

**GOVERNANCE STEERING COMMITTEE**  
**TUESDAY, DECEMBER 6, 2016**  
**MONKS ROOM at 3:00 P.M.**

<u>PRESENT</u>	<u>GOVERNANCE STEERING COMMITTEE</u>	<u>REPRESENTING</u>
✓	Selina Boria	<b>Executive Assistant to the President</b> ( <i>ex officio, non-voting</i> )
	TBD	<b>Forum Moderator</b> ( <i>ex officio, non-voting</i> )
✓	Margaret Wong	<b>Parliamentarian</b>
✓	Brenda Safford	<b>Learning Council</b> Representative (Chair)
✓	Tetteh Abbeyquaye	Learning Council Representative
		<i>Learning Council Alternate</i>
✓	Juliana Esposito	<b>Operations Council</b> Representative (Chair)
✓	Kristy Glover	Operations Council Representative
✓	<i>Deb Fratturelli</i>	<i>Operations Council Alternate</i>
✓	Byron Thomas	<b>Diversity Council</b> Representative (Chair)
✓	Terri Rodriguez	Diversity Council Representative
		<i>Diversity Council Alternate</i>
✓	Kristen Proctor	<b>Student Services Council</b> Representative (Chair)
✓	Flo Lucci	Student Services Council Representative
✓	<i>Laurie Behrmann</i>	<i>Student Services Council Alternate</i>
✓	Betsy Zuegg	<b>Faculty Senate</b> Representative (President)
✓	Anne Shull	Faculty Senate Representative
✓	<i>Mark Bates</i>	<i>Faculty Senate Alternate</i>
✓	K. Holden Lindblom	<b>Student Senate</b> Representative (President)
✓	William Pittman	Student Senate Representative
		<i>Student Senate Alternate</i>

**DISCUSSION ITEMS:**

1. By a motion dually made, the minutes of the 11/8/16 GSC meeting were approved.
2. **Student Mentor Discussion:** Selina shared notes from the 5/2016 meeting in which the idea of having a mentor assigned to each student council member was proposed. Student Senator Lindblom shared that it may be more beneficial to have a member of each council share information with new student senators during an orientation in the beginning of the school year. This would give the students an opportunity to hear what each council does and what the goal is of each council. The new Director of Student Life will be contacted by Selina about setting this up for next year.
3. **Updates from the Chairs:**
  - a. **Learning Council** – No report (next meeting scheduled for 12/13/16).
  - b. **Diversity Council** – Terri Rodriguez shared the council is working on a campus-wide survey to assess why people leave. Many people left the college during the

summer of 2016, including many diverse employees and the council feels it would be beneficial to the college to assess the reasons.

- c. **Operations Council** – Juliana Esposito updated the group, informing them that the council noticed 2 policies currently up on our website need to come down, as they are old and have been replaced. The old policies ‘Email Usage Policy (2000)’ and the ‘Information System Acceptable Use Policy (1997)’ have been replaced by the ‘Information Technology Acceptable Use Policy (2008)’. These changes will be made to the governance website by Selina.

Additionally, Juliana noted the Reclassification Policy for NUPS from 1993 has been sent to HR for review and updating and the Drug & Alcohol Policy has been discussed with legal counsel. Legal counsel advised to not take any action at this time due to statewide policies coming forward (such as the marijuana policy to be discussed further).

- d. **Student Services Council** – Kristie Proctor distributed the **Policy on Participation** which was last dated 1983. The council has entered the policy into the new format and template and updated any wording. Definitions were updated and the process has been streamlined between students and the Dean of Students, Director of Student Life and the Director of Athletics. As a summary the policy is about students achieving academic eligibility in order to participate in athletic events according to the NJCAA (National Junior College Athletic Association) guidelines and rules as well as participate in student council. The exact GPA required for the NJCAA was not known at this time. (Information can be found on the NJCAA website, as the requirements vary depending on the semester enrolled.) Kristie also stressed the importance of this policy not being punitive and keeping it positive.

A question was raised around whether students will be required to meet a certain academic standing in order to participate in clubs and Kristie clarified it does not. As a college, we want to keep students as involved as possible and integrated in campus activities. Campus and student connections for support are important for retention.

**Eating and Drinking in the Classroom** – The current policy is from a memo from 1983 (President Peterson). The Student Services Council was looking for direction as to whether they should take on updating this policy or determine if it falls under another council, such as Operations. For background information,

Margaret offered that the policy was re-visited in 2006 at a time when new rugs were installed in the Surprenant and people were pushing to have all food prohibited. The revised policy went to the Forum proposing that faculty could allow food to be brought in if Dean's approve, however it never went anywhere and so the 1983 policy stayed in place.

All agreed that it is appropriate for Student Services to address this policy and update it in our current template. It was also discussed to broaden the policy to include any classroom use, such as clubs etc. Juliana noted that Operations Council will take a look at it as well.

Additionally, Kristie noted the council was going to review the current **Alcohol and Drug policy** and put it into the new format, but with system-wide changes coming forward they will wait for now.

- e. **Faculty Senate** – Betsy Zuegg shared the senate does not have any new initiatives, as they are continuing to work on priorities presented at first meeting (presidential search, involvement in enrollment management task force, and violence in the classrooms).

In reference to violence in the classrooms, Betsy noted a subcommittee has been created to address issues and seek expertise, specifically from the criminal justice faculty who would be great resources. Additionally, Selina Shared they should reach out to Officer Kate Dixon who has a new role in the department which deals with outreach and would be a good resource as well for information and trainings.

Enrollment Management Subcommittee – Betsy shared that Kristy Glover is representing the senate on a subcommittee in which a survey will be distributed to students in which they will be asked about obstacles they face. Faculty will be asked to volunteer to distribute the survey in classes. Results will be shared with the EM task force.

- f. **Student Senate** – As a continuation of the discussion about the student survey and student opinions, Holden shared that the student senate wants to gather similar information, particularly what students want to see on campus. Holden shared that December 12<sup>th</sup> will be Senator on the Go or Candy for Compliments

day in which students will be asked to complete a short survey or answer some questions in exchange for candy or a treat.

Holden also shared that student members have been assigned to all councils, so each seat is filled. All names will be sent to Selina to update the lists and website. Additionally, Holden shared the student senate is working on events for next semester, including a diversity week.

**4. Other Business:**

- a. **System Wide Policies** – Three new statewide policies sent to the college by legal counsel were distributed to the council as an information item – marijuana policy, bathroom and locker room use policy, and preferred first name change form. These policies will be presented to the Board of Trustees at their January meeting for review and approval at QCC.
- b. **Future Topics for All College Forum** – Selina requested council members think about any topics they would like presented at any of the spring forums and to share them with her. Whether it is an external presenter or any policies they think the college needs information about. The participation policy and the new system wide policies may be presented at the February Forum.

**5. Next Forum:** Tuesday, **February 7, 2017**, HLC 109A&B

**6. Next Meeting:** Tuesday, **February 14, 2017**, 3 pm, Monks Room

Meeting adjourned at 3:50pm.