are written at all locations Recruitment staff participate in week-long training alongside Student Ambassadors.	Taking courses/completing degrees Team building Needed: Excel training Grammar basics, writing emails Specific customer service Basic phone and computer network	The Director Coordinator responsibilities planning modules
Classified Part Time	✓				
PA Full Time	✓		Most policies and procedures are written and outlined in a common place. Registration Calendar (Outlook and paper) outlines important dates and monthly activities.	Needed: Networking opportunities Time to read about higher ed trends/topics and area-specific topics	Needed: All projects written communication Documentation Membership Database access
PA Part Time	✓		N/A	N/A	N/A
Student Employee	✓		Same as classified	Same as classified	Needed: Job etiquette training

TRIO PROGRAMS

Position Type	HR New Hire	Department-specific Training	Position-specific Training	Further Professional Development*	Success Activities
Classified Full Time	✓	All-staff in-service (Friday 4 hours) <ul style="list-style-type: none"> • Teambuilding • Grant objectives • Federal Regulations including record keeping, confidentiality • P&P updates 	Formal trainings: <ul style="list-style-type: none"> • Website management • Travel procedures • Pcard procedures • Grant-related record-keeping training A lot of on-the-job training including payroll process, daily operations, etc	AWC PDD TRIO Priority Trainings WESTOP annual conferences	Policies manual program Will i annual operat PAs c Time that ar Drive
Classified Part Time	✓		On-the-job training Individual training: <ul style="list-style-type: none"> • WebAdvisor • SI Session facilitation 	Mostly adhoc: <ul style="list-style-type: none"> • Chaos Management • Customer Service • Safe Space Allies • Vet Net Allies • Mental Health First Aid 	
PA Full Time	✓		On-the-job training Job shadowing WebAdvisor training Self-service training Grant objectives Teambuilding (Campus Life & Student Services)	AWC PDD (did not consistently attend) WESTOP annual conferences (TRIO-specific)	
PA Part Time	✓		Job shadowing On-the-job training		
Student Employee	✓		Individualized for office operations On-the-job training	Mostly adhoc: <ul style="list-style-type: none"> • Chaos Management AWC Workshops taught by faculty (e.g., Emotional Intelligence & The Power of Social Connection)	

FACULTY

- Full time: for first year FT faculty, go through 3-day intensive training
 - Challenge: Information overload
 - Review FERPA, placement testing, campus life, code of conduct, library services, pcard policies, financial aid, no show policies
- Adjunct: 2-hour training (usually offered in evenings)
- Mentorship program:
 - Monthly meetings with prescribed list of topics

- Classroom observations
- 1-semester commitment

HUMAN RESOURCES – NEW HIRE TRAININGS

Presenters Schedule for New Hire Orientation

Date: March 22, 2018

7:30 AM to 7:40 AM – Welcome Message / Introduction **(10 min)**

7:40 AM to 8:10 AM – Campus Safety **(30 min)**

John Edmundson, Gregory Fell, James D. Worley

8:10 AM to 9:00 AM – Creating a Respectful Environment **(50 min)**

Cindi Graef, Kari Gardner

9:00 AM to 9:30 AM – Student Services: Reporting, Resources & Referrals **(30 min)**

Mary Kay Harton, Laura Alexandre-Sandigo

9:30 AM to 9:40 AM – BREAK (10 min)

9:40 AM to 9:50 AM – Policies, Procedures & Handbook **(10 min)**

Grace Pruit, Cindi Graef, Esperanza Rodriguez

9:50 AM to 10:15 AM – FERPA **(25 min)**

Nicole Harral, Debra Vega

10:15 AM to 10:45 AM – Data Privacy & Technology Support **(30 min)**

Joseph McLain, Brenda Warnock

10:45 AM to 11:15 AM – Risk Management / Facilities **(30 min)**

Steve Eckert, Sharon Register

- Also provide small groups orientations upon request:
 - Benefits
 - Technology setup
 - Workstation setup

AGILITY – Team 2 Meeting (4/4/18)

Strategic Objectives (SOs):

- SO1: Design a cross training model to support collaborative staffing resource flexibility
- SO2: Create and fund a professional development model to grow bench strength and assist with succession planning

Goals before April 26th AGILITY meeting

Let's break up into two groups. Utilize the notes submitted to help identify some of the practices that could work well on a larger scale – or to find gaps in what we are missing.

1. SO1:
 - a. Why is cross-training significant for our campus as a whole?
 - b. How does what we currently see happening allow us to work towards this cross-training model? What are the good examples we see? What are the examples we would like to see more of?
 - c. What challenges are we having with creating or sustaining a cross-training model? What are the reasons we haven't accomplished this model in the past?
 - d. What are some "ideals" in developing and sustaining a cross training model? Will we need separate "tracks" or should we focus on "common experience/expectations"?
2. SO2:
 - a. Identify important aspects of growing bench strength and developing a succession-planning model. Why are these factors important in our future PD model?
 - b. How does what we currently see happening allow us to work towards bench strength and succession planning?
 - c. What challenges are we having with creating or sustaining bench strength and succession planning?

Laura Shepherd will type up our notes from today and send out to group.

Next meeting? 4/19/18 (LR 084) – allow us to reflect on our comments and then we talk about how we want to present to the large group on the 26th.

August 30, 2018

AGILITY – Team 2 Meeting Notes

Team 2 Strategic Objectives (SO):

- Design a cross training model to support collaborative staffing resource flexibility
- Create and fund a professional development model to grow bench strength and assist with succession planning

Notes from 4/5/18

Suggestions:

- Develop training series open to all AWC staff/faculty that reviews every step of the student process (application/admission, financial aid, registration, graduation, etc.)

Team will report back (*Thurs, April 26, 2018*):

1. What are current practices that support each objective?
2. Challenges

AGILITY – Team 2 Meeting (4/12/18)

Strategic Objectives (SOs):

- SO1: Design a cross training model to support collaborative staffing resource flexibility
- SO2: Create and fund a professional development model to grow bench strength and assist with succession planning

Report at April 26th AGILITY meeting

- a. What are current practices that support each objective
 - b. Challenges
-
- 1) Review notes from previous meeting discussions
 - a. Anything to add or condense?
 - b. What “themes” do we recognize?
 - c. What are the major challenges in implementing campus-wide PD and cross-training models? (Hypothetical: what if the money was there, what other challenges do we have?)
 - 2) Team 2 Members
 - a. Are we representative of the campus?
 - b. Invite CTE Director to join committee?
 - c. Other invitations?
 - 3) Keep listing all of your “ideas,” but hold on to them – we’re not there yet.

Laura Shepherd will type up our notes from today and send out to group.

Next meeting? 4/19/18 (LR 084) – reflect on our comments and then we will talk about how we want to present to the large group on the 26th.



AGILITY Implementation Team

#1 Team

AS 118 | April 19, 2018 | 8:15AM – 9:15AM

Lead: Kate Turpin

Guiding Principles

- Employees are empowered to participate in the identification of challenges and solutions
- Define standards of practice that lead to parameters for assessment and accountability
- Always have multiple constituents/stakeholders at the table
- Recommended changes are implemented after all the people connected/affected by the process collaborate to find a resolution

AGENDA

- Message from Dr. Corr
- Research Report from Matthew Smith (shared governance)
- Define “Shared Governance”
- Management of Shared Drive
- Meeting calendar?

Upcoming Meetings

<i>April 26, 2018 8:15am – 9:15am 3C-2105</i>	Subcommittees report back <ul style="list-style-type: none"> • Current practices that support each objective • Challenges
<i>May 1, 2018 1:45pm – 2:45pm Executive Conference Room</i>	<ul style="list-style-type: none"> • Tri-Chairs share framework with Implementation Council.

Rules of Engagement

- 1 Use the stick of gold as deemed necessary
- 2 Speak as a collective voice – build trust
- 3 All ideas are good
- 4 Focus on problems/processes, not people
- 5 Don't think too small

- 6 Remain open-minded and mindful of sister campuses
- 7 Make solutions research based
- 8 Recognize critical thinkers – nothing personal
- 9 Steel man (person)/ Straw man (person)
- 10 DROP the TITLES and GET TO WORK

AWC Values: Agility, Passion, Transparency, Unity, Empowerment, & Respect



AGILITY Implementation Team

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3C 2105 | March 29, 2018 | 8:45AM – 9:15AM

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Delma Luna	P	Sharon Register	P		
Tanja Eiben	P	Nicholas Byle	P		
Jane Peabody	P	Brenda Warnock	A		
David Burris	P	Jason Ray	A		
Matthew Smith	P				

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Good of Order		
<i>Next #1 Team Meeting – Thursday, April 12, 2018, AS 118</i>		

Agility Implementation Team Meeting Minutes

Date | time 9/11/2018 8:00 AM | Location 3C 2105

Attendance

	Name	Title	Department	Email
Present	Mary Kay Harton*	Dean of Students	Campus Life / Yuma	marykay.harton@azwestern.edu
Present	Biri Martinez*	Administrative Assistant to the Vice President for Learning Services	Learning Services / Yuma	biridiana.martinez@azwestern.edu
Present	Kate Turpin*	Professor/Coordinator Licensed Massage Therapy	Career and Technical Education / Yuma	kate.turpin@azwestern.edu
Present	Delma Luna	Program Specialist	Talent Search, Upward Bound / Yuma	delma.luna2@azwestern.edu
Excused	Robin Cooper	Center Assistant, La Paz	Academic Services / Quartzsite	Robin.Cooper@azwestern.edu
Excused	Tanja Eiben	Administrative Assistant	Career and Technical Education / Yuma	tanja.eiben@azwestern.edu
No RSVP	Elena Valenzuela	Registration Clerk	Admissions/Registration/Yuma	azucena.valenzuela@azwestern.edu
No RSVP	Jane Peabody	Coordinator of Physical and Wellness Education	Physical and Wellness Education / Yuma	jane.peabody@azwestern.edu
Present	David Burris	Professor of Philosophy	Social Sciences / Yuma	david.burris@azwestern.edu
Present	Laura Shepherd	Academic Success Advisor	KEYS Program / Yuma	laura.shepherd@azwestern.edu
Absent	Sharon Register	Director of Risk Management & Special Projects	Risk Management / Yuma	sharon.register@azwestern.edu
No RSVP	Leticia Martinez	Director of Testing Services	Testing Services/ Yuma	Leticia.Martinez@azwestern.edu

Absent	Nicole Harral	Director of Admissions/Registrar	Enrollment Services / Yuma	nicole.harral@azwestern.edu
Excused	Brenda Warnock	Institutional Grants Coordinator	Institutional Effectiveness, Research and Grants / Yuma	brenda.warnock@azwestern.edu
Absent	Laura Alexandre-Sandigo	Director of Diversity, Inclusion and AccessABILITY	Diversity, Inclusion and Access / Yuma	laura.sandigo@azwestern.edu
Present	Nik Byle	Professor of Philosophy	Social Sciences / Yuma	Nicholas.Byle@azwestern.edu
No RSVP	Ila Peterson	Professor of Mathematics	Mathematics / Yuma	ila.peterson@azwestern.edu
No RSVP	Jason Ray	Network Administrator I	Computer Information Services / Yuma	Jason.Ray@azwestern.edu
Missing from Invite	Julia Howe	Student Support Coordinator (Instinct2 Grant)	Learning Services/Yuma	julia.howe@azwestern.edu
Present	Vanessa Lopez	Administrative Secretary	Communications, Fine Arts, Modern Languages/Yuma	Vanessa.Lopez@azwestern.edu
Missing from Invite	Amber Armer	Accounts Payable Specialist	Finance & Administrative Services/ Yuma	Amber.Armer@azwestern.edu
Present	Amelia Bowdell	Professor of English as a Second Language	Modern Languages/Yuma	amelia.bowdell@azwestern.edu
Present	Mandy Soulliard			

Agenda Items

Topic

Revised timeline

- See the below outline of the revised timeline provided by Biri
- As reported by Biri, Mary Kay, and Kate, during a meeting with the tri-chairs and cabinet there was some concern the we were moving too fast and/or not being transparent enough. In order to accommodate this concern the final deadline for implementation of a shared governance

Topic

model was pushed back until January 2020 with additional intermediate steps to meet that final goal including more workshops and a pilot implementation beginning August 2019.

