

GOVERNANCE STEERING COMMITTEE ~ Draft Summary
TUESDAY, OCTOBER 13, 2015
MONKS ROOM at 3:00 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>
x	Selina Boria	<i>Assistant to the President (alternate, non-voting)</i>
x	Kevin Butler	<i>Forum Moderator (ex officio, non-voting)</i>
x	Margaret Wong	<i>Parliamentarian, Diversity Council Alternate</i>
x	Philomena D'Alessandro	<i>Learning Council Representative (Chair)</i>
	Kathy Rentsch	<i>Learning Council Representative</i>
	Jim Brown	<i>Learning Council Alternate</i>
x	Faith Symmes	<i>Operations Council Representative (Chair)</i>
x	Jean McLean	<i>Operations Council Representative</i>
	Ralph Parente	<i>Operations Council Alternate</i>
x	Ricardo Caton	<i>Diversity Council Representative (Chair)</i>
	Gaelan Benway	<i>Diversity Council Representative</i>
x	Robyn Butterfield	<i>Student Services Council Representative (Chair)</i>
	Laurie Behrmann	<i>Student Services Council Representative</i>
		<i>Student Services Council Alternate</i>
x	Betsy Zuegg	<i>Faculty Senate Representative (President)</i>
	Kristy Glover	<i>Faculty Senate Representative</i>
	Jane Joyce	<i>Faculty Senate Alternate</i>
		<i>Student Senate Representative (President)</i>
		<i>Student Senate Representative</i>
		<i>Student Senate Alternate</i>

AGENDA:

1. **Election of GSC Chair for 2015-16:** All members introduced themselves and welcomed 2 new student members from the Diversity Council (Beryl Pettiford & Nicholas Abraham). Susan requested nominations for the *Chair* and discussed role of the chair. No nominations at this time. She asked for nominations for the next meeting and noted it is important to have a faculty member in this role.
Meeting notes from the April 14th meeting were approved.
2. **Updates from the Chairs:**
 - a. **Learning Council** – Philomena D'Alessandro reported they are working on program updates and they have no new policies in the works.
 - b. **Diversity Council** – Ricardo Caton reported some of the issues they will be addressing. *Gender neutral bathrooms* – presently there is only one on campus and it is in the Admin building. They are looking at the potential of converting more. There was discussion about a changing table in the Surprenant /

Auditorium lobby – it advertises there is one, but people reported there is not one presently in there. *(Note: During a walk through on Thurs 10/15, Selina Boria confirmed there is a changing table in the large outer area of the restroom.)*

Social Justice/ Community Space – 101HLC is coming along nicely and academic affairs has moved classes to open up availability for community use. It is available approximately from 12 to 8 on MWF and 2 to 6 on TTH. Class sizes limited to 22 so the room can accommodate tables and chairs for flexibility of set-up (available January 2016). The group discussed how this space will be booked/scheduled. It was suggested it be added to the room scheduling calendar through Karole Hager, Associate Director of Auxiliary Services as long as there are not any specific parameters or exclusions. The group discussed it should be limited to student interest groups.

- c. **Operations Council** – Faith Symmes reported the council has not met yet, but will have policies to be brought forward. The council will be looking at older policies and updating them.
- d. **Student Services Council** – Robyn Butterfield reported the council has met and they are waiting on the names of student members from Jonathan Miller, Assistant Dean for Student Life and Leadership. Robyn reported the council will prioritize policies to review this year. She also shared her desire to have a SharePoint or other shared site and she contacted Ken Dwyer, Chief Technology Officer for his assistance. Susan Laprade shared the idea of having a Sharepoint for Governance with a sub folder for each Council. Margaret Wong suggested using Blackboard as is has the same capabilities and students will have easy access to it as well. It was suggested Robyn contact Pat Schmohl.

Robyn shared that the issue of medical marijuana use was brought up at the council meeting. Does it require its own policy or an amendment to the current drug and alcohol policy? Susan Laprade shared a proposed policy statement from QCC and a letter from Greenfield Community College to one of their students citing MGL on this topic.

- e. **Faculty Senate** – Betsy Zuegg reported the Council has met once this year. She distributed and discussed a QCC Student Code of Conduct Folder the Council created with the assistance of Kevin Butler, Assistant Dean of Students. These were given out to all faculty in the beginning of September.

Betsy reported Kevin Ritacco, Chief of Police met with the Faculty Senate to address faculty complaints about not enough police presence on campus in areas in which students are prevalent. They suggested a strategy of posting a police officer in the various buildings.

Betsy shared the senate's desire to add faculty members to the Enrollment Management Team. Senate leadership has discussed this with President Carberry and she is on board.

Faculty Retreat – with budget cuts, the faculty agree, as a priority, they would like to continue with the end of year faculty retreat. They are cutting other areas to dedicate it to this conference. Betsy reported that faculty leadership met with President Carberry and she was very supportive.

f. **Student Senate** – no representatives present, they are still seeking members.

3. **New/Revised Policies**

- a. **Proposed Amendment/Medical Marijuana** – It was discussed whether we need a stand-alone policy or can it be incorporated into our current drug/alcohol policy. No matter what, it is not permitted on campus and we do not need to offer a space for prescribed usage. Student Services Council will discuss further.
 - b. **Proposed Amendment/E-Cigarette Ban** – There was discussion as to whether we need to modify our current no-smoking policy. All are in agreement to no smoking anything on campus (only in personal vehicle). For now it was agreed to let it lie with the current policy and address is further if need be.
4. **Recommended Changes to the Charter/Committee Membership** – Susan Laprade requested committee members review their membership lists and send her any updates. There was discussion about whether we need a charter change to address member absences. Susan shared that state law dictates that a member of the Board of Trustees who missed 4 consecutive meetings is considered to have vacated the position. Margaret Wong suggested any person facing an absence issue should be contacted by the chair of a council to see if willing to resign and/or step down to open up the spot. In the meanwhile, it was discussed whether a policy should be put in place moving forward to address future issues. A motion was made to adopt the policy of the Board and after discussion it was withdrawn; topic to be further discussed and addressed at an All College Forum.
5. **New Business:**
- a. **Policies in Need of Review** – See Susan Laprade if your council needs assistance in selecting outdated policies for review.
6. **Next Forum:** Tuesday, **November 3**, 2 pm, 109 A&B in the HLC – Philomena inquired about having a topic for the next Forum and Susan shared it will be 'Safety.'
7. **Next Meeting:** Tuesday, **November 10**, 3 pm, Monks Room

Meeting adjourned at 4:00pm.