

## GOVERNANCE STEERING COMMITTEE

| PRESENT | GOVERNANCE STEERING COUNCIL    | REPRESENTING   |
|---------|--------------------------------|--|
|         | Marilyn Martin CHAIR of GSC    | Faculty Senate Representative                            |
|         | Kevin Butler                   | <i>Forum Moderator (ex officio, non-voting)</i>          |
|         | Susan Laprade                  | <i>Assistant Vice President (ex officio, non-voting)</i> |
|         | Philomena D'Alessandro (Chair) | Learning Council Representative                          |
|         | Kathy Rentsch                  | Learning Council Representative                          |
|         | <i>Linda LeFave</i>            | <i>Learning Council Alternate</i>                        |
|         | Faith Symmes (Chair)           | Operations Council Representative                        |
|         | Sandra England                 | Operations Council Representative                        |
|         | <i>Jean McLean</i>             | <i>Operations Council Alternate</i>                      |
|         | Ricardo Caton (Chair)          | Diversity Council Representative                         |
|         | Gaelan Benway                  | Diversity Council Representative                         |
|         | <i>Margaret Wong</i>           | <i>Diversity Council Alternate</i>                       |
|         | Michelle McCrillis (Chair)     | Student Services Council Representative                  |
|         | Jonathan Miller                | Student Services Council Representative                  |
|         | <i>TBA</i>                     | <i>Student Services Council Alternate</i>                |
|         | George Fitch (President)       | Faculty Senate Representative                            |
|         | <i>Linda Grochowalski</i>      | <i>Faculty Senate Alternate</i>                          |
|         | Katharine Warner (President)   | Student Senate Representative                            |
|         | Jorge Calvera                  | Student Senate Representative                            |
|         | <i>Nadia Ackerman</i>          | <i>Student Senate Alternate</i>                          |

*Joseph Kroell, Student Senator, also attended the meeting.*

### **GOVERNANCE STEERING COMMITTEE TUESDAY, NOVEMBER 12, 2013 MONKS ROOM AT 3:00 P.M.**

#### **1. Approval of Minutes:**

- The minutes of the meeting of October 8 were approved as presented.

#### **2. Council Chair Updates**

- **Operations Council (Faith Symmes)** –This Council is currently working on/discussing the Social Media Policy and the Acceptable Use policies; Chair Symmes indicated she believes they will both be ready for review at the next meeting and that she will forward copies to Marilyn Martin and Susan Laprade following the next meeting (November 19) if they are approved by the Operations Council. She also indicated there are neither proposed changes to the membership nor to the Charter of the Operations Council at this time.

- **Faculty Senate: (George Fitch)** On behalf of the Faculty Senate, George Fitch submitted DRAFT of a Workplace Bullying Policy. He stated that there is no state/federal law against workplace bullying, but stated the Senate would like to have the college discuss this issue and perhaps invite a speaker to discuss this topic. Discussion ensued about whether it was best to send the Draft Policy to all Councils to review simultaneously with sending it to our legal counsel to see if he has any suggestions and/or if there is anything illegal about the proposed policy, or to wait until we have heard from legal counsel. George Fitch also mentioned that he would like the opportunity to research other schools/states to see if they have such policies in place. Margaret Wong offered the information that this topic is already under review by the MTA as part of a Healthy Workplace discussion.
  - A Motion was made to send this draft to the legal counsel first; then to all Governance Councils. An Amendment was offered that the draft be sent simultaneously to legal counsel and to the Governance Councils.
  - Voting: 5 yes/5 no; the Chair voted as tiebreaker to send the draft simultaneously to the legal counsel and to the Governance Councils.
  - Student Joseph Kroell then asked that the comments or changes offered by the legal counsel's office be forwarded to all when received.
- **Learning Council (Philomena D'Alessandro):** Philomena reported that the Learning Council has voted to revise its membership, and that the Associate Dean of Admissions (Michelle Tufau) will replace the Associate Director of Admissions on the Learning Council. She stated that the Learning Council has forwarded the Procedure for Course/Program Approval to a subcommittee for recommendations, and has voted to request that the Procedure for Course/Program Approval (*pp 32-33*) be removed from the Governance Constitution (and will be omitted in future editions); this information will now be available on the Learning Council's page on the Governance website. Philomena also mentioned that the Learning Council is reviewing the Children on Campus policy.
- **Diversity Council: (Ricardo Caton)** – Ricardo Caton reported that this Council has reviewed the new Systemwide Policy on Affirmative Action which has expanded the list of protected classes and has added a section on sexual violence amidst other significant changes. Susan Laprade offered that the policy will be sent to the Board of Trustees for its information along with a summary of significant changes, and she agreed to send this summary to the entire GSC as well.

- Susan Laprade also mentioned that she has not yet connected with Gaelan Benway to obtain the Service Learning brochure, but that she will do so and place the brochure on the Governance Website under the Student Senate category.
- **Student Services Council: (Jonathan Miller)** This Council is currently working on the Student Action Policy and a Personal Care Assistant policy.

- **Student Senate (Katharine Warner, President)** Katharine Warner stated that the Student Senate is currently developing a Student Voting Policy and is also in the process of rewriting the Student Senate constitution.

**3. Policy Tracking: Policy Descriptions:** Susan Laprade read the list of current policies under discussion, adding the Children on Campus Policy to the list. Linda LeFave noted that she had reviewed the Bloodborne Pathogen Policy that was outdated; Susan Laprade stated the new, signed version had been placed on the website within the past week.

**4. Emeritus Selection Committee:** Susan Laprade stated that it is the responsibility of the Governance Steering Committee to populate the Emeritus Selection Committee, and noted that all six (5 faculty, 1 academic administrator) positions will be vacated before the next round of applications. As we have at least one retiree this year eligible for consideration, it will be necessary to form the committee. Susan will put out the call for nominations to fill the vacancies on this Committee, and the GSC will review these nominations at the next meeting.

**5. Other Business: Elections:** Susan Laprade and Sandra England will work on a written election process for review by the GSC.

**6. All College Forum:** The December 3 All College Forum will be to discuss the Systemwide Affirmative Action Policy, and Anita Bowden and Lori Corcoran will be invited to present.

- a. Agreed also that the Forum on Public Safety will be held in the Spring, either at the March Forum or shortly following the report of the Special Committee – Campus Police.

**7. Adjournment:** With no other items presented for discussion, the Committee voted to adjourn at 4:10 p.m.

Respectfully submitted,  
*Susan M. Laprade, Assistant Vice President for Policy and Governance*