Governance Training

Council Leaderhips

Dr. Clevette Ridguard
Governance Director
August 27, 2020
2:00 pm to 4:00 pm
Outcomes

By the end of the training, you will have:

- Participated in Parliamentary Procedure Training
- Received Governance Reporting Process
- Discussed Governance Leadership Expectations
- Participated in Questions and Answers
Debi Wilcox
Registered Parliamentarian, Make Meeting Simple

Parliamentary Procedure: Mastering the Rules
Council Members, united by:

- Focusing on the *mission* of the College
- Seeking to promote *mutual success*
- Inviting the College community to be *heard*
- Keeping constituents *informed*
- Sharing representative perspectives with the Council to help form recommendations
- Emphasizing *communication, collaboration, and civility*
- Ensuring that governance is a *transparent and evolving process*
# College Leadership and Governance Participation

<table>
<thead>
<tr>
<th>Decision Status</th>
<th>Governance and College Leadership</th>
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</thead>
<tbody>
<tr>
<td>Decision Not Made Yet</td>
<td><em>Engagement</em> Consult, Involve, Collaborate, Empower</td>
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<tr>
<td>Decision Already Made</td>
<td><em>Informational</em></td>
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Decision not made: Levels of Engagement

• **Consult** – Leadership asks for input relevant to a pending decision at one point in the decision-making process. The promise is to consider input.

• **Involve** – Leadership involves one or more governance councils with multiple opportunities for input. The promise is to consider input and representative perspectives to a larger degree than consult.

• **Collaborate** – Leadership engages in all key aspects of designing a solution. Consensus is not required, but promise is to weigh governance recommendations heavily in the final decision.

• **Empower** – Leadership empowers councils to decide among possible choices and provides resources to make an informed decision. The promise is to implement the recommendation as much as feasible.
Decision Made: Informational Level

• Informational Only
  • The goal and promise is to keep the College community informed so they can understand what is taking place.
  • Think of this as doing public relations and fulfilling the promise of keeping the College community informed.
Considerations

- What level of participation in the decision process is most appropriate?
- Are there other council(s) that you should collaborate with for your input or response? Which council should you engage or inform?
Governance Logistics

- Setting up the Meeting
  - Zoom Guidelines
- Planning for the Meeting
  - Inviting Speakers
- Conducting the Meeting and Follow-Up
  - Action Items, Email, and Reports
Communication Guidelines

- Meeting Agenda Templates
- Minute Templates
- Governance Email Addresses
- Governance Recommendation Template
- Governance Council Goal Template
- Constituency Report Template
Governance Processes

- Dates and Timelines
- Reports
  - Goals Plan
  - Constituency Concerns
- Recommendations
  - Documentation/Well Written
- Other Duties
Conclusions: KEYS to Success

- Understand your role and your council’s role
- Understand the difference between being informed and being engaged and work with your council members to find the right balance
- Use Robert’s Rules to move the work forward
- Understand how constituents can utilize governance effectively
- Understand how decision-makers can utilize governance effectively