

# Minutes

## QCC GOVERNANCE STEERING COMMITTEE MEETING

Date: March 9, 2021

Committee: Governance Steering Committee

Chair: Selina Boria

Note taker: Name: Selina Boria Extension: 4368

<input checked="" type="checkbox"/> Selina Boria	<input checked="" type="checkbox"/> Terri Rodriguez	<input checked="" type="checkbox"/> Nicole Dellasanta
<input checked="" type="checkbox"/> Margaret Wong	<input type="checkbox"/> Brenda Safford	<input type="checkbox"/> Armela Xhindole
<input checked="" type="checkbox"/> Barbara Zabka	<input checked="" type="checkbox"/> Kristie Proctor	<input checked="" type="checkbox"/> Shauna Connelly
<input checked="" type="checkbox"/> Juliana Esposito	<input checked="" type="checkbox"/> Jason Kurland	<input checked="" type="checkbox"/> Meredith Stone
<input checked="" type="checkbox"/> David Shapiro	<input checked="" type="checkbox"/> Laurie Behrmann	<input checked="" type="checkbox"/> Michelle Savrann
<input type="checkbox"/> Patrick Printz	<input checked="" type="checkbox"/> NT Izuchi	<input type="checkbox"/>
<input checked="" type="checkbox"/> Byron Thomas	<input checked="" type="checkbox"/> Tiger Swan	<input type="checkbox"/>

Observers: No others in attendance

Resource persons: No other presenters

Special notes: (handouts, etc.) *Guide to Governance-* <https://www.qcc.edu/college-governance/guide-governance>

**New Business:**

- December 8, 2020 Meeting Notes Approved**
- Readmission to College Policy:** This policy was brought forward by VP Keane and Registrar Zawalich for consideration. It was sent to the Learning Council for a recommendation of approval, as well as to each Chair to discuss and review with their Councils. The Learning Council voted and supports the recommendation of changing the readmission policy to allow students to reapply after 2 consecutive semesters and not 4. This would be beneficial for Academic Affairs so that as curriculum changes, we do not have old catalog years on the books. Students would not be required to submit a new application, if they want to enroll in the same major they had previously been accepted to. A readmission form will be created.  
*Upon a motion duly made, the Steering Committee voted to recommend approval of this Policy change to the April All College Forum.*
- Selection of Emeritus Selection Committee – 2 open seats-** Per the Emeritus Policy the GSC nominates two individuals to serve on the Committee. This year Lisa Cook and Cary Morse were recommended for appointment to fill the vacant 3 year seats.  
*Upon a motion duly made, the Steering Committee approved appointing Lisa Cook and Cary Morse to the Emeritus Selection Committee.*

### Student Government Association

**Discussion:** Shauna Connelly reported the SGA is working on adding water bottle stations to the campus. More sanitary and allows for easier filling of reusable bottles. They are working to donate a filling station in the HLC and working with facilities.

SGA would like to create a mural on campus, as a welcome back to students post pandemic. Discussion around the two-story wall in the HLC was discussed (visible from staircase, lounge area and welcome center).

**Action items:** None

**Person responsible:**

**Deadline:**

Shauna Connelly

### Operations Council

**Discussion:** Juliana Esposito presented two updated and approved policies by the Ops Council - [IT Acceptable Use Policy](#) and the [Social Media Policy](#). These policies were shared with all Councils for their review and feedback. Will bring back to next GSC for recommendation of approval to the Forum.

**Telecommuting Policy** - Juliana shared a draft policy adopted by the DHE and reviewed by the Operations Council. It is being shared with all Councils for review and feedback. Will then come back to the GSC to be approved to go to the Forum. [Draft Policy](#), [Draft Employee Agreement](#) & [Draft FAQ's](#) were shared.

**Action items:** IT Acceptable Use, Social Media and Telecommuting Policy Follow-Up

**Person responsible:**

**Deadline:**

Juliana Esposito

### Student Services Council

**Discussion:** Kristie Proctor reported some concerns that students have brought forward - 1) as we re-open partially, there are no food or drink options so they are requesting vending machines be available and filled both downtown and on main campus. 2) As we consider re-opening, students top choices of services include Math tutoring, advising, computer use with print options (with waived fees), waived parking fees, quiet spaces to study, have contactless interaction to get ID and print-cards.

**Action Items:**

**Person responsible:**

**Deadline:**

Kristie Proctor

### Faculty Senate

**Discussion:** NT Izuchi reported the FS has been discussing Zoom Etiquette and the guidelines created by faculty relative to student behavior online. This has been shared with all faculty. It is not meant to be a mandate on how to teach, but to provide guidelines and set expectations. It was clarified that any student code of conduct violations still need to be directed to Jason Kurland, Assistant Dean of Students. [QCC Virtual Classroom Faculty Guidelines](#)

**Action items:**

**Person responsible:**

**Deadline:**

NT Izuchi

### Learning Council

**Discussion:** John Stazinski was elected as the new LC Chairperson. Meredith will continue as the GSC Representative and Michelle will continue as GSC Alternate. Barbara Zabka will continue attending GSC as a non-voting member.

The LC approved the changes to the **Readmission Policy** brought forward in New Business here.

**Curriculum Changes** - P proposal for a new Dental Assisting Program with a weekend option was approved. The Math Department presented 2 course revisions which were approved. Byron inquired about looking at student population and demographics for the dental assisting program. Meredith reported the was reviewed as part of the Gray Associates study and need for Dental Assistants.

**Conclusions:** Curriculum will go to the BOT for approval.

Action items: Curriculum	Person responsible:	Deadline:
	Barbara, Michelle & Meredith	

### Diversity Council

**Discussion:** Byron Thomas shared the DC discussed hiring and posting and marketing more broadly. He also shared some members have concerns with the Search Committee process, requirements for Cover Letters. It was shared if a posting lists the requirement of a cover letter, it should be included. If the posting does not request a CL, it isn't mandatory.

Making sure job postings have Inclusive Language was discussed and PACE is helping review and make suggestions. [Revised Hiring Guide](#) (need to ensure all Search Committee Chairs and members review and follow for consistency in searches)

The Council is also looking at the functions of the DC and objectives - will be reviewing and revising.

Action items: DC will reevaluate mission within the governance review process	Person responsible:	Deadline:
	Byron Thomas	

Meeting Adjourned at 3:50pm

Notes submitted by Selina M. Boria