

CCSTEM Organizational Structure Working Group Notes

Keller Summary Notes from Meeting #1

1. Discussion of CCSTEM mission, vision, and goals – notes recorded by Julie
2. Discussion of non-profit incorporation
 - a. Status – Collect further information about associated costs and procedures
3. Discussion of organizational structure
 - a. With respect to CSLNet grant, primary activities that seem to need further definition involve decision making policies and procedures related to:
 - i. Mini-grant Coordination
 - ii. Travel
 - iii. Web Management/Public Relations
 - b. With regards to organization, primary issues seem to be:
 - i. Definition of Membership
 - ii. Creation of charter or bylaws for how organization operate
 - iii. Definition of subgroups of organization (see Jamie's notes for more details)
 1. Board (15-17 Members)
 2. Executive Committee of the Board (5 Members from the board)
 3. Advisory Board (10-20, individuals with cache) – meet 1-2 times per year
 - iv. Discussion of how SB and SLO collaborate
 1. SB-SLO Boards meet in person once per year?
 2. SB-SLO Boards meet quarterly via telecom?

Proposed Flow for Meeting #2 (total meeting 105 minutes)

- 1) Review minutes (above and from Julie and others) and revise proposed agenda (see below) – 15-20 minutes
 - a. Each member has 1-3 minutes to suggest additions/changes to the agenda so that key issues to be addressed are recorded and incorporated
- 2) Work through revised agenda – 80-70 minutes
- 3) Reflect on outcomes – 10-15 minutes
 - a. Each member shares thoughts on meeting outcomes for 1-2 minutes

Organizational Subcommittee #2
Monday, July 2, 2012
Proposed agenda

- 1) Of the Goals listed in the Mission Statement, is there are ranking in priority over the next year?
 - a. First, are there any goals missing from the mission statement?
 - b. Second, each member ranks the goals and we look for trends and agreement in what is most important to address this year versus further down the line
 - c. This activity is used to reach some common understanding about the types of activities we feel CCSTEM hopes to accomplish, which should inform our organizational structure

- 2) What are the proposed organizational models we plan to share at the next “Advisory Board” meeting?
 - a. At first meeting, organizational structure involving a board, executive committee of board, and advisory board was proposed (see Jamie’s attachments)
 - b. Discuss concerns and revisions to this potential organizational model with emphasis on how it accommodates SLO and SB
 - c. If there is significant disagreement or concern about a board model, discuss alternative models
 - d. We do not decide on an organizational model at this meeting but bring all proposed models to our next meeting for discussion and decision

- 3) What are the recommendations from the organizational subcommittee
 - a. Proposed ranking of goals and activities for organization
 - b. Proposed models for structuring organization