- One concern was that ultimately some will never be satisfied with any degree of transparency. I believe it was agreed that the best we could do was to be as open as is reasonably possible. If such concerns are later raised, then we can remind such individuals that there were multiple opportunities to engage in the process.
- The revised timeline was unanimously accepted though no formal vote was taken.

Participation & good of the order

- Biri and Nik reminded everyone that our success is dependent on the active participation of committee members with particular emphasis on work done outside of the actual committee meetings.

Homework & finding models

- Mapping our current structure and decision-making processes: One suggestion was to ask VPs to provide an account of how they understand the decision-making processes in their respective areas. Another suggestion was to get a similar account from those “on the ground,” but it seemed that this task was too difficult and that we likely wouldn’t get the kind of information we were looking for. **Kate Turpin** volunteered to follow up with **Brenda Warnock** on her task to get a more detailed organizational chart of the college.
- **Mary Kay Harton** volunteered to work on the framework and questions that will guide our Oct. 16th workshop on Agility as a college-wide value. (See the revised timeline below and the meeting invite sent out by Biri.)
- **Biri Martinez** volunteered to create a publicly accessible website where we can post updates and decisions made by the committee in order to improve transparency, build trust, and mitigate fear.
- **Nik Byle** created a Blackboard shell for the committee, will add the committee members, upload and organize the already collected committee documents, and create a shared governance assignment.
- We are asking **everyone else** to look for 1-3 examples of shared governance models and provide an account of what they see as the pros and cons of the models they’ve found. Please, if you need help or guidance in doing this, let Mary Kay, Biri, Kate, or Nik (if you are really desperate) know. We are primarily concerned with promoting constructive engagement with the process and want to hear from everyone on the committee.

Future meeting times for team & larger townhalls

- We will continue meeting every two weeks on Tuesdays at 8 am in the 3C 2105 room. Please RSVP yes or no to these meetings.

Session for professional development day

- Tabled for our next meeting

Blackboard shell for Agility team

- See above

Good of the order

Agility Timeline:

Date	Time	Location	Event	Purpose
9/11	8am	3C 2105	Agility Team Meeting	<ul style="list-style-type: none"> To Bring back the whole Agility team Shifting the Agility team focus on Shared Governance Assign "Tree Shaking" Share the 12 week model
10/16	3-5pm 120 min	TBA	Agility Guiding Principles <i>"Agility is a Culture not a Committee" -MK</i> <i>Invite:</i> Agility Team, I-Team Tri-Chairs, & Cabinet	<ul style="list-style-type: none"> To educate everyone on what Agility really means Share the Agility Guiding Principles Outside Facilitator <ul style="list-style-type: none"> Alice Ferris
11/20	3-5pm 120 min	TBA	AWC Community Workshop Deal Breakers <i>Invite:</i> All AWC Community	Discuss deal breakers for Shared Governance <ul style="list-style-type: none"> What should not be in the Model What should be in the Model Outside Facilitator <ul style="list-style-type: none"> Alice Ferris & Liz Murphy?
12/?	TBA	TBA	Check Status of "Tree Shaking" <i>Invite:</i> Agility Team only	
1/?	TBA	TBA	Check Back on Model Research	

			<i>Invite: Agility Team only</i>	
FEB or MAR	TBA 2-3 hour workshop	TBA	Refine Research and Draft Shared Governance Model <i>Invite: Agility Team, I- Team Tri-Chairs, & Cabinet</i>	<ul style="list-style-type: none"> • Top Models Outside Facilitator <ul style="list-style-type: none"> • Liz Murphy
APR	TBA	TBA	Publish Draft Shared Governance Model	
AUG	TBA	TBA	Start-up Week Input	
Fall 2019	TBA	TBA	PILOT SEASON	

Agility Implementation Team Meeting Minutes

Date | time 9/25/2018 8:00 AM | Location 3C 2105

Agenda Items

1. Meeting called to order at 8:07
2. Update from Kate Turpin and Brenda Warnock on detailed org chart of AWC
 - a. Brenda provided a more detailed org chart for AWC.
 - b. Brenda and Kate offered to further elaborate the chart by mapping the top few processes of the various institutional divisions given in the chart.
3. Update from Biri Martinez on public Agility website
 - a. The publically accessible website for Agility should be up in the next couple of weeks
4. Update from Nik Byle on Blackboard site and model assignment
 - a. Nik showed everyone the various areas of the Agility Blackboard site
 - b. It was suggested that discussion boards be created for the various models we have collected so far.
 - c. The due date for the models assignment was moved up to November 1st so that data collected from the assignment could be used in the deal makers & breakers workshop.
 - d. Laura Alexandre-Sandigo volunteered to help create a template for evaluating the different collected models.
5. Update from Mary Kay Harton on Oct. 16th Agility workshop
 - a. Mary Kay has started working on setting up the workshop. She plans on using various interactive games to communicate the committees guiding principles.
 - b. She asked for volunteers to help facilitate the workshop.
6. Discussion of the Nov. 20th workshop on “deal-breakers”
 - a. Dr. Corr apparently wanted a more positive title, so it was changed to “deal makers and breakers”
 - b. Further discussion was tabled for future meetings
7. Professional Development Day session
 - a. We did not get to this.
8. Meeting adjourned at 9:00

Attendance

	Name	Title	Department	Email
Present	Mary Kay Harton*	Dean of Students	Campus Life / Yuma	marykay.harton@azwestern.edu
Present	Biri Martinez*	Administrative Assistant to the Vice President for Learning Services	Learning Services / Yuma	biridiana.martinez@azwestern.edu
Present	Kate Turpin*	Professor/Coordinator Licensed Massage Therapy	Career and Technical Education / Yuma	kate.turpin@azwestern.edu

Present	Delma Luna	Program Specialist	Talent Search, Upward Bound / Yuma	delma.luna2@azwestern.edu
Present	Robin Cooper	Center Assistant, La Paz	Academic Services / Quartzsite	Robin.Cooper@azwestern.edu
Present	Tanja Eiben	Administrative Assistant	Career and Technical Education / Yuma	tanja.eiben@azwestern.edu
Present	Elena Valenzuela	Registration Clerk	Admissions/Registration/Yuma	azucena.valenzuela@azwestern.edu
Present	Jane Peabody	Coordinator of Physical and Wellness Education	Physical and Wellness Education / Yuma	jane.peabody@azwestern.edu
Present	David Burris	Professor of Philosophy	Social Sciences / Yuma	david.burris@azwestern.edu
Present	Laura Shepherd	Academic Success Advisor	KEYS Program / Yuma	laura.shepherd@azwestern.edu
Present	Sharon Register	Director of Risk Management & Special Projects	Risk Management / Yuma	sharon.register@azwestern.edu
Absent	Leticia Martinez	Director of Testing Services	Testing Services/ Yuma	Leticia.Martinez@azwestern.edu
Present	Nicole Harral	Director of Admissions/Registrar	Enrollment Services / Yuma	nicole.harral@azwestern.edu
Present	Brenda Warnock	Institutional Grants Coordinator	Institutional Effectiveness, Research and Grants / Yuma	brenda.warnock@azwestern.edu
Present	Laura Alexandre-Sandigo	Director of Diversity, Inclusion and AccessABILITY	Diversity, Inclusion and Access / Yuma	laura.sandigo@azwestern.edu
Present	Nik Byle	Professor of Philosophy	Social Sciences / Yuma	Nicholas.Byle@azwestern.edu
Present	Ila Peterson	Professor of Mathematics	Mathematics / Yuma	ila.peterson@azwestern.edu
Present	Julia Howe	Student Support Coordinator (Instinct2 Grant)	Learning Services/Yuma	julia.howe@azwestern.edu

Present	Vanessa Lopez	Administrative Secretary	Communications, Fine Arts, Modern Languages/Yuma	Vanessa.Lopez@azwestern.edu
Absent (missing from outlook invite, oops)	Amber Armer	Accounts Payable Specialist	Finance & Administrative Services/ Yuma	Amber.Armer@azwestern.edu
Present	Amelia Bowdell	Professor of English as a Second Language	Modern Languages/Yuma	amelia.bowdell@azwestern.edu

Agility Implementation Team Meeting Minutes

Date | time 10/9/2018 8:00 AM | Location 3C 2105

Agenda Items

1. Update committee on President & Cabinet meeting
 - a. Kate communicated that the cabinet was just concerned that the shared governance model we develop isn't to bureaucratically unwieldy.
 - b. Dr. Corr suggested eliminating the committee requirement from faculty work and widening it to include other ways of engaging with the college.
2. Professional Development Day session
 - a. By unanimous vote, it was agreed that Kate would submit a proposal for PDD. It will be an update on our top models and allow for feedback on them. It will be titled, "Shared Governance: Can You Hear Me Now?"
3. Update on Shared Governance Models assignment
 - a. The collection portion of the assignment has been temporarily closed. Ila suggested, and it was generally agreed, that the nine models we have now is more than enough to start the evaluation process.
 - b. The evaluation spreadsheet was turned into a wiki document so that we could collaboratively fill it out.
 - i. We are asking everyone to read and evaluate two of the models we've collected. Hopefully, people will naturally spread their evaluations out so that each model is evaluated at least once.
 - ii. Along the way we should also keep an eye out for common themes, topics, and issues in the models we review. This could function as a skeleton or scaffolding for organizing the "Deal Makers and Breakers" workshop.
4. Update from Mary Kay Harton on Agility workshop
 - a. Mary Kay updated us on the structure and purpose of the Agility workshop. An update outline is copied below.
5. Update from Biri Martinez on Agility website
 - a. Tabled
6. Update from Brenda Warnock and Kate Turpin on org chart
 - a. Tabled

Begin "Agility Workshop" outline

Welcome and intro – Kate.

Mother May I -

I need 6 volunteers

The goal is to cross the room and get to me following my commands.

I will give you steps to take to cross the room but before you begin you must ask Mother May I and I must say ...Yes you may before you begin your steps.

I will start easy then get more complicated and fast.

