

**GOVERNANCE STEERING COMMITTEE**  
**TUESDAY, APRIL 12, 2016**  
**MONKS ROOM at 3:00 P.M.**

| <u>PRESENT</u> | <u>GOVERNANCE STEERING COMMITTEE</u> | <u>REPRESENTING</u>  |
|----------------|--------------------------------------|--|
| <b>x</b>       | Selina Boria                         | <i>Executive Assistant to the President (ex officio, non-voting)</i> |
|                | Kevin Butler                         | <i>Forum Moderator (ex officio, non-voting)</i>                      |
| <b>x</b>       | <i>Margaret Wong</i>                 | <i>Parliamentarian, Diversity Council (Chair)</i>                    |
| <b>x</b>       | Gaelan Benway                        | Diversity Council Representative                                     |
|                | Philomena D'Alessandro               | Learning Council Representative (Chair)                              |
| <b>x</b>       | Kathy Rentsch                        | Learning Council Representative                                      |
|                | <i>Jim Brown</i>                     | <i>Learning Council Alternate</i>                                    |
| <b>x</b>       | Faith Symmes                         | Operations Council Representative (Chair)                            |
|                | Jean McLean                          | Operations Council Representative                                    |
|                | <i>Ralph Parente</i>                 | <i>Operations Council Alternate</i>                                  |
|                | Robyn Butterfield                    | Student Services Council Representative (Chair)                      |
| <b>x</b>       | Laurie Behrmann                      | Student Services Council Representative                              |
|                |                                      | <i>Student Services Council Alternate</i>                            |
| <b>x</b>       | Betsy Zuegg                          | Faculty Senate Representative (President)                            |
| <b>x</b>       | Kristy Glover                        | Faculty Senate Representative  |
| <b>x</b>       | <i>Jane Joyce</i>                    | <i>Faculty Senate Alternate</i>                                      |
| <b>x</b>       | Cherise Connolly                     | Student Senate Representative (President)                            |
| <b>x</b>       | William Pittman                      | Student Senate Representative  |
| <b>x</b>       | <i>Holden Lindblom</i>               | <i>Student Senate Alternate</i>                                      |

**AGENDA:**

1. Minutes of the 10/13/15 meeting were approved.
2. Updates from the Chairs:
  - a. **Learning Council** – Kathy Rentsch reported there was no report due to no meeting.
  - b. **Diversity Council** – Margaret Wong shared an update from the last Diversity Council meeting. The Council proposed adding 5 new at-large members to their Council, as there has been several people interested in serving on the Council. This will expand the Council from 10 to 15. It was discussed that individual councils have the right to change the membership structure of each council and does not need approval from the Steering Committee.
  - c. **Operations Council** – Faith Symmes reported the council has not met and there is no report.
  - d. **Student Services Council** – Laurie Behrmann reported that the Council has discussed updating old policies that have not been reviewed in a while. She

shared there is also an older template (originally designed by Jane June) which will be used to format old policies into the proper template.

- e. **Faculty Senate** – Betsy Zuegg reported the Council had their first meeting last month post Work to Rule. The Senate made a motion to amend the sabbatical reports to include an abstract with information for a report to the Board of Trustees and will keep them informed. Betsy noted it has been shared with VP Pat Toney. Betsy also shared the group is working on plans for the faculty retreat and workshops that will be presented.
- f. **Student Senate** – Cherise Connolly reported they are working on changes to their Constitution. She also reported they are working on a “Diversity Week” in place of having Spring Fling. The week will involve activities or events each day as opposed to just one event. It will take place the week of 4/25 to 4/29. It was noted that Friday 4/29 is Stand Against Racism Day.

### **3. Emeritus Selection Committee Elections**

Selina Boria asked the Committee to review the policy for selecting members to the Emeritus Selection Committee. Nominations had been sought prior to this meeting for the 2 open seats (3 year terms) and 3 nominations were made. The group discussed whether a faculty wide election needs to be held or if the GSC has the ability to vote. The group discussed that in the past the GSC voted in the members. The group voted to elect the 2 new nominations to allow new people an opportunity to serve on the committee. Steve Zona and Lisa Cook were selected and will be notified by Selina.

The group also discussed the ballot process for any future elections and noted that ballots should be turned in, in envelopes with the faculty members names, so as to protect the security of the voting. Once envelopes turned in, names are checked off for tracking and to avoid multiple votes by individuals and ballots are separated from envelopes for privacy of votes until tallied.

### **4. Governance Elections 2016-2017**

All governance council seats are open and an election needs to take place this spring. The Committee discussed terms for seats and it was noted the policy does not specify and needs clarification. It was discussed that each council should decide and set terms for positions. This can be worked on by councils in the fall and each Council can make their recommendations to the GSC.

Following this meeting, Selina Boria will send out a call for nominations for all positions with a deadline of April 22, and voting taking place the following week if needed.

Student nominations and voting will take place in the fall.

**5. New Business:**

- a. Policies in Need of Review - The Committee discussed policies in need of review and Laurie Behrmann inquired about whether there was a list of which council had ownership over policies. It was discussed that no particular council has authority over a policy and they can be addressed by any council that feels it is pertinent to them or that they want to address. Even if a policy is reviewed by a council and no changes are needed, it can be brought to the Forum and then get stamped with a new updated date so it is known and published that it has been reviewed.
- 6. Next Forum:** Tuesday, **May 3**, 2 pm, 109 A&B in the HLC – The group agreed they would like an update from the President and E-team on enrollment, budget, Southbridge etc.
- 7. Next Meeting:** Tuesday, **May 10**, 3 pm, Monks Room

Meeting adjourned at 4:05pm.