

Administrative Services Planning & Budget Team 2022 Annual Governance Reflection Questions

1. Reflecting on the work of your governance group over the past year, how did this work help fulfill our mission, values, strategic initiatives, Institutional Core Competencies, and commitment to equity?

Representation from all campus stakeholders including students, faculty, classified and administrative services staff. Wide-ranging input gives the Administrative Services division the opportunity to better address the fiscal and college operations needs of the campus. The Higher Education Emergency Relief Fund (HEERF) has enabled the Administrative Services division to procure COVID PPE (Personal Protection Equipment) supplies and equipment to mitigate the spread of the virus and keep on-site employees as safe as possible. It has also allowed for procurement of campus wide instructional materials to assist students and faculty with remote learning. Equity is a core component of HEERF procurement. Examples of which are clear masks for deaf and hard of hearing individuals. Singer specific masks for the music department. Lab kits for chemistry and biology students.

2. Reflecting on your governance group's processes and practices over the past year, please identify what has been working and what changes you plan to implement over the next academic year to ensure continuous improvement.

APBT students are assigned a mentor for the transition in beginning of the year. This helps the students feel comfortable and valued. Zooming with students outside of the meeting when complicated agenda items are scheduled helps students understand and feel comfortable participating in the meeting. Allowing the time and inviting members to share their thoughts and feedback from their constituent groups helps with equality in participation. Members model a collaborative yet focused meeting style which helps with inclusionary and timely actions.

3. Reflecting on your groups' ability to disseminate information to its stakeholders, what are some strengths and weaknesses in regard to ensuring that all stakeholders are informed of the committee's activities, processes, policies and decisions? How can you improve your process for information dissemination next year?

Committee members are routinely reminded their role is to share agenda items with their respective constituencies and to gather feedback to ensure the work of APBT is shared widely but this continues to be a challenge as the APBT is one of the smaller teams of the 23. At the recommendation of a member, items will now include a brief "impacts" summary at the end of items to help members when sharing agenda items with their constituent groups.