Committee members – Brenda, Nik, Laura S.

Agility is about empowerment and not asking for permission to move forward or being sent back because you didn't ask permission. it's about empowering employees to bring forward Problems, ideas etc along with a solution

Jenga – *Each table will have a stack so each table will play*

This stack of blocks represents all the work that goes into providing a student activity.

Today we are going to play Jenga to demonstrate all the steps involved in planning a student dance on campus.

Will someone at the table pull block #1 – oh you haven't determined a location or time yet and the poster says Saturday, October 20th

Will someone please remove block # 2 – you just found out the DJ does not have the insurance required!

Will someone please remove block #3 – oh you chose to save money and forgo security – that's a risky move but okay?

Will someone now remove block #4 - oh wow – you want more students attending so you are promoting alcohol – hmmm not sure that's a great move even though there won't be any served there.

Will Someone please remove block #5 - oh no you decided to use the smoke machine and it set off the fire alarms and the sprinklers!!!!

Will Someone Please Remove Block #6 – should crash – someone slipped and fell due to the water and the ambulance is on its way.

If we don't look at Standards of practice and benchmark other institutions practices as well as account for assessment and accountability it weakens our offices, services, programs, departments and institution. We must research and ask critical questions to see if it is the best practice for us and build in assessment and accountability to ensure it is.

These practices will ensure our stability.

Tent Race – *we are going to work together as a team to accomplish a project. The objective is to be the first team to finish the project.*

one leader – divide into two teams – 5 observers – 4 blindfolded – no one talks if they talk they leave the circle – observers will tap you out if you talk and you need to step back. You cannot change positions you must stay where you are.

Leader is the only one who can talk and must give directions – 2 mins.

Everyone can talk

Remove blindfolds –

Debrief – who would like to share what they felt, thought experienced or observed?

Keep in mind the leader sometimes is the only one who knows what the directive or objective is and must communicate that to the rest of the team.

Some team members if not all may feel they don't have a voice and some never see what it is you are trying to do. Once everyone got to talk and see the project was accomplished much faster and without as much strife and frustration.

Helium Stick – 10 volunteers – two fingers out in front- everyone must always be in touch with the stick. Your objective as a team is to lower the stick to the ground and set it there.

What did you all observe and how did it feel on the team?

everyone knew the objective and the guidelines or parenthesis yet to accomplish the task everyone had to work together and stay engaged and trust that together they could accomplish it.

Table topics – Laura Shepherd – participants will be allowed to text answers. (Daniel will be there to assist us Laura so you'll have to teach everyone how to do it

- Do you feel supported by your supervisor? Why or why not?
- If you see an issue with a campus process and have ideas to recommend, do you feel comfortable sharing those ideas?
- Do you feel comfortable about the concepts of assessment and accountability?
- Do you feel AWC seeks input from all stakeholders when making major campus decisions?

Laura – Table Topic – report back to group? what needs to happen to build a culture of empowerment?

Julia Howe – Table Topic - Honor the Concerns – report back?

Wrap Up – Kate

Did we provoke some ideas today?

Who would like to share?

Attendance

	Name	Title	Department	Email
	Mary Kay Harton*	Dean of Students	Campus Life / Yuma	marykay.harton@azwestern.edu
	Biri Martinez*	Administrative Assistant to the Vice President for Learning Services	Learning Services / Yuma	biridiana.martinez@azwestern.edu
	Kate Turpin*	Professor/Coordinator Licensed Massage Therapy	Career and Technical Education / Yuma	kate.turpin@azwestern.edu
	Delma Luna	Program Specialist	Talent Search, Upward Bound / Yuma	delma.luna2@azwestern.edu
	Robin Cooper	Center Assistant, La Paz	Academic Services / Quartzsite	Robin.Cooper@azwestern.edu
	Tanja Eiben	Administrative Assistant	Career and Technical Education / Yuma	tanja.eiben@azwestern.edu
	Elena Valenzuela	Registration Clerk	Admissions/Registration/Yuma	azucena.valenzuela@azwestern.edu
	Jane Peabody	Coordinator of Physical and Wellness Education	Physical and Wellness Education / Yuma	jane.peabody@azwestern.edu
	David Burris	Professor of Philosophy	Social Sciences / Yuma	david.burris@azwestern.edu
	Laura Shepherd	Academic Success Advisor	KEYS Program / Yuma	laura.shepherd@azwestern.edu
	Sharon Register	Director of Risk Management & Special Projects	Risk Management / Yuma	sharon.register@azwestern.edu
	Leticia Martinez	Director of Testing Services	Testing Services/ Yuma	Leticia.Martinez@azwestern.edu
	Nicole Harral	Director of Admissions/Registrar	Enrollment Services / Yuma	nicole.harral@azwestern.edu

Brenda Warnock	Institutional Grants Coordinator	Institutional Effectiveness, Research and Grants / Yuma	brenda.warnock@azwestern.edu
Laura Alexandre-Sandigo	Director of Diversity, Inclusion and AccessABILITY	Diversity, Inclusion and Access / Yuma	laura.sandigo@azwestern.edu
Nik Byle	Professor of Philosophy	Social Sciences / Yuma	Nicholas.Byle@azwestern.edu
Ila Peterson	Professor of Mathematics	Mathematics / Yuma	ila.peterson@azwestern.edu
Julia Howe	Student Support Coordinator (Instinct2 Grant)	Learning Services/Yuma	julia.howe@azwestern.edu
Vanessa Lopez	Administrative Secretary	Communications, Fine Arts, Modern Languages/Yuma	Vanessa.Lopez@azwestern.edu
Amber Armer	Accounts Payable Specialist	Finance & Administrative Services/ Yuma	Amber.Armer@azwestern.edu
Amelia Bowdell	Professor of English as a Second Language	Modern Languages/Yuma	amelia.bowdell@azwestern.edu

Agility Implementation Team Meeting Minutes

Date | time 11/6/2018 8:00 AM | Location 3C 2105

Agenda Items

We met with Liz Murphy via Zoom to get suggestions on how to implement the “Deal Makers & Breakers” Workshop.

After some discussion, it became clear that we needed a concerted effort to promote the event in order to get as much turn out as possible. We agreed that two weeks was not enough time to do the necessary PR work and that Thanksgiving week was also not an ideal time. By unanimous vote, we agreed to move the workshop to start up week in January, specifically following Dr. Corr’s Wednesday All Campus meeting. Mary Kay volunteered to work on the PR for the event.

The suggested and developing structure looks something like the following:

1. Introduction explaining where the committee is and the overall purpose of the workshop
2. Participates will be spread out among tables
 - a. Ideally, each table will have a diversity of representatives from different parts of the college
 - b. At each table there will be a sample of a shared governance model dealing with a specific element of a model (committees, VP’s, president, etc.)
 - c. Each table will be tasked with reading and evaluating that sample and there will be two tables for each sample
 - i. They will look for the pros and cons of that sample
 - ii. The two tables that evaluated the same sample will then come together to share and discuss their evaluations
 - iii. We will either have designated scribes or laptops for recording the results
 - iv. Then this larger group will, through a representative, share their findings with the entire room
3. After the meeting the evaluations will be collated and posted or emailed by some means that allows anyone internal to the college to see all the evaluations of the various components
4. We will then use that information to begin drafting our own components that will become our first draft of a shared governance model

Before the meeting, there are some set up matters to attend to.

1. We have to evaluate the models. Here are the surveys Brenda created based on Laura’s and Nik’s table.
 - a. <https://www.surveymonkey.com/r/RFDGBV6>
 - b. <https://www.surveymonkey.com/r/RNRNYJQ>
 - c. <https://www.surveymonkey.com/r/GNVSYPX>
 - d. <https://www.surveymonkey.com/r/RZ6W356>
2. We have to identify the essential components of a model that we would need to include.
3. We need to select samples of those elements to provide at the workshop.
4. We need to get the word out that this workshop is a big deal. I am pretty sure Liz said that we are the only college she has worked with that has created a shared governance model with processes this open and democratic.

	Name	Title	Department	Email
Zoom	Mary Kay Harton*	Special Projects	Advancement / Yuma	marykay.harton@azwestern.edu
Zoom	Biri Martinez*	Administrative Assistant to the Vice President for Learning Services	Learning Services / Yuma	biridiana.martinez@azwestern.edu
Excused	Kate Turpin*	Professor/Coordinator Licensed Massage Therapy	Career and Technical Education / Yuma	kate.turpin@azwestern.edu
Absent	Delma Luna	Program Specialist	Talent Search, Upward Bound / Yuma	delma.luna2@azwestern.edu
Absent	Robin Cooper	Center Assistant, La Paz	Academic Services / Quartzsite	Robin.Cooper@azwestern.edu
Absent	Elena Valenzuela	Registration Clerk	Admissions/Registration/Yuma	azucena.valenzuela@azwestern.edu
Absent	Jane Peabody	Coordinator of Physical and Wellness Education	Physical and Wellness Education / Yuma	jane.peabody@azwestern.edu
Present	David Burris	Professor of Philosophy	Social Sciences / Yuma	david.burris@azwestern.edu
Excused	Laura Shepherd	Academic Success Advisor	KEYS Program / Yuma	laura.shepherd@azwestern.edu
Presnt	Sharon Register	Director of Risk Management & Special Projects	Risk Management / Yuma	sharon.register@azwestern.edu
Absent	Leticia Martinez	Director of Testing Services	Testing Services/ Yuma	Leticia.Martinez@azwestern.edu
Absent	Nicole Harral	Director of Admissions/Registrar	Enrollment Services / Yuma	nicole.harral@azwestern.edu
Present	Brenda Warnock	Institutional Grants Coordinator	Institutional Effectiveness, Research and Grants / Yuma	brenda.warnock@azwestern.edu

Present	Laura Alexandre-Sandigo	Director of Diversity, Inclusion and AccessABILITY	Diversity, Inclusion and Access / Yuma	laura.sandigo@azwestern.edu
Present	Nik Byle	Professor of Philosophy	Social Sciences / Yuma	Nicholas.Byle@azwestern.edu
Present	Ila Peterson	Professor of Mathematics	Mathematics / Yuma	ila.peterson@azwestern.edu
Absent	Julia Howe	Student Support Coordinator (Instinct2 Grant)	Learning Services/Yuma	julia.howe@azwestern.edu
Excused	Vanessa Lopez	Administrative Secretary	Communications, Fine Arts, Modern Languages/Yuma	Vanessa.Lopez@azwestern.edu
Absent	Amber Armer	Accounts Payable Specialist	Finance & Administrative Services/ Yuma	Amber.Armer@azwestern.edu
Present	Amelia Bowdell	Professor of English as a Second Language	Modern Languages/Yuma	amelia.bowdell@azwestern.edu

Agility Implementation Team Meeting Minutes

Date | time 11/20/2018 8:00 AM | Location 3C 2105

Agenda Items

- 1) Decide on whether or not to meet prior to the Jan. 9th workshop during start up week.
 - a. We decided to have a meeting on Monday Jan. 7th from 2 to 4 pm to make sure we are ready for the Jan. 9th workshop
- 2) Divvy up logistical tasks for the workshop.
 - a. Sharon volunteered to handle the room setup and the laptops to record responses
- 3) Reviewing the models we have, extracting components common to models, and deciding on what samples to use for such components.
 - a. We discussed the difference between the models that have a single master committee or council that makes final decisions and models that have three representative councils. We agreed that Monroe and Pasadena were good representations of each option. We then decided that those portions of those models would be used as samples at the Jan. 9th meeting.
 - b. We also decided that discussion of that basic part of a model (1 vs 3 master councils) would take quite a bit of the workshop time. Therefore, in the workshop we will focus on that and how representation might work in those models with the likely addition of discussions of sample components dealing with the creation and authority of secondary committees.
 - c. We then acknowledged that this will require rethinking the structure of the Jan. 9th workshop.

