Minutes for Committee Chair

September 13, 2024

Levan Center

# Attendance

## Co-Chairs:

Faculty Co-Chair: Erica Giblin

Administrator Co-Chair: Jessica Wojtysiak

Classified Co-Chair:

Student Co-Chair:

## Members Present:

Jessica Wojtysiak, Rebecka Zepeda, Robert Kelly, Bill Moseley, Scott Dameron, Ben Perlado Gilbert Ayuk, Tanya Silva, Sara Manuel, Joshua Lewis, Kim Nickell, Tom Moran, Tarina Perry, Kim Bligh, Stephen Waller, Brett Redd, Kristin Rabe, Yvette Colby, Michelle Hart, Jo Ellen Barnes, Andrea Thorson, Vikki Coffee, Marcos Rodriguez, Michael McNellis, Queen King, Marisa Marquez, Roy Allard, Nicky Damania, Manny Mourtzanos, Edie Nelson, Dillon Giblin,

## Members Not Present: Erica Giblin, Cesar Jimenez, Mindy Wilmot, Grace Commiso, Kalani Henry, Joe Grubbs, Rich McCrow, Tye Mccovery, Ximena Ortega, Lysander Ramos, Amanda Anguiano, Genise Hunter, Christie Howell, Justin Kelly, Anita Karr, Jennifer Jett, Anna Melby, Paula Parks, Angela Williams

## Guests: Aricia Leighton, Sondra Keckley

# Welcome, Introduction of Incoming Chairs

* Wojtysiak called the meeting to order and asked members to introduce themselves.

# Review of Agenda – Zepeda

* A copy of the committee meeting schedule was circulated for chairs to update.

# Committee Charges – Wojtysiak & Zepeda

* Discussion of committee charge updates
	+ Committees should be discussing updates to charges including membership – any membership changes would take affect 2025-26
	+ Type of Committee designation has been updated and is posted to the [Decision Making and Shared Governance Page](https://www.bakersfieldcollege.edu/about/administration/planning-and-accountability/decision-making/index.html)
* Discussion of initial outreach to members at semester start – email from Jo Ellen Barnes to the Budget Committee shared as a possible template/guide for committee chairs

# Accessible Templates - Moseley

* Key components of creating accessible documents.

# Chair 101- Thorson & McNellis

* Review of Best Practices & recommended the Strengths Inventory.
* Handout: Conflict Style Assessment Inventory

# Committee Website – Dameron & Leighton

* Key components of committee webpages that should be updated the first weeks of the semester.
* Handout: Abbreviations for Committee or Document Names and other Common References

# Future Trainings/Resources Discussion – Wojtysiak & Zepeda

* Asked the committee what they would like to see presented at the next CoC meeting
	+ Roberts rules 101

# Meeting Adjourned

* 11:30am

Notes recorded by Tarina Perry