

Finance Council Meeting Guidelines 11.6.15

1. Meetings will start on time and continue forward regardless of late arrivals.
2. *We agree to arrive at meetings prepared, having read all handouts.*
3. We agree to speak in turn when called on by the Chair and/or be put on a list managed by the Chair or designee.
4. We agree to limit our turn to 2 minutes or less to assure everyone has adequate time to speak on each topic of discussion. Members are allowed numerous turns in each discussion. The 2 minute stipulation does not include a presenter.
5. Members should allow for full discussion while at the same time speaking with direct relevance to the topic and/or motion.
6. We acknowledge this is a collaborative process and everyone's perspective and thoughts are important to the whole.
7. We encourage constructive criticism and robust debate while at the same time fostering a safe and respectful meeting environment.
8. We will make great efforts to assure that decisions are made with all stakeholders at the table.
9. Meetings will end on time.

RESPECTFUL COMMUNICATION AND THE GOVERNANCE SYSTEM (revised)

These respectful communication protocols are developed to support a respectful and inclusive governance system environment that recognizes the value and dignity of all employee, faculty and student voices. It is only through genuine dialog, that is, dialog that reflect principles of respectful communication, that the full and meaningful participation of all stakeholders in the process will be achieved.

We recognize everyone's freedom of expression. We expect that everyone take responsibility to exhibit professional behavior that reflects college values and policies.

Governance Council and Committee work will be conducted using the following ground rules:

- ❖ Listen and speak without judgment - listen for understanding, even if you disagree
- ❖ Focus on learning from your counterpart -
- ❖ Seek next level of understanding in order to expand the inquiry
- ❖ Balance speaking and listening
- ❖ Operate in a mode of inquiry
- ❖ Focus on issues not people – avoid personal attacks by criticizing the idea, not the person
- ❖ Do not interrupt, be brief, take turns.