Attendance

	Name	Title	Department	Email
Zoom	Mary Kay Harton*	Special Projects	Advancement / Yuma	marykay.harton@azwestern.edu
Absent	Biri Martinez*	Administrative Assistant to the Vice President for Learning Services	Learning Services / Yuma	biridiana.martinez@azwestern.edu
Present	Kate Turpin*	Professor/Coordinator Licensed Massage Therapy	Career and Technical Education / Yuma	kate.turpin@azwestern.edu
Excused	Delma Luna	Program Specialist	Talent Search, Upward Bound / Yuma	delma.luna2@azwestern.edu
Absent	Robin Cooper	Center Assistant, La Paz	Academic Services / Quartzsite	Robin.Cooper@azwestern.edu

Absent	Elena Valenzuela	Registration Clerk	Admissions/Registration/Yuma	azucena.valenzuela@azwestern.edu
Absent	Jane Peabody	Coordinator of Physical and Wellness Education	Physical and Wellness Education / Yuma	jane.peabody@azwestern.edu
Present	David Burris	Professor of Philosophy	Social Sciences / Yuma	david.burris@azwestern.edu
Present	Laura Shepherd	Academic Success Advisor	KEYS Program / Yuma	laura.shepherd@azwestern.edu
Present	Sharon Register	Director of Risk Management & Special Projects	Risk Management / Yuma	sharon.register@azwestern.edu
Present	Leticia Martinez	Director of Testing Services	Testing Services/ Yuma	Leticia.Martinez@azwestern.edu
Present	Nicole Harral	Director of Admissions/Registrar	Enrollment Services / Yuma	nicole.harral@azwestern.edu
Excued	Brenda Warnock	Institutional Grants Coordinator	Institutional Effectiveness, Research and Grants / Yuma	brenda.warnock@azwestern.edu
Absent	Laura Alexandre-Sandigo	Director of Diversity, Inclusion and AccessABILITY	Diversity, Inclusion and Access / Yuma	laura.sandigo@azwestern.edu
Present	Nik Byle	Professor of Philosophy	Social Sciences / Yuma	Nicholas.Byle@azwestern.edu
Present	Ila Peterson	Professor of Mathematics	Mathematics / Yuma	ila.peterson@azwestern.edu
Present	Julia Howe	Student Support Coordinator (Instinct2 Grant)	Learning Services/Yuma	julia.howe@azwestern.edu
Absent	Vanessa Lopez	Administrative Secretary	Communications, Fine Arts, Modern Languages/Yuma	Vanessa.Lopez@azwestern.edu
Absent	Amber Armer	Accounts Payable Specialist	Finance & Administrative Services/ Yuma	Amber.Armer@azwestern.edu
Present	Amelia Bowdell	Professor of English as a Second Language	Modern Languages/Yuma	amelia.bowdell@azwestern.edu

Agility Implementation Team Meeting Minutes

Date | time 11/27/2018 8:00 AM | Location 3C 2105

Agenda Items

- 1) We discussed the Monroe and Pasadena models.
- 2) Created a timeline for the Jan. 9th workshop
- 3) Laura Shepherd suggested providing a worksheet to help guide participants thoughts on the models. She was then “voluntold” to create it.
- 4) David volunteered to create a visual presentation of the Pasadena model.
- 5) A day or two prior to the Jan. 9th workshop, an email will be sent out with the basic information of the model components participants will review with a request that they take some time before the meeting to look them over and review them.
- 6) Mary Kay, Nik Byle, David Burris, and Laura Shepherd volunteered to present various portions (to be determined) of the introductory material for the workshop.
- 7) Sharon Register, from our previous meeting, volunteered to get the laptops and see to the room setup for the workshop.
- 8) Mary Kay is continuing to work with Lori Stofft on the advertising for the workshop.

Attendance

	Name	Title	Department	Email
Zoom	Mary Kay Harton*	Special Projects	Advancement / Yuma	marykay.harton@azwestern.edu
Absent	Biri Martinez*	Administrative Assistant to the Vice President for Learning Services	Learning Services / Yuma	biridiana.martinez@azwestern.edu
Excused	Kate Turpin*	Professor/Coordinator Licensed Massage Therapy	Career and Technical Education / Yuma	kate.turpin@azwestern.edu
Present	Delma Luna	Program Specialist	Talent Search, Upward Bound / Yuma	delma.luna2@azwestern.edu
Absent	Robin Cooper	Center Assistant, La Paz	Academic Services / Quartzsite	Robin.Cooper@azwestern.edu
Absent	Elena Valenzuela	Registration Clerk	Admissions/Registration/Yuma	azucena.valenzuela@azwestern.edu

Excused	Jane Peabody	Coordinator of Physical and Wellness Education	Physical and Wellness Education / Yuma	jane.peabody@azwestern.edu
Present	David Burris	Professor of Philosophy	Social Sciences / Yuma	david.burris@azwestern.edu
Present	Laura Shepherd	Academic Success Advisor	KEYS Program / Yuma	laura.shepherd@azwestern.edu
Excused	Sharon Register	Director of Risk Management & Special Projects	Risk Management / Yuma	sharon.register@azwestern.edu
Excused	Leticia Martinez	Director of Testing Services	Testing Services/ Yuma	Leticia.Martinez@azwestern.edu
Absent	Nicole Harral	Director of Admissions/Registrar	Enrollment Services / Yuma	nicole.harral@azwestern.edu
Absent	Brenda Warnock	Institutional Grants Coordinator	Institutional Effectiveness, Research and Grants / Yuma	brenda.warnock@azwestern.edu
Present	Laura Alexandre-Sandigo	Director of Diversity, Inclusion and AccessABILITY	Diversity, Inclusion and Access / Yuma	laura.sandigo@azwestern.edu
Present	Nik Byle	Professor of Philosophy	Social Sciences / Yuma	Nicholas.Byle@azwestern.edu
Present	Ila Peterson	Professor of Mathematics	Mathematics / Yuma	ila.peterson@azwestern.edu
Absent	Julia Howe	Student Support Coordinator (Instinct2 Grant)	Learning Services/Yuma	julia.howe@azwestern.edu
Zoom	Vanessa Lopez	Administrative Secretary	Communications, Fine Arts, Modern Languages/Yuma	Vanessa.Lopez@azwestern.edu
Absent	Amber Armer	Accounts Payable Specialist	Finance & Administrative Services/ Yuma	Amber.Armer@azwestern.edu
Excused	Amelia Bowdell	Professor of English as a Second Language	Modern Languages/Yuma	amelia.bowdell@azwestern.edu

Agility Implementation Team Meeting Minutes

Date | time 1/29/2019 8:30 AM | Location 3C 2105

Agenda Items

1. Discuss the PDD workshop
 - a. The workshop will focus on the agility principles Robin and Kate (I believe) will be the primary facilitators
 - b. Laura Sandigo will check if there might be some time to give a brief update on shared governance
2. Review our team leadership dynamics
 - a. The tri-chairs are Biri Martinez (CE), Kate Turpin (PA), and Nik Byle (FA). Mary Kay will transition out, and Laura Shepherd will still play a lead role particularly as the team leader for the professional development objectives
3. Begin our next steps/timeline of drafting our AWC model
 - a. We reviewed the timeline (see below). There was some discussion of whether approval from the president or the entire college was the final step. It was agreed that it seemed like presidential approval was.
 - b. The timeline was accepted as provisional and revisable.
 - c. Different sections of the final shared governance documents were assigned (also see below)
4. Review the workshop responses
 - a. We discussed the comments, general themes, and likely issues
 - b. Common questions and issues included
 - i. The nature of representation on the councils
 - ii. Checks and balances
 - iii. The role of the president and cabinet
 - iv. Access to the district governing board
 - v. Who and how will decisions be made about what
 - vi. The role of sister campuses
 - vii. The role of CTE

Timeline of Implementation

Date	Task Description
1/29/19	Assign workgroups to begin drafting Shared Governance document
2/14/19	PDD – Review practical ways to use Guiding Principles and brief overview of Shared Governance Model
3/18 – 3/25/19	Send Model for Final Feedback to Campus
4/15/19	Review and Final Feedback Model with VPs
5/6/19	Send Model for Approval to President
5/30/19	Model with Timeline of implementation presented to campus
Summer 2019	Formation of PA Association and Election of Representatives
Summer 2019	Election of Classified Employee Association Representatives
Aug/Sept 2019	Election of Faculty Senate Representatives

January 29 - Section Workgroups: Assign committee members to workgroups to begin drafting sections of Shared Governance document

1. Principles of Shared Governance & Expectations of Involvement- **Nicole Harral & Julia Howe**
2. Classified Employee Association - **Delma Luna & Robin Cooper**
 - a. Includes elections timelines and term limits
 - b. Position descriptions and responsibilities
3. Faculty Senate – **Amelia Bowdell & Ila Peterson**
 - a. Includes elections timelines and term limits
 - b. Position descriptions and responsibilities
4. PA Association – **Laura Sandigo and Sharon Register, Jane Peabody**
 - a. Includes elections timelines and term limits
 - b. Position descriptions and responsibilities
5. Internal & External Procedures of Senate/Association **Sharon Register, Nik Byle, Laura Shepherd**
 - a. Consistent communications processes across all Senate/Associations
6. Visual Representation of the Model- **Biri Martinez & Kate Turpin**
7. Internal & External Procedures of All-Campus Council- **Laura Shepherd, Laura Sandigo and Jane Peabody**
 - a. Consistency of communication/transparency
8. Committee Creation (hold off on touching existing committees) – **Nik Byle & David Burris, Biri Martinez**

Internal & External Procedures of Campus-Wide Committees (i.e., Retention, Student Success, Strategic Enrollment) -
9. Shared Governance Accountability and Assessment – **Kate Turpin/ Biri Martinez**
10. Associated Student Government – **Laura Sandigo & Brenda Warnock**

