

GOVERNANCE STEERING COMMITTEE

PRESENT	GOVERNANCE STEERING COMMITTEE	REPRESENTING
	Marilyn Martin CHAIR of GSC	Faculty Senate Representative
	Kevin Butler	<i>Forum Moderator (ex officio, non-voting)</i>
	Susan Laprade	<i>Assistant Vice President (ex officio, non-voting)</i>
	Philomena D'Alessandro (Chair)	Learning Council Representative
	Kathy Rentsch	Learning Council Representative
	<i>Linda LeFave</i>	<i>Learning Council Alternate</i>
	Faith Symmes (Chair)	Operations Council Representative
abs	Sandra England	Operations Council Representative
abs	<i>Jean McLean</i>	<i>Operations Council Alternate</i>
	Ricardo Caton (Chair)	Diversity Council Representative
	Gaelan Benway	Diversity Council Representative
	<i>Margaret Wong</i>	<i>Diversity Council Alternate</i>
	Michelle McCrillis (Chair)	Student Services Council Representative
	Jonathan Miller	Student Services Council Representative
	<i>TBA</i>	<i>Student Services Council Alternate</i>
	George Fitch (President)	Faculty Senate Representative
abs	<i>Linda Grochowalski</i>	<i>Faculty Senate Alternate</i>
	Katharine Warner (President)	Student Senate Representative
abs	Jorge Calvera	Student Senate Representative
	<i>Marco DeLeon</i>	<i>Student Senate Alternate</i>

GOVERNANCE STEERING COMMITTEE TUESDAY, February 11, 2014 MONKS ROOM AT 3:00 P.M.

1. Approval of Minutes:

- The minutes of the meeting of December 10 were approved as presented.

2. Council Chair Updates

- **Faculty Senate: (George Fitch)** – Professor Fitch informed the group that at the Faculty Senate meeting, Kevin Ritacco, Kevin Butler, and Liz Woods presented and answered questions about campus safety, and expressed that the Senate believes it is essential to follow through on the topic of Safety at the March Forum as previously discussed.
- **Student Services Council: (Michelle McCrillis)** Michelle reported that this group has not met since September, but hopes to meet next week to complete the Student Action Policy and to discuss the Workplace bullying and Social Media policies.

- **Diversity Council: (Ricardo Caton)** This Council discussed the proposal to combine the proposed Workplace Bullying policy and the Mutual Expectations documents; Gaelan Benway offered that they prefer the more positive message contained in the Mutual Expectations document. He noted that by the next meeting other Councils will have had the opportunity to discuss and provide feedback on this topic.
- **Operations Council: (Faith Symmes)** Chair Symmes distributed a copy of the revised Vehicle Use Policy, noting that the Council also voted to add a prohibition against “texting while driving” which has not yet been incorporated into this draft. A discussion about this policy ensued, and it was agreed that all of the Councils should review it as many on campus may not be aware of the prohibitions listed in the policy, particularly in instances when employees rent vehicles to use for conferences, etc. and topics including whether or not spouses/family members can drive or be transported in rental cars paid for by the college. All Chairs agreed to place on the agenda for discussion at the next Council meeting.

In addition, Faith mentioned that Ken Dwyer is working on the Acceptable Use Policy and that a draft should be ready for next month’s meeting.

- **Student Senate: (Katharine Walker)** Student Senate President Katharine Walker reported the Senate has discussed the Workplace Bullying draft and approved the draft without changes. She also noted that the Senate is continuing to work on rewriting the Student Senate Constitution.
- **Learning Council: (Philomena D’Alessandro)** – Chair D’Alessandro reported that the Learning Council has reviewed the draft Social Media Policy and, in addition to grammatical changes that the Chair will give directly to Susan, had the following questions, comments, and concerns:
 - Section 4, # 2 refers to “authorized individuals” --- who will authorize these individuals?
 - Section 4, # 6 refers to QCC Web and Social Media Guidelines – what Guidelines? They should be attached to the policy.
 - Section 4, #9 prohibits endorsements – what about honor society’s, etc. who wish to advertise a bake sale?
 - Section 8, #3 – should add a prohibition against breaking agency guidelines or federal, state, or local law (in addition to college policies as listed).
 - Section 1 and Section 4, # 6 refer to “official college social media presence” – a definition of this terminology should appear under section 5. Definitions.

- The Learning Council has also requested that a Social Media Workshop be held at one of the upcoming All College Forums, so all may learn about Facebook, for example, how it works, what can be done with it, etc.
- What happens to all of the existing Facebook pages? Many already have sites.

Professor Fitch brought up the example of his class using Linked In as a method of self-promotion, and asked if he is therefore responsible for his students' work, and who will determine if the information they present on their Linked In portfolio accounts is objectionable? Professor Benway asked where would faculty members go to get answers to these questions and others as they arise.

Professor Fitch then noted that the policy in its current form represents a serious transformation of the policy originally proposed by the Faculty Senate and favorably voted upon at an All College Forum, stating, too, that if this is the final policy he would be afraid to do anything as it is very restrictive. He mentioned that he is aware that with the hiring of the Web Specialist, faculty members are getting the assistance they requested via the Senate's version of the policy; however, the new version does not include many of the elements of the Faculty Senate version and also pointed out that the Senate version incorporated language from several sister institutions.

Professor Benway suggested that a formal tracking system be developed; all agreed this is needed.

In response to a question about progress from the Learning Council regarding work on the Procedure for Course Approvals, a change to which was proposed by the Faculty Senate, GSC Chair Martin stated the Learning Council has tabled the topic and is awaiting a report from the subcommittee. The GSC had previously agreed to allow each Council to adopt its own procedures.

- **Operations Council: (Faith Symmes)** Chair Symmes reported the Operations Council was dissatisfied with the proposed workplace bullying policy, finding it vague, and noting concern about sanctions.

Professor Benway stated that the Diversity Council also discussed the inability to enforce sanctions and that no contracts include language about bullying. The Council members appreciated the more positive Mutual Expectations document that resulted from the civility initiative. Professor Fitch indicated that the Faculty Senate's intention was to address bullying (supervisor to employee or, as Dean Rentsch mentioned,

peer to peer) and stated that the Mutual Expectations document would accomplish that and should be circulated.

- **Learning Council: (Philomena D'Alessandro)** – On the topic of Student Voting, Professor D'Alessandro noted that the positive aspects were seen to be the possibility of increased student participation in the Forum discussions, noting that student input is very important. She said that during the discussion the idea of making student votes advisory and that college governance is for the workers not the customers was also presented. Another suggested keeping track of student votes separately, so that their opinions on topics would be recorded separately from those of the faculty and staff. Another question raised was why only students in credit-bearing classes can vote. Also, the provision of allowing e-mail voting would permit people on other campuses to participate. Finally, the Council did make some suggested edits to the document (changing governance forums to All College Forums in Items 4 and 6, and changing “all QCC locations” to “any QCC location in Item 5.

Next All College Forum – March 4

- **Professor Marilyn Martin, Chair, Governance Steering Committee** noted that the next all College Forum will be held on March 4. She mentioned that since many of the faculty concerns had been addressed at the Faculty Senate meeting, she would like to suggest that the broader topic of Campus Safety be the presentation for March. Noting that she is a member of the Special Committee on Campus Safety, she informed the group that the Committee’s work is nearly done and this Forum would be a good opportunity to present its report and obtain feedback. She said the recommendations will also address student counseling services via a local 24/7 EAP type service.

3. Adjournment: With no other items presented for discussion, the Committee voted to adjourn at 4:45 p.m.

Respectfully submitted,

Susan M. Laprade, Assistant Vice President for Policy and Governance