

GOVERNANCE STEERING COMMITTEE
TUESDAY, DECEMBER 2, 2014
ROOM - HLC 109A at 2:00 P.M.

<u>PRESENT</u>	<u>GOVERNANCE STEERING COMMITTEE</u>	<u>REPRESENTING</u>
X	Susan Laprade	<i>Assistant Vice President (ex officio, non-voting)</i>
	Kevin Butler	<i>Forum Moderator (ex officio, non-voting)</i>
X	Philomena D'Alessandro	Learning Council Representative (Chair)
X	Kathy Rentsch	Learning Council Representative
	<i>Jim Brown</i>	<i>Learning Council Alternate</i>
X	Faith Symmes	Operations Council Representative (Chair)
	Jean McLean	Operations Council Representative
	<i>Ralph Parente</i>	<i>Operations Council Alternate</i>
X	Ricardo Caton	Diversity Council Representative (Chair)
X	Gaelan Benway	Diversity Council Representative
X	Margaret Wong	<i>Diversity Council Alternate</i>
	Robyn Butterfield	Student Services Council Representative (Co-Chair)
X	Laurie Behrmann	Student Services Council Representative (Co-Chair)
	<i>Aidan Light</i>	<i>Student Services Council Alternate</i>
X	Betsy Zuegg	Faculty Senate Representative (President)
X	Steve Zona	Faculty Senate Representative
	<i>Jane Joyce</i>	<i>Faculty Senate Alternate</i>
	Geovanni Cruz	Student Senate Representative (President)
	Marco De Leon	Student Senate Representative
	Alexis Gomez	<i>Student Senate Alternate</i>

Minutes taken by Selina Boria

1. Introductions

All members introduced themselves and Susan acknowledged Marilyn Martin and Linda Grochowalski for their years of service to the Steering Committee.

2. Other Business

Kathy shared website issues that were discussed with the Enrollment Management Team. There are several programs and program name changes that have not been updated. The committee discussed possibility of using governance or the Forum to highlight or broadcast changes, however all agreed it is a process or procedural issue. Who is following through with policy changes; who is getting the info to the appropriate parties for the website; how can the process be more effective? The discussion will continue at a future meeting.

Parliamentarian – *Margaret Wong has accepted the offer to be the official Parliamentarian for All College Forum*

3. Updates from the Chairs

- **Learning Council:** *Philomena has 2 students who are interested in serving on the Learning Council. She will confirm names with Jonathan Miller and report them to the Committee at the next meeting.*
- **Diversity Council:** *Ricardo reported that the college will be moving forward with creating a Multicultural Center in HLC101. Starting Spring '15, classes with a multi-cultural theme will be scheduled in there plus there will be time available for club meetings. Display cases and flags are being purchased and set up in and around the classroom. The idea for the center was from the Diversity Council and Student Life.*
- **Operations Council:** *Faith reported that the council is working on a new food service policy. It has passed in their Council with a few addendums and is awaiting final discussion with Pat Hutchinson. It will be ready for the next Steering Committee meeting. Highlights of the policy include exclusivity for Food Service serving on campus with some exceptions such as student bake sales or fundraisers.*
- **Student Services:** *Most members of the Student Services Council are new and they are just getting their bearings. Last year was a rough year, with many cancelled meetings, so just getting back on track. They are working on a Student Action Policy and will be ready for next Steering Committee. Students on the council are very engaged and have many items to be shared, such as a school nurse, social media and Facebook.*
- **Faculty Senate:** *They are working with student services on a procedure to handle violations of the student code of conduct. Once established it will be shared with all Part-time and Full-time faculty. They will work with the Dean of Students office to work with remedies and have consistent follow-up with faculty. They plan to have a procedure in place by the end of the year.*
- **Student Senate:** *No members of the Student Senate were present. It was noted from faculty, that the Student Senate is also in discussions about a school nurse, as well as having a procedure in place for protests.*

4. New/Revised Policies Under Discussion

- *No new policies were presented at this time*
- *Mutual Expectations were approved by the BOT and distributed at All College Day.*
- *Children on Campus Policy is going to BOT on 12/3/14*
- *Social Media Policy is still under revision with plans of getting it approved in January.*

5. No Recommended Changes to

- **Charter**
- **Committee Membership**

- 6. Election of Chair** – *Due to Marilyn Martin stepping down as Chair, a new Chair will need to be elected. Please consider the opportunity. There will be an election at the next scheduled meeting on December 9th.*

7. Review DRAFT Elections Process Document - Susan distributed the DRAFT Governance Elections packet. There was discussion about the last page and the 'Process to recommend a change in membership on a council/committee'. Susan will revise wording. Susan and Margaret will work on language for the Parliamentary section.

8. Attendance Expectations – Margaret reviewed attendance expectations with the committee and pointed out that every Council has 2 votes at the table and if no one attends, their Council doesn't have a say. If a representative is unable to go to Steering Committee, it is important to make sure an alternate is there in their place.

Meeting adjourned at 3:20pm ~

Next meeting is Tuesday, December 9th at 3:00pm in the Monks Room