Attendance

	Name	Title	Department	Email
present	Mary Kay Harton*	Special Projects	Advancement / Yuma	marykay.harton@azwestern.edu
present	Biri Martinez*	Administrative Assistant to the Vice President for Learning Services	Learning Services / Yuma	biridiana.martinez@azwestern.edu
excused	Kate Turpin*	Professor/Coordinator Licensed Massage Therapy	Career and Technical Education / Yuma	kate.turpin@azwestern.edu
present	Delma Luna	Program Specialist	Talent Search, Upward Bound / Yuma	delma.luna2@azwestern.edu

absent	Robin Cooper	Center Assistant, La Paz	Academic Services / Quartzsite	Robin.Cooper@azwestern.edu
absent	Elena Valenzuela	Registration Clerk	Admissions/Registration/Yuma	azucena.valenzuela@azwestern.edu
present	Jane Peabody	Coordinator of Physical and Wellness Education	Physical and Wellness Education / Yuma	jane.peabody@azwestern.edu
present	David Burris	Professor of Philosophy	Social Sciences / Yuma	david.burris@azwestern.edu
present	Laura Shepherd	Academic Success Advisor	KEYS Program / Yuma	laura.shepherd@azwestern.edu
present	Sharon Register	Director of Risk Management & Special Projects	Risk Management / Yuma	sharon.register@azwestern.edu
absent	Leticia Martinez	Director of Testing Services	Testing Services/ Yuma	Leticia.Martinez@azwestern.edu
present	Nicole Harral	Director of Admissions/Registrar	Enrollment Services / Yuma	nicole.harral@azwestern.edu
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present	Ila Peterson	Professor of Mathematics	Mathematics / Yuma	ila.peterson@azwestern.edu
present	Julia Howe	Student Support Coordinator (Instinct2 Grant)	Learning Services/Yuma	julia.howe@azwestern.edu
absent	Vanessa Lopez	Administrative Secretary	Communications, Fine Arts, Modern Languages/Yuma	Vanessa.Lopez@azwestern.edu

absent	Amber Armer	Accounts Payable Specialist	Finance & Administrative Services/ Yuma	Amber.Armer@azwestern.edu
present	Amelia Bowdell	Professor of English as a Second Language	Modern Languages/Yuma	amelia.bowdell@azwestern.edu

Agility Implementation Team Meeting Minutes

Date | time 2/12/2019 8:00 AM | Location AS 118

Agenda Items

1. Dr. Corr Meeting
 - a. Will be held on 02/21/19 at 8 am either in the HR conference room or the Business Office conference room.
 - b. Laura Shepherd volunteered to collect documents concerning the committees progress so far, anticipated timeline, and agreed-upon decisions
 - c. There was some discussion concerning what the purpose or topic of the meeting might be.
 - i. One possibility concerned the role of VPs in the governance model.
 1. As a result of the discussion it was agreed that the VPs would be voting members of the College Governance Council (CGC), but they would not be members, voting or otherwise, of the associations.
 - ii. Another possibility concerned the role of students
 1. There was vigorous discussion concerning whether or not students should be able to vote on the CGC. Some argued that students lacked the necessary knowledge and were too transitory. Others argued that three votes out of the 17 is not enough to be concerned about and that students, with proper on-boarding and training, could be worthy contributors to the council. The issue is still open (I, Nik Byle, think?)
2. PDD comments
 - a. We have 5-10 minutes at lunch to update the campus on our progress.
 - b. Laura Sandigo will give the presentation.
 - c. Nik Byle will make the power point
 - d. The essential points covered will be
 - i. The one council model was the clear favorite
 - ii. A list of common concerns and questions
 - iii. That the committee is drafting the core section of the governance document
 - iv. And it will be sent out soon for feedback
3. Reaching out to non-Yuma campuses
 - a. Laura Sandigo volunteered to start talking with Jana Moore to facilitate non-Yuma campus involvement with governance
4. Updates and questions about governance sections
 - a. General decisions made
 - i. The one council will be called the "College Governance Council"
 - ii. The next level will be called associations, e.g. Faculty Association, Professional Administrator Association, etc.
 - iii. Below that are standing committees, i.e. committees with permanent existence
 - iv. Below that are ad hoc committees, committees with more specific purposes and limited duration
 - v. There will be an additional office in the CGC: the historian. This person will be responsible for archiving/posting agendas and minutes for the CGC and the associations
 - vi. There will also be a vice-chair position. Whoever occupies this position will be preparing to be the chair during the next term. This person will also help the chair in the chair's various duties and fill in for the chair during the chair's absence.
 1. Various term durations and limits were discussed but no final decision was made.
 - b. Section One:

- i. Nicole and Julia will meet in the next week to draft this section.
- c. Section Two
 - i. Delma and Robin began reviewing the CEA bylaws and will alter it to fit shared governance needs
- d. Section Three
 - i. Amelia and Ila will meet in the next week to begin drafting this section
- e. Section Four
 - i. Laura Sandigo, Sharon, and Jane have begun drafting this section
- f. Section Five
 - i. Nik, Laura, and Sharon distributed a partially completed draft
- g. Section Six
 - i. This likely can't be completed until later in the drafting process
- h. Section Seven
 - i. The Laura's and Jane have outline the various elements of this section
- i. Section Eight
 - i. Nik, David, and Biri distributed a partially completed draft of this section
- j. Section Nine
 - i. Biri will begin draft this section
- k. Section ten
 - i. Laura Sandigo will meet with SGA next week and begin on this section

Attendance

	Name	Title	Department	Email
Zoom	Mary Kay Harton*	Special Projects	Advancement / Yuma	marykay.harton@azwestern.edu
Present	Biri Martinez*	Administrative Assistant to the Vice President for Learning Services	Learning Services / Yuma	biridiana.martinez@azwestern.edu
Absent	Kate Turpin*	Professor/Coordinator Licensed Massage Therapy	Career and Technical Education / Yuma	kate.turpin@azwestern.edu
Present	Nik Byle*	Professor of Philosophy	Social Sciences / Yuma	Nicholas.Byle@azwestern.edu
Present	Laura Shepherd	Academic Success Advisor	KEYS Program / Yuma	laura.shepherd@azwestern.edu
Present	Delma Luna	Program Specialist	Talent Search, Upward Bound / Yuma	delma.luna2@azwestern.edu

Zoom	Robin Cooper	Center Assistant, La Paz	Academic Services / Quartzsite	Robin.Cooper@azwestern.edu
absent	Elena Valenzuela	Registration Clerk	Admissions/Registration/Yuma	azucena.valenzuela@azwestern.edu
Present	Jane Peabody	Coordinator of Physical and Wellness Education	Physical and Wellness Education / Yuma	jane.peabody@azwestern.edu
Present	David Burris	Professor of Philosophy	Social Sciences / Yuma	david.burris@azwestern.edu
Present	Laura Shepherd	Academic Success Advisor	KEYS Program / Yuma	laura.shepherd@azwestern.edu
Present	Sharon Register	Director of Risk Management & Special Projects	Risk Management / Yuma	sharon.register@azwestern.edu
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Absent	Amber Armer	Accounts Payable Specialist	Finance & Administrative Services/ Yuma	Amber.Armer@azwestern.edu
Absent	Amelia Bowdell	Professor of English as a Second Language	Modern Languages/Yuma	amelia.bowdell@azwestern.edu

Agility Implementation Team Meeting Minutes

Date | time 2/21/2019 8:00 AM | Location SC 206

Agenda Items

1. Special Meeting: Debrief with Dr. Corr
2. There was a brief summary of what the committee has done since the January workshop, the findings of the workshop, and the tentative timeline.
3. Dr. Corr communicated that all the reactions he heard to the January workshop were complementary.
4. The concern was raised that currently decision-making at AWC was still following the old model where there was not enough communication with and input from all constituents. The example of the summer schedule change was offered as an example. Dr. Corr seemed sympathetic to the complaint; though no concrete action (as I, Nik Byle, recall) was offered as a remedy.
5. Dr. Corr asked what the thinking was behind the president being the chair of the College Governance Council.
 - a. The thinking was that the president should be included in the CGC deliberation and decision-making process and that the CGC would function as an expanded cabinet to increase inclusion of stakeholders, communication, and transparency. The underlying concern here is that cabinet meetings are not transparent and constituents do not know how or if their concerns are being appropriately or effectively raised in cabinet meetings.
 - b. Dr. Corr stated that he was “very comfortable” with an expanded advisory council.
 - c. Dr. Corr stated that it was important that the CGC be explicitly understood as an advisory or recommending body since both the authority and responsibility of decisions at that level are given to the president by the District Governing Board (DGB).
6. Dr. Corr was reminded that he has said before that he would like some decisions to be made at lower levels. He was asked if he had any clearer idea on the parameters that would determine what kind of decision would happen at different levels. He said he did not have a clear suggestion.
 - a. It was suggested that he in the past has made distinctions between procedure and the practices based on those procedures. The significant alterations to procedures would be suggested by the CGC and the president would give final approval; while practices or the details of the implementation of procedures could be dealt with at lower levels.
7. Dr. Corr gave the following five “interests,” i.e. things he would like to see in the model.
 - a. (1) The CGC would be an advisory council
 - i. It was asked whether he would be open to setting procedures that would delegate some of his authority to the CGC so that for some areas it would be a decision-making council and others it would be an advisory council.
 - ii. His answer was no, essentially restating 5c above.
 - b. (2) That if students are a part of the CGC that they be voting members.
 - i. With a minority dissent, the Agility committee had previously agreed to that following the responses to the January workshop.
 - c. (3) That representation from the different constituent groups be equal
 - i. This also was already agreed upon at a previous Agility committee meeting
 - d. (4) That cabinet still exist in some capacity
 - i. The point was raised that a cabinet still meeting without reps from other areas and public agendas and minutes could still cause some to question what is happening in such meetings and want access to the DGB (see 7e below).
 1. It was suggested that public agendas and minutes might help here.
 2. It was suggested that if cabinet could not decide on matters that should go to the CGC, this could also alleviate such concerns.

e. (5) That there be no direct access to DGB

Attendance

	Name	Title	Department	Email
Absent	Mary Kay Harton*	Special Projects	Advancement / Yuma	marykay.harton@azwestern.edu
Present	Biri Martinez*	Administrative Assistant to the Vice President for Learning Services	Learning Services / Yuma	biridiana.martinez@azwestern.edu
Present	Kate Turpin*	Professor/Coordinator Licensed Massage Therapy	Career and Technical Education / Yuma	kate.turpin@azwestern.edu
Present	Nik Byle*	Professor of Philosophy	Social Sciences / Yuma	Nicholas.Byle@azwestern.edu
Present	Laura Shepherd	Academic Success Advisor	KEYS Program / Yuma	laura.shepherd@azwestern.edu
Present	Delma Luna	Program Specialist	Talent Search, Upward Bound / Yuma	delma.luna2@azwestern.edu
Zoom	Robin Cooper	Center Assistant, La Paz	Academic Services / Quartzsite	Robin.Cooper@azwestern.edu
Absent	Elena Valenzuela	Registration Clerk	Admissions/Registration/Yuma	azucena.valenzuela@azwestern.edu
Present	Jane Peabody	Coordinator of Physical and Wellness Education	Physical and Wellness Education / Yuma	jane.peabody@azwestern.edu
Present	David Burris	Professor of Philosophy	Social Sciences / Yuma	david.burris@azwestern.edu
Present	Laura Shepherd	Academic Success Advisor	KEYS Program / Yuma	laura.shepherd@azwestern.edu
Present	Sharon Register	Director of Risk Management & Special Projects	Risk Management / Yuma	sharon.register@azwestern.edu

