

Date: March 6th, 2026
To: Taskforce Members
Subject: Summary Memo (February 24th Orientation)

A. Council Meeting Overview

This memo is intended to provide a brief summary of the topics discussed at the February 24th taskforce orientation meeting. This summary is organized by agenda segments and includes the segment objective and a summary of discussion highlights.

B. Agenda Item – Opening Sequence

- **Objective:** *To deliver an overview of the day's activities and create an initial space for reflection.*
- **Discussion Summary:** *Members received an intro to the facilitator, Shelly Blair, along with perspectives on the goals for discourse within the group, including constitutive communication and productive conflict. Additionally, members reflected on what they'll be bringing to the group. Highlights from those reflections are included below:*
 - Dedication to values like transparency, open communication, respect, and genuine collaboration, alongside inquisitiveness, critical thinking skills, and a desire to lean into curiosity to learn collectively.
 - Decades of experience across classified work, instruction, community development, data-driven decision-making, communications, advising, IT, and government, with some citing prior shared governance experience at PCC or other institutions.
 - Diverse perspectives, with a desire for a genuinely inclusive process representative of the full PCC community, including notes on uplifting student voice, and the perspectives of classified employees and part-time faculty.

C. Agenda Item – Taskforce History

- **Objective:** *To provide background on the preliminary steps and feedback touchpoints that led to the creation of the taskforce.*
- **Discussion Summary:** *Members received a timeline of the taskforce's development history, from the initial co-chair convening in October '25, where the idea was first generated, to the drafting of the charter, scope, and role categories, with accompanying feedback touchpoints, and the recent application and selection process.*

Members also received an overview of the membership selection methodology and a breakdown of the current membership by campus and classification type. Following this,

members reflected on their hopes and fears regarding the taskforce. Reflection highlights are included below:

- Noted hopes:
 - We contribute our experiences, institutional knowledge, and perspectives to build transparent and inclusive shared governance at PCC that brings all voices to the table with authentic engagement;
 - We produce tangible, replicable, and scalable outcomes for PCC's community.
- Noted fears:
 - A lack of shared understanding of shared governance and related definitions will impact group outcomes;
 - There won't be enough time to do the work well;
 - Not all voices will carry the same weight or be heard;
 - The group might become an echo chamber, or become watered down through trying to please everyone;
 - The work won't lead to real change; be shelved, due to lack of follow-through or resistance to change; or get stuck in an ongoing swirl, without progress.

D. Agenda Item – Group Norms

- **Objective:** *To review and build upon group norms based on taskforce member perspectives.*
- **Discussion Summary:** *As grounding, members reviewed the taskforce's core operating principles, communication standards for constituency connection, and PCC's CARE principles. Additionally, the group used the previous reflections from the "hopes and fears" exercise to generate additional ideas and considerations for group norms. Highlights included below:*
 - All voices should be heard and valued; the group should aim to draw out quieter voices, and underrepresented perspectives, rather than defaulting to those most comfortable speaking up.
 - We should intentionally create multiple modes of participation and input for each meeting
 - Create an environment of respect and psychological safety, wherein members feel safe to share authentically, even in dissent
 - Acknowledge that the group should approach the work, and one another, with a spirit of collective learning and growth.
 - Approach the work with curiosity, ask questions, and encourage solutions.
 - Commit to implementing meaningful change.
 - Come prepared to meetings, having engaged with materials in advance, and take ownership of your participation: the work belongs to everyone, not just the facilitator or group leads.

- Establish clear agendas, discussions aligned with objectives, shared definitions of respectful dialogue, and clear communication about the decisions that need to be made.
- The group wants to accomplish work, not just contribute to more conversation and we need to be protective of that.
- Document and track decisions.
- Establish a shared grounding in the context of the work.
- Actively seek feedback from the groups you represent.

E. Agenda Item – Reviewing the Charter

- **Objective:** *To review the taskforce charter purpose, member responsibilities, guiding principles, and scope elements, and engage the group in delivering perspectives on scope outcome prioritization.*
- **Discussion Summary:** *Members received a brief overview of One College United context, as a reminder of PCC's shared governance framework, followed by a breakdown of membership responsibilities and co-chair responsibilities (along with an explanation of the co-chair election process). Those running for co-chair shared individual introductions.*

Members were reminded of the scope outcomes within the charter, along with accompanying deliverables. Through an asynchronous Slido poll, members engaged in a scope prioritization exercise.

F. Naming Feedback Loops

The below ideas were pulled from throughout the meeting dialogue and feedback, and identified as potential agenda topics or activities for future sessions and/or resources the taskforce might develop.

- The facilitator will connect with the co-chairs, Amina Saseyi and Nicole Shappart, as well as the Executive Sponsor, Katy Ho, to begin the planning process for the March meeting.
 - Specifically, they will review the feedback provided by the members, including the perspectives on scope prioritization and group norms.
- The facilitator and co-chairs will bring back the topic of number of co-chairs for discussion at the March meeting now that co-chairs have been established.
- The facilitator and co-chairs will ensure that the agenda has multiple avenues for participation such that all members have an opportunity to participate either by leveraging the engagement form, participating in breakouts, or engaging in large group discussions.
- The facilitation team will 'unlock' the mute button for all group members, so they can mute and unmute themselves to make participation and discussion easier and more open.