

GOVERNANCE STEERING COMMITTEE

PRESENT	GOVERNANCE STEERING COUNCIL	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
	Sandra England	Operations Council Representative
	<i>Jean McLean</i>	<i>Operations Council Alternate</i>
ABS	Ricardo Caton (Chair)	Diversity Council Representative
ABS	Gaelan Benway	Diversity Council Representative
	<i>Margaret Wong</i>	<i>Diversity Council Alternate</i>
ABS	Michelle McCrillis (Chair)	Student Services Council Representative
	Jonathan Miller	Student Services Council Representative
	<i>TBA</i>	<i>Student Services Council Alternate</i>
ABS	George Fitch (President)	Faculty Senate Representative
	<i>Linda Grochowalski</i>	<i>Faculty Senate Alternate</i>
ABS	Katharine Warner (President)	Student Senate Representative
	Jorge Calvera	Student Senate Representative
ABS	<i>Nadia Ackerman</i>	<i>Student Senate Alternate</i>

Joseph Kroell, Student Senator, also attended the meeting.

GOVERNANCE STEERING COMMITTEE TUESDAY, December 10, 2013 MONKS ROOM AT 3:00 P.M.

1. Approval of Minutes:

- The minutes of the meeting of November 12 were approved as presented.

2. Council Chair Updates

- **Operations Council (Faith Symmes)** – Chair Symmes distributed a draft of the Social Media Policy approved by the Operations Council at its November meeting. This policy will now be electronically disseminated to all members of the GSC, and the Chairs of each of the Councils will bring it to the attention of their members for discussion and input. Many related topics were mentioned (whether the college will monitor Twitter accounts, Facebook, Google Voice Accounts, etc.) and how these communications could be monitored (club advisors, gatekeepers, etc.)

Chair Symmes noted that although the college now has many, diverse methods of electronic communications, she believes that once the policy is in place people will follow the policy as they did when the copyright policy was instituted. The GSC will now await the input from the various Councils on this topic.

- In addition, Chair Symmes stated the Council is working on the Vehicle Use Policy and she expects the draft will be ready soon. .
- **Diversity Council: (Margaret Wong)** – Alternate member Margaret Wong stated that there were important items on the agenda for the Diversity Council but that attendance was light, so the discussion has been postponed until the next meeting.
- **Faculty Senate: (Linda Grochowalski)** On behalf of the Faculty Senate, Alternate member Linda Grochowalski reported that the Executive Committee had met but has no report to submit at this time.
- **Student Services Council: (Jonathan Miller)** This Council is currently working on the Student Action Policy and a Personal Care Assistant policy.
- **Student Senate: (Jorge Calvera)** Student Senator Jorge Calvera distributed a copy of the Student Voting Policy proposed by the Student Senate. He also noted that the Senate is in the process of rewriting the Student Senate constitution. In reviewing the Student Voting Policy, it was agreed that the exact language regarding current and historical voting practices should be inserted (Item #2 – Revision History). Susan will draft and circulate for review prior to sending this to all Councils for discussion.
 - **Proposed revision to #2:**
 - **Revision History:** Prior to the adoption of the Governance Model in 2012, the College (students, faculty, staff) did not vote at the Forum.
 - Under the 2012 Governance Constitution, voting is allowed at the All College Forum as follows:
The voting membership includes all Forum attendees who are full-time (01) or part-time (03) college employees. The 14 members of the Student Senate and the students who are members of Governance Councils may vote at the Forum.
 - Also discussed was the inability of students to receive notices of All College Forums, important issues, etc. via the QCC family e-mail account. Kevin Butler and Jonathan Miller noted that this

longstanding communication issue is under discussion, and Susan offered to look into the matter to see what is being proposed to resolve this. Currently, it was stated that Josh Martin is the only gatekeeper able to communicate directly with all students, and there is speculation that this is a technology issue that has yet to be resolved.

- **Learning Council (Philomena D'Alessandro):** Philomena D'Alessandro stated the Learning Council has reviewed, lightly edited to correct references to the Children's School, and reformatted the Children on Campus Policy. Susan to post new edition and circulate.

3. Workplace Bullying Policy -- All College Forum -- Follow-up:

The response from the General Counsel's office relative to the draft of the workplace bullying policy was shared with Committee. In brief, the Counsel advised against instituting this policy noting that no others are in place in postsecondary institutions, that the principles are covered by the Affirmative Action and Student Code of Conduct policies, and that handling violations of these policies would be dictated by the union contracts.

Professor D'Alessandro had submitted the following comment from the Learning Council related to the policy, adding "especially via electronic media, e-mail, etc." whenever the policy lists examples of bullying. For instance, this might be added at the end of the first paragraph in 4.0. Also, in the first paragraph of 5.0, there could be an additional item that says bullying can take the form of , "d) written abuse, especially via electronic media, e-mail, etc."

Susan Laprade stated that at the most recent All College Forum, when the topic of workplace bullying was mentioned, Professor Flo Lucci had indicated that she believes the college is in need of a "professional code of conduct" or statement that would hold people accountable for bad behavior. During that discussion, the QCC Values statements were referenced as well. Kathy Rentsch then stated that following the Forum, she had googled "professional workplace behavior" and found a document (attached) from UMass Medical School relative to acceptable workplace behavior for staff, faculty, and students. Margaret Wong mentioned that the MTA is also working to craft a similar document. (also attached). Linda Grochowalski noted that the DCE contract is silent on the matter of bullying.

Susan Laprade referred to the work done by the "Mutual Expectations" sub-group of the governance review team back in 2010, and distributed a copy of the document they prepared and presented at the May 2010 Annual Town Meeting. A proposal was also put forward that perhaps the college needs to have a judicial process (similar to the student judicial process) in order for all to hold one another accountable for acceptable

meeting, e-mailing, face-to-face and peer-to-peer interactions. While the college has the aforementioned AA and Student Code of Conduct policies, they cover mainly discrimination complaints. The Committee then discussed developing a document that faculty and staff would sign and agree to (as we do the acceptable use policy). Susan will distribute copies of these documents for review and further discussion.

- 4. Emeritus Selection Committee:** Marilyn Martin informed the Committee that she has received 6 nominations for the six positions on the Emeritus Selection Committee, and that she and Susan Laprade had conferred and assigned the 1, 2, and 3 year terms as follows:

Donna Kilgore – term expires 3/31/17

Florence Lucci – term expires 3/31/17

Sandra England – term expires 3/31/16

Priscilla Underwood – term expires 3/31/16

Marilyn Martin – term expires 3/31/15

Laraine Sommella – term expires 3/31/15

Emeritus Selection process begins in April each year when the college has retirees.

- 5. All College Forum:** As previously agreed, the March All College Forum will be on Public Safety. Agreed that if policies are ready to be discussed at the Forum, they will also be on the Agenda.

- 6. Adjournment:** With no other items presented for discussion, the Committee voted to adjourn at 4:20 p.m.

Respectfully submitted,

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

Attachments:

1. Proposed Workplace Bullying Policy
2. MTA Draft Code of Ethics
3. UMass Code of Conduct- Professional Behavior
4. Mutual Expectations Report
5. Proposed Social Media Policy
6. Proposed Student Voting Policy
7. Reformatted Children on Campus Policy