Absent	Leticia Martinez	Director of Testing Services	Testing Services/ Yuma	Leticia.Martinez@azwestern.edu
Zoom	Nicole Harral	Director of Admissions/Registrar	Enrollment Services / Yuma	nicole.harral@azwestern.edu
Present	Laura Alexandre-Sandigo	Director of Diversity, Inclusion and AccessABILITY	Diversity, Inclusion and Access / Yuma	laura.sandigo@azwestern.edu
Zoom	Ila Peterson	Professor of Mathematics	Mathematics / Yuma	ila.peterson@azwestern.edu
Present	Julia Howe	Student Support Coordinator (Instinct2 Grant)	Learning Services/Yuma	julia.howe@azwestern.edu
Absent	Vanessa Lopez	Administrative Secretary	Communications, Fine Arts, Modern Languages/Yuma	Vanessa.Lopez@azwestern.edu
Absent	Amber Armer	Accounts Payable Specialist	Finance & Administrative Services/ Yuma	Amber.Armer@azwestern.edu
Present	Amelia Bowdell	Professor of English as a Second Language	Modern Languages/Yuma	amelia.bowdell@azwestern.edu

Agility Implementation Team Meeting Minutes

Date | time 2/26/2019 8:00 AM | Location 3C 2105

Agenda Items

1. Debrief after Dr. Corr meeting
 - a. Most were not surprised by anything the president said.
 - b. There were, however, many concerns and questions about how cabinet would function in the model.
 - i. There was a motion to remove the CGC from the model with the intention of using other methods of making the cabinet more accountable to constituents. The motion was not seconded.
 - ii. Some suggestions for ways to make cabinet function more openly with the rest of the model included: (1) requiring public posting of agendas and minutes, (2) creating guidelines that would say that the cabinet could not decide on matters that should go to the CGC, (3) having a rotating liaison from the CGC at all cabinet meetings, (4) creating formal requirements that VPs get input on agenda matters from the associations before the matters are decided on in cabinet.
 - iii. A new section in the shared governance document must be created to deal with the ways in which cabinet will operate.
 1. Many believed that we need to discuss/negotiate/get buy-in from cabinet before drafting such a section.
 2. There was a motion to schedule a meeting with cabinet as soon as possible to do this. The motion was seconded and approved unanimously.
 3. Biri requested a meeting with cabinet for next Tuesday (3/5)
 4. Discussion of what we wanted from that meeting began. It was agreed that we need an organized presentation of our concerns with examples. Jane volunteered Nik to prepare such a presentation. Details will be given to Nik on examples of successful and unsuccessful instances of the ideals of shared governance.
2. How should we collectively review, comment, and come to a consensus on the sections of the shared governance document?
 - a. Those drafting the sections on PAA, CEA, FA, SGA and committee creation & procedures agreed to talk with samples of individuals affected by their respective sections to get some initial feedback.
 - b. Nicole volunteered to collect and organize all our comments on the draft as it is so far.
 - c. So the committee agreed to review and comment on sections 1, 5, 8, and 9, and to have those comments to Nicole by 3/7.
3. Review drafts of section provided by teams
 - a. This item was tabled for future meetings.

Attendance

	Name	Title	Department	Email
Zoom	Mary Kay Harton*	Special Projects	Advancement / Yuma	marykay.harton@azwestern.edu

Present	Biri Martinez*	Administrative Assistant to the Vice President for Learning Services	Learning Services / Yuma	biridiana.martinez@azwestern.edu
Absent	Kate Turpin*	Professor/Coordinator Licensed Massage Therapy	Career and Technical Education / Yuma	kate.turpin@azwestern.edu
Present	Nik Byle*	Professor of Philosophy	Social Sciences / Yuma	Nicholas.Byle@azwestern.edu
Absent	Laura Shepherd	Academic Success Advisor	KEYS Program / Yuma	laura.shepherd@azwestern.edu
Present	Delma Luna	Program Specialist	Talent Search, Upward Bound / Yuma	delma.luna2@azwestern.edu
Zoom	Robin Cooper	Center Assistant, La Paz	Academic Services / Quartzsite	Robin.Cooper@azwestern.edu
Absent	Elena Valenzuela	Registration Clerk	Admissions/Registration/Yuma	azucena.valenzuela@azwestern.edu
Present	Jane Peabody	Coordinator of Physical and Wellness Education	Physical and Wellness Education / Yuma	jane.peabody@azwestern.edu
Absent	David Burris	Professor of Philosophy	Social Sciences / Yuma	david.burris@azwestern.edu
Present	Sharon Register	Director of Risk Management & Special Projects	Risk Management / Yuma	sharon.register@azwestern.edu
Absent	Leticia Martinez	Director of Testing Services	Testing Services/ Yuma	Leticia.Martinez@azwestern.edu
Present	Nicole Harral	Director of Admissions/Registrar	Enrollment Services / Yuma	nicole.harral@azwestern.edu
Present	Laura Alexandre-Sandigo	Director of Diversity, Inclusion and AccessABILITY	Diversity, Inclusion and Access / Yuma	laura.sandigo@azwestern.edu
Zoom	Ila Peterson	Professor of Mathematics	Mathematics / Yuma	ila.peterson@azwestern.edu

Zoom	Julia Howe	Student Support Coordinator (Instinct2 Grant)	Learning Services/Yuma	julia.howe@azwestern.edu
Absent	Vanessa Lopez	Administrative Secretary	Communications, Fine Arts, Modern Languages/Yuma	Vanessa.Lopez@azwestern.edu
Absent	Amber Armer	Accounts Payable Specialist	Finance & Administrative Services/ Yuma	Amber.Armer@azwestern.edu
Present	Amelia Bowdell	Professor of English as a Second Language	Modern Languages/Yuma	amelia.bowdell@azwestern.edu
Present	Cindy Romero	Service Desk Team Leader	IT	cindy.romero@azwestern.edu

Agility Implementation Team Meeting Minutes

Date | time 3/5/2019 12:00 AM | Location HR conference room

Agenda Items

1. In addition to the committee members listed below Ellen Riek, Daniel Corr, Ashley Herrington, Linda Elliott-Nelson, Bryan Doak, Lori Stofft, and Shahrooz Roohparvar attended the meeting.
2. Nik presented the “Cabinet and Shared Governance” PowerPoint.
3. Dr. Corr asked if the real problem was the view that cabinet was secretive and that the CGC would act on things only to have them undone by cabinet thereby making CGC merely a showpiece.
 - a. It was confirmed that that view is held to varying degrees by a number of people.
 - b. Examples of topics listed by Dr. Corr that occur in cabinet meetings included debriefing after DGB meetings, planning for future DGB meetings, informational items, budget, and staffing.
4. To the suggestion that there be a rotating liaison at cabinet meetings, an objection was made by a non-cabinet member that that might be too intrusive.
 - a. I don’t recall any specific response to that objection.
5. To the suggestion that cabinet agendas be posted, an objection was made that the agendas were too fluid and often not completely finalized until just prior to their meeting.
 - a. One response was that we could allow for or be understanding of such fluidity but it would still give people a chance to see what topics are planned for discussion in order to offer responses, ask that it be brought to CGC, and see what kinds of topics are actually discussed in cabinet.
6. In responses to the suggestion that minutes for cabinet meetings be posted, there was the objection that Dr. Corr wanted the unvarnished positions of his VPs and another cabinet member said that they were a safe space for that member. There was also the concern whether this would create a massive bureaucracy.
 - a. It was pointed out that the committee foresees holding all committees, associations, and councils to the same standards.
 - b. That the minutes do not have to tag particular positions to particular people.
 - c. That increasing transparency and communication would be a difficult process for most people
 - d. No, it would not create a massive bureaucracy. These are standards common in colleges with shared governance, and typing and posting detailed minutes does not take that much time.
7. No specific responses were given to the suggestion to delineate CGC’s role, esp. vis-à-vis cabinet, or to the suggestion that there be a formal procedure for VP’s to information and get feedback from their areas.
8. Dr. Corr generally approved of our interests to increase decision-making at lower levels, increase affect on decisions and higher levels, and improve transparency and communication.
9. Cabinet was asked to develop concrete suggestions of their own to meet our interests. Dr. Corr said they could do so in the next couple weeks.

Attendance

	Name	Title	Department	Email
Present	Biri Martinez*	Administrative Assistant to the Vice	Learning Services / Yuma	biridiana.martinez@azwestern.edu

		President for Learning Services		
Present	Nik Byle*	Professor of Philosophy	Social Sciences / Yuma	Nicholas.Byle@azwestern.edu
Present	Laura Shepherd*	Academic Success Advisor	KEYS Program / Yuma	laura.shepherd@azwestern.edu
Excused	Kate Turpin	Professor/Coordinator Licensed Massage Therapy	Career and Technical Education / Yuma	kate.turpin@azwestern.edu
Absent	Delma Luna	Program Specialist	Talent Search, Upward Bound / Yuma	delma.luna2@azwestern.edu
Absent	Robin Cooper	Center Assistant, La Paz	Academic Services / Quartzsite	Robin.Cooper@azwestern.edu
Absent	Elena Valenzuela	Registration Clerk	Admissions/Registration/Yuma	azucena.valenzuela@azwestern.edu
Present	Jane Peabody	Coordinator of Physical and Wellness Education	Physical and Wellness Education / Yuma	jane.peabody@azwestern.edu
Present	David Burris	Professor of Philosophy	Social Sciences / Yuma	david.burris@azwestern.edu
Present	Sharon Register	Director of Risk Management & Special Projects	Risk Management / Yuma	sharon.register@azwestern.edu
Absent	Leticia Martinez	Director of Testing Services	Testing Services/ Yuma	Leticia.Martinez@azwestern.edu
Present	Nicole Harral	Director of Admissions/Registrar	Enrollment Services / Yuma	nicole.harral@azwestern.edu
Present	Laura Alexandre-Sandigo	Director of Diversity, Inclusion and AccessABILITY	Diversity, Inclusion and Access / Yuma	laura.sandigo@azwestern.edu
Absent	Ila Peterson	Professor of Mathematics	Mathematics / Yuma	ila.peterson@azwestern.edu
Present	Julia Howe	Student Support Coordinator (Instinct2 Grant)	Learning Services/Yuma	julia.howe@azwestern.edu

Absent	Vanessa Lopez	Administrative Secretary	Communications, Fine Arts, Modern Languages/Yuma	Vanessa.Lopez@azwestern.edu
Absent	Amber Armer	Accounts Payable Specialist	Finance & Administrative Services/ Yuma	Amber.Armer@azwestern.edu
Absent	Amelia Bowdell	Professor of English as a Second Language	Modern Languages/Yuma	amelia.bowdell@azwestern.edu
Absent	Cindy Romero	Service Desk Team Leader	IT	cindy.romero@azwestern.edu

Agility Implementation Team Meeting Minutes

Date | time 3/12/2019 8:00 AM | Location AS 118

Agenda Items

1. Laura Shepherd filling the PA tri-chair position
 - a. By unanimous vote, Laura was approved to fill Kate PA position as tri-chair
 - b. There was a question of whether this was permanent or until Kate returned. It was agreed that we should revisit the question when Kate returns
2. Review revised timeline
 - a. The revised timeline was generally approved. See below.
 - b. There was a question about the best way to schedule future meetings with cabinet. Should we wait to schedule a meeting once cabinet has given us their proposals so that the committee can digest and discuss them? Should we schedule a solo meeting with Liz? Should Liz be asked to moderate our meeting with cabinet.
 - i. There were too many variables we could not know at the time: Liz's availability, when cabinet would or could get us their proposals, etc. So it was agreed that Biri would set up what she could, and the committee would adapt.
3. Debrief after meeting with cabinet
 - a. Comments included:
 - i. That the push back on public agendas and minutes was surprising. It may be that some members of cabinet do not have a sense of how agendas and minutes might work. It was unanimously agreed that Nik would share recent Agility minutes to give cabinet a sense of how it would work.
 - ii. One comment was that there have been confirmed instances when something should have been brought to cabinet but wasn't and instances when it was but inaccurately. Again, the ability for those most knowledgeable on an issue to come cabinet to present on it was mentioned as a positive outcome of public agendas.
 - iii. The question was also raised concerning why CGC couldn't in some sense decide things since the president was the chair of that council.
4. Discussion of cabinet's role (sharing of Yavapai's chart)
 - a. The Yavapai charts were presented as a tool that might be useful for think about specific decision areas and who gets to do what in relation to those areas.
5. Discussion and update of shared governance doc. Sections
 - a. Most had not commented on the assigned sections. The task of commenting on sections 1, 5, 8, and 9 were reaffirmed for the next meeting.

Timeline of Implementation (tentative)

Date	Task Description
1/29/19	Assign workgroups to begin drafting Shared Governance document
2/14/19	PDD – Review practical ways to use Guiding Principles and brief overview of Shared Governance Model
3/12/19	Shared Gov. Team Meeting Share Decision-Making chart with Dr. Corr
Week of 3/18/19	Meeting with Cabinet – presenting interests to S.G. Team

3/26/19	S.G. Team Meeting – review Cabinet interests Tentative: Liz Murphy – Consultant
Before Town Hall	Send Model for Final Feedback to Campus
TBD	Budget/Shared Governance Town Hall
5/30/19	Model with Timeline of implementation presented to campus
Summer 2019	Formation of PA Association and Election of Representatives
Summer 2019	Election of Classified Employee Association Representatives
Aug/Sept 2019	Election of Faculty Senate Representatives
Sept 2019	Pilot the Model – All-Campus Council Initial Meeting

January 29 - Section Workgroups: Assign committee members to workgroups to begin drafting sections of Shared Governance document

1. Principles of Shared Governance & Expectations of Involvement- **Nicole Harral & Julia Howe**
2. Classified Employee Association - **Delma Luna & Robin Cooper**
 - a. Includes elections timelines and term limits
 - b. Position descriptions and responsibilities
3. Faculty Senate – **Amelia Bowdell & Ila Peterson**
 - a. Includes elections timelines and term limits
 - b. Position descriptions and responsibilities
4. PA Association – **Laura Sandigo and Sharon Register, Jane Peabody**
 - a. Includes elections timelines and term limits
 - b. Position descriptions and responsibilities
5. Internal & External Procedures of Senate/Association **Sharon Register, Nik Byle, Laura Shepherd**
 - a. Consistent communications processes across all Senate/Associations
6. Visual Representation of the Model- **Biri Martinez & Kate Turpin**
7. Internal & External Procedures of All-Campus Council- **Laura Shepherd, Laura Sandigo and Jane Peabody**
 - a. Consistency of communication/transparency
8. Committee Creation (hold off on touching existing committees) – **Nik Byle & David Buris, Biri Martinez**
 - a. Internal & External Procedures of Campus-Wide Committees (i.e., Retention, Student Success, Strategic Enrollment)
9. Shared Governance Accountability and Assessment – **Kate Turpin/ Biri Martinez**
10. Associated Student Government – **Laura Sandigo & Brenda Warnock**

Attendance

	Name	Title	Department	Email

Present	Biri Martinez*	Administrative Assistant to the Vice President for Learning Services	Learning Services / Yuma	biridiana.martinez@azwestern.edu
Present	Nik Byle*	Professor of Philosophy	Social Sciences / Yuma	Nicholas.Byle@azwestern.edu
Present	Laura Shepherd*	Academic Success Advisor	KEYS Program / Yuma	laura.shepherd@azwestern.edu
Excused	Kate Turpin	Professor/Coordinator Licensed Massage Therapy	Career and Technical Education / Yuma	kate.turpin@azwestern.edu
Present	Delma Luna	Program Specialist	Talent Search, Upward Bound / Yuma	delma.luna2@azwestern.edu
Zoom	Robin Cooper	Center Assistant, La Paz	Academic Services / Quartzsite	Robin.Cooper@azwestern.edu
Absent	Elena Valenzuela	Registration Clerk	Admissions/Registration/Yuma	azucena.valenzuela@azwestern.edu
Present	Jane Peabody	Coordinator of Physical and Wellness Education	Physical and Wellness Education / Yuma	jane.peabody@azwestern.edu
Present	David Burris	Professor of Philosophy	Social Sciences / Yuma	david.burris@azwestern.edu
Present	Sharon Register	Director of Risk Management & Special Projects	Risk Management / Yuma	sharon.register@azwestern.edu
Excused	Nicole Harral	Director of Admissions/Registrar	Enrollment Services / Yuma	nicole.harral@azwestern.edu
Present	Laura Alexandre-Sandigo	Director of Diversity, Inclusion and AccessABILITY	Diversity, Inclusion and Access / Yuma	laura.sandigo@azwestern.edu
Absent	Ila Peterson	Professor of Mathematics	Mathematics / Yuma	ila.peterson@azwestern.edu
Zoom	Julia Howe	Student Support Coordinator (Instinct2 Grant)	Learning Services/Yuma	julia.howe@azwestern.edu

Absent	Vanessa Lopez	Administrative Secretary	Communications, Fine Arts, Modern Languages/Yuma	Vanessa.Lopez@azwestern.edu
Absent	Amber Armer	Accounts Payable Specialist	Finance & Administrative Services/ Yuma	Amber.Armer@azwestern.edu
Excused	Amelia Bowdell	Professor of English as a Second Language	Modern Languages/Yuma	amelia.bowdell@azwestern.edu
Absent	Cindy Romero	Service Desk Team Leader	IT	cindy.romero@azwestern.edu

Agility Implementation Team Meeting Minutes

Date | time 4/9/2019 8:00 AM | Location AS 118

Agenda Items

- Debrief of conversation with consultant, Liz Murphy, from Campus Works regarding our interactions with Cabinet
 - o Laura Sandigo killed a bug.
 - o Liz Murphy offered to type up the notes from our meeting with her and email them to us. Based on our comments, she would then send them also to Cabinet to function as an intermediary. By this meeting we had not heard from Cabinet or Liz. Biri offered to email Liz to ask for an update. (Shortly after the meeting Liz emailed the notes and Biri forwarded them to the rest of the committee.)
- Review of another model that Liz Murphy consulted on last year and how it may influence our model
 - o Liz had presented Tulsa Community College's model as an alternative to ours. In this model there are a handful of master councils divided according to college-wide issues.
 - o Biri presented a graphic of a model that would incorporate the issue-oriented committee groups with our associations as having advisory roles.
 - o It was generally agreed that a compromise between our previous proposed model and Liz's example was best.
 - o No clear decision was reached. It was agreed that we should return to this at our next meeting.
- After receiving notification that Kate Turpin will be retiring, the committee unanimously voted to make Laura Shepherd the permanent PA tri-chair
- Review of Sections 1, 5, 8, & 9 as a group
 - o This item was tabled for future discussion.
- Plan for Team Retreat
 - o It was generally agreed that June 7th would work.

Attendance

	Name	Title	Department	Email
Present	Biri Martinez*	Administrative Assistant to the Vice President for Learning Services	Learning Services / Yuma	biridiana.martinez@azwestern.edu
Present	Nik Byle*	Professor of Philosophy	Social Sciences / Yuma	Nicholas.Byle@azwestern.edu
Present	Laura Shepherd*	Academic Success Advisor	KEYS Program / Yuma	laura.shepherd@azwestern.edu
Zoom	Delma Luna	Program Specialist	Talent Search, Upward Bound / Yuma	delma.luna2@azwestern.edu

Zoom	Robin Cooper	Center Assistant, La Paz	Academic Services / Quartzsite	Robin.Cooper@azwestern.edu
Absent	Elena Valenzuela	Registration Clerk	Admissions/Registration/Yuma	azucena.valenzuela@azwestern.edu
Present	Jane Peabody	Coordinator of Physical and Wellness Education	Physical and Wellness Education / Yuma	jane.peabody@azwestern.edu
Present	David Burris	Professor of Philosophy	Social Sciences / Yuma	david.burris@azwestern.edu
Present	Sharon Register	Director of Risk Management & Special Projects	Risk Management / Yuma	sharon.register@azwestern.edu
Excused	Nicole Harral	Director of Admissions/Registrar	Enrollment Services / Yuma	nicole.harral@azwestern.edu
Present	Laura Alexandre-Sandigo	Director of Diversity, Inclusion and AccessABILITY	Diversity, Inclusion and Access / Yuma	laura.sandigo@azwestern.edu
Zoom	Ila Peterson	Professor of Mathematics	Mathematics / Yuma	ila.peterson@azwestern.edu
Zoom	Julia Howe	Student Support Coordinator (Instinct2 Grant)	Learning Services/Yuma	julia.howe@azwestern.edu
Absent	Amber Armer	Accounts Payable Specialist	Finance & Administrative Services/ Yuma	Amber.Armer@azwestern.edu
Present	Amelia Bowdell	Professor of English as a Second Language	Modern Languages/Yuma	amelia.bowdell@azwestern.edu
Absent	Cindy Romero	Service Desk Team Leader	IT	cindy.romero@azwestern.edu

Agility Implementation Team Meeting Minutes

Date | time 4/23/2019 8:00 AM | Location 3C 2105

Agenda Items

- David and Sharon: Suggestions for pushing decisions down?
 - o The general concern is that even with a shared governance structure, many decisions will still be pushed up, rather than be made at the lowest appropriate level.
 - o Suggested solutions included the following:
 - (1) Adapting Yavapai's decision-making chart to AWC's purposes. This should make it clearer who provides input, recommends, decides, and approves actions on many operational and shared governance matters, and it can be used to push decision making down.
 - Laura Shepherd will convert the Yavapai chart into an editable Excel file. The Laura's, Nik, David, and Nicole volunteered to review the document and suggest any alterations to adapt it to AWC.
 - (2) Creating a form that when someone brings a proposal to a VP it also include a justification for why the lowest appropriate level in the org chart can make that decision.
 - (3) Properly structuring the shared governance model with specification that decisions can or should be made at various levels.
 - (4) Mandated training, particularly for cabinet and likely from an outside consultant, on how to empower and trust lower levels.
- Connections with SACCIT
 - o Tabled for a future meeting
- June Conference opportunity
 - o There is a conference in Tucson on June 18th and 19th titled "Working Together for Student Success: Communication, Collaboration, and Breaking Down Silos." (<https://www.league.org/ls2019az>) We can send two reps. Laura Sandigo has volunteered and we need one more.
- Compromise between Liz's suggested model and our previous model
 - o By unanimous vote, we agreed to adopt some of the elements from Liz's model. Specifically, rather than have the associations between CGC and the committees, we will have councils devoted to large topical areas of the college. Committees and workgroups will report to the councils. The associations will function as advisory bodies, generally communicating with the CGC.
 - Biri has volunteered to make the necessary graphic changes.
 - Another item on our to-do list is then to review the master list of committees, identify common topics, and identify existing or create councils that will oversee those areas.
 - We have also standardized the following terms: (1) Councils: These are permanent decision-making bodies overseeing significant portions of the college; (2) Committees: These deal with more specific issues that may still be of more enduring nature (example: general education curriculum committee) They report to councils, exists for longer periods of time, though they still require the periodic review/renewal of their charters; (3) Workgroups: These are even more specific and of a definite limited timeframe. They also report to councils.
- Review of Sections 1, 5, 8, & 9 as a group
 - o Tabled for future meetings

Attendance

	Name	Title	Department	Email
Present	Biri Martinez*	Administrative Assistant to the Vice President for Learning Services	Learning Services / Yuma	biridiana.martinez@azwestern.edu
Present	Nik Byle*	Professor of Philosophy	Social Sciences / Yuma	Nicholas.Byle@azwestern.edu
Present	Laura Shepherd*	Academic Success Advisor	KEYS Program / Yuma	laura.shepherd@azwestern.edu
Zoom	Delma Luna	Program Specialist	Talent Search, Upward Bound / Yuma	delma.luna2@azwestern.edu
Excused	Robin Cooper	Center Assistant, La Paz	Academic Services / Quartzsite	Robin.Cooper@azwestern.edu
Absent	Elena Valenzuela	Registration Clerk	Admissions/Registration/Yuma	azucena.valenzuela@azwestern.edu
Absent	Jane Peabody	Coordinator of Physical and Wellness Education	Physical and Wellness Education / Yuma	jane.peabody@azwestern.edu
Present	David Burris	Professor of Philosophy	Social Sciences / Yuma	david.burris@azwestern.edu
Present	Sharon Register	Director of Risk Management & Special Projects	Risk Management / Yuma	sharon.register@azwestern.edu
Present	Nicole Harral	Director of Admissions/Registrar	Enrollment Services / Yuma	nicole.harral@azwestern.edu
Present	Laura Alexandre-Sandigo	Director of Diversity, Inclusion and AccessABILITY	Diversity, Inclusion and Access / Yuma	laura.sandigo@azwestern.edu
Absent	Ila Peterson	Professor of Mathematics	Mathematics / Yuma	ila.peterson@azwestern.edu
Zoom	Julia Howe	Student Support Coordinator (Instinct2 Grant)	Learning Services/Yuma	julia.howe@azwestern.edu

Absent	Vanessa Lopez	Administrative Secretary	Communications, Fine Arts, Modern Languages/Yuma	Vanessa.Lopez@azwestern.edu
Absent	Amber Armer	Accounts Payable Specialist	Finance & Administrative Services/ Yuma	Amber.Armer@azwestern.edu
Zoom	Amelia Bowdell	Professor of English as a Second Language	Modern Languages/Yuma	amelia.bowdell@azwestern.edu
Present	Cindy Romero	Service Desk Team Leader	IT	cindy.romero@azwestern.edu



Agility Implementation Team

08/20/19/ 8:06 am in 3C-2105 | Meeting called to order by Nik Byle

In Attendance

Attendance	Name	Division/Department	Position & Voting Status
Present	Nik Byle (Trichair)	Social Sciences / Yuma	
Present	Laura Shepherd (TriChair)	KEYS Program / Yuma	
Zoom	Robin Cooper (Trichair)	Academic Services / Quartzsite	
Absent	Biri Martinez	Admissions and Registration / Yuma	
Present	Delma Luna	Talent Search, Upward Bound / Yuma	
Present	Jane Peabody	Physical and Wellness Education / Yuma	
Present	David Burris	Social Sciences / Yuma	
Present	Sharon Register	Risk Management / Yuma	
Present	Nicole Harral	Enrollment Services / Yuma	
Present	Laura Alexandre-Sandigo	Diversity, Inclusion and Access / Yuma	
Present	Ila Peterson	Mathematics / Yuma	
Zoom	Julia Howe	Learning Services/Yuma	
Absent	Vanessa Lopez	Communications, Fine Arts, Modern Languages/Yuma	
Absent	Amber Armer	Finance & Administrative Services/ Yuma	
Present	Cindy Romero	Service Desk	

Approval of Minutes



Announcements

Agenda & Outcomes

Items	Discussion & Outcomes
<p>Updates since Summer retreat</p>	<ul style="list-style-type: none"> • Biri has moved to a PA position and therefore could no longer function as a CE representing tri-chair. Robin Cooper volunteered to be the new CE tri-chair. There were no objections. • The Shared Governance Handbook was shared with Cabinet for feedback. Through informal communication, Some concerns included the strictness of some rules, whether councils should function by voting or consensus, who should and should not be voting members of councils. • In response to one of those concerns, the committee, after some discussion, unanimously voted to make VPs voting members of their respective councils. • The Agility team has a scheduled meeting with Cabinet on 9/10. Liz Murphy from CampusWorks will facilitate. • In preparation for the Cabinet meeting the Agility tri-chairs will meet with the Strategic Plan Implementation tri-chairs, Ellen Riek, Biri Martinez, and Lori Stofft. • Also in preparation for the tri-chair and cabinet meetings, the committee worked on two examples of proposed changes working through the shared governance model. • Laura Shepherd updated the committee on the proposal to use Facebook's Workplace as the college's intranet for sharing proposals, agendas, minutes, etc.
<p>Creation of a Fall 19 timeline and to-do list</p>	<ul style="list-style-type: none"> • Laura Shepherd shared the proposed timeline copied below • Nik and Laura will make the need updates to the S.G. Handbook and inform the other tri-chairs and cabinet



	<ul style="list-style-type: none"> • Laura Sandigo and Nicole Herral volunteered to work on the video and have a draft script ready to present at the next meeting. • Ila Peterson, Laura Shepherd, and Delma Luna volunteered to work on a proposal template that would be incorporated into the Shared Governance Handbook to facilitate the way in which proposed changes are brought to and go through the shared governance protocols.
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Agilty Implementation Team 2019 – 2020

Estimated Date(s)	Time	Location	Activity Description	Lead Facilitator
8/28/19	3pm – 4:30pm	SC	Tri Chair Meeting with Strategic Planning Committee	Agility Tri Chairs
9/10/19	8am – 9:30am	TBD	Agility + Cabinet (Identify 1 – 2 specific objectives for takeaway)	Liz Murphy
9/16/19	Shared Governance Video Released to Campus with short survey questions			
10/1/19	Shared Governance Handbook Released to Campus Schedule Focus Groups with Committee Chairs Short Survey focused on specific areas of Handbook			

Agility Team Meeting Dates (Fall 2019): 8am – 9:30am (3C 2105?)

- 8/20/19
- 9/3/19
- 9/17/19
- 10/1/19
- 10/15/19
- 10/29/19
- 11/12/19
- 11/26/19
- 12/10/19

Major Action Items:

- Intranet solution (Microsoft 365 vs. Facebook Workplace) – decision forthcoming from IT, demo to be scheduled soon



- Decision-making examples
- Timeline for Shared Governance implementation
- Goal: Nov – Dec 2019: Begin Council Representative Recruitment
- Spring 2020: CGC, Councils, Associations begin meetings; Committee Charters requested

Adjournment & Next Meeting

Adjourned at 9:32 am

09/03/19 | 8:00 am, 3C-2105



Agility Implementation Team

09/03/19/ 8:00 am in 3C-2105 | Meeting called to order by Nik Byle

In Attendance

Attendance	Name	Division/Department	Position & Voting Status
Present	Nik Byle	Social Sciences / Yuma	Tri-chair
Present	Laura Shepherd	KEYS Program / Yuma	Tri-chair
Zoom	Robin Cooper	Academic Services / Quartzsite	Tri-chair
Zoom	Biri Martinez	Admissions and Registration / Yuma	
Present	Delma Luna	Talent Search, Upward Bound / Yuma	
Present	Jane Peabody	Physical and Wellness Education / Yuma	
Absent	David Burris	Social Sciences / Yuma	
Absent	Sharon Register	Risk Management / Yuma	
Present	Nicole Harral	Enrollment Services / Yuma	
Present	Laura Alexandre-Sandigo	Diversity, Inclusion and Access / Yuma	
Present	Ila Peterson	Mathematics / Yuma	
Absent	Julia Howe	Learning Services/Yuma	
Absent	Vanessa Lopez	Communications, Fine Arts, Modern Languages/Yuma	
Absent	Amber Armer	Finance & Administrative Services/ Yuma	
Absent	Cindy Romero	Service Desk	

Approval of Minutes



Announcements

Agenda & Outcomes

Items	Discussion & Outcomes
<p>Updates from tri-chair meeting with implementation tri-chairs</p>	<p>Laura and Nik updated the committee on the comments from Cabinet and from the Implementation tri-chairs. The committee agreed to the following changes:</p> <ol style="list-style-type: none"> 1) A statement about the overall purpose of the handbook, esp. in terms of balancing competing values was added (4). 2) A statement about DGB, the president, policies, and procedures was added (4). 3) An attempt to formulate a general distinction between operational and shared governance decisions was added (5). 4) The DGB and president were added to the chart (6). 5) In the CGC section, a statement that the CGC would function primarily as a recommending body to the president (7). That will be added. Though we did have a question about that. DPC said that he would be open to CGC making more decisions if it were based on consensus rather than voting, which we did. So maybe a quick clarification on that would be good at our meeting. 6) A section on the President’s Cabinet was added (14). 7) All VPs were made voting members of their respective councils (15-19), and the VP of Tech was added to the Institutional Development Council (18). 8) A statement about the decision-making grid was added to explain its purpose and organic nature (27). 9) And the part of the grid showing who provides input, recommendations, etc. was deleted (28-30). 10) 10) A proposal template was added (37).
<p>Go over proposal template</p>	<p>We reviewed the proposal template. The template was approved with minor changes in wording.</p>
<p>Go over video script & updates on video</p>	<p>The committee reviewed the script draft. The committee also discussed who might be good as readers for the various sections: Dr. Corr for the opening and closing comments; Julia Howe was suggested as narrator for the definition of SG, and opening and closing general council portions;</p>



	Laura Sandigo for the associations; Angel or Joann for the academic council; Dave Riek for the community relations council; Peggy, Steve Eckhert, or Junior Castro for district operations; Bob Walker or Ashley M. for institutional development; the SGA pres for the student experience; Tim Slack for the CGC; and Martha M for GAC.
Go over council charter memberships	Tabled for a future meeting
Recruiting more members and beginning PDD objective	Laura Shepherd will begin drafting a recruitment email.

Adjournment & Next Meeting

09/10/19 | 8:00 am, 3C-2105