

**GOVERNANCE STEERING COMMITTEE
TUESDAY, SEPTEMBER 17, 2013
ROOM 107A 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	Philomena D'Alessandro (Chair)	Learning Council Representative
X	Kathy Rentsch	Learning Council Representative
ABS	<i>Linda LeFave</i>	<i>Learning Council Alternate</i>
X	Faith Symmes (Chair)	Operations Council Representative
X	Sandra England	Operations Council Representative
X	<i>Jean McLean</i>	<i>Operations Council Alternate</i>
X	Ricardo Caton (Chair)	Diversity Council Representative
X	Gaelan Benway	Diversity Council Representative
X	<i>Margaret Wong</i>	<i>Diversity Council Alternate</i>
X	Michelle McCrillis (Chair)	Student Services Council Representative
X	Jonathan Miller	Student Services Council Representative
	<i>TBA</i>	<i>Student Services Council Alternate</i>
X	George Fitch (President)	Faculty Senate Representative
X	Marilyn Martin CHAIR of GSC	Faculty Senate Representative
ABS	<i>Linda Grochowalski</i>	<i>Faculty Senate Alternate</i>
		Student Senate Representative
		Student Senate Representative
		<i>Student Senate Alternate</i>
X	Kevin Butler	<i>Forum Moderator (ex officio, non-voting)</i>

1. Review of Governance Website

- a. *Website revisions were viewed; all suggestions for additions, corrections, etc. should be forwarded to GSC Chair Marilyn Martin and Susan Laprade for posting/correction*
- b. *All to review the website to ensure all copies of their Council's minutes have been posted; if not, please send missing Minutes to Susan Laprade for posting*
- c. *Future editions of Council minutes should be forwarded to Susan Laprade and Marilyn Martin to ensure the site remains up to date.*

2. Review of Governance Documents /Approval of Revisions

The committee reviewed the additional documents that will be included in the 2013-14 Guide to Governance (templates for policies, minutes, approved descriptions of councils and functions, etc.) as well as the updated committee membership lists. (Please see details under the "council chair updates" section.)

3. Status Report on Policies

- **Service Animal Policy:** statewide policy that was distributed to the Committee in April; was generated by the Community College Council's office. The policy, without the Waiver form which has been withdrawn, was approved by our Board at the August meeting (had been tabled at the March meeting awaiting further input from the council)
- **Web and Social Media Policy:** since the Forum, the college has hired the Web specialist/graphic designer and has hired Davis Advertising to assist with college marketing, etc. and social media efforts. The President has asked Steve Marini and the Operations Council to review the policy and make recommendations.
- **Process for Program Approval:** initiated by the Faculty Senate; the Learning Council has reviewed it and referred it for discussion to a sub-committee, to be led by Ken Wong; given the changes in the academic area that impact the proposal, the sub-committee plans to begin its work in the Fall.
- Philomena D'Alessandro, Chair of the Learning Council, noted that this is a process (not a policy) and will be presented by the Learning Council when the sub-committee has completed its work. She noted, too, that it may take longer than one month, but that she would provide progress updates as they become available.
- **Non-Service Animal Policy:** Student Services had discussed this topic, but it is no longer under discussion at this time.
- **Student Action Policy:** Under discussion by the Student Services Committee
- **Personal Care Assistant Policy:** Student Services Committee is investigating whether or not this is being developed as a statewide policy.

4. Council Chair Updates

- Governance Steering Committee (Marilyn Martin): The GSC voted to add the Forum Moderator (Kevin Butler) as an ex officio, non-voting member
- Diversity Council (Ricardo Caton) – voted to add an Adjunct Faculty position (Elda Zeko); Sarah McLaughlin will serve as the Unit Professional, and Jonathan Miller, Director of Student Life, agreed to serve on a trial basis for one year as an ex officio, non-voting member
- Faculty Senate Executive Committee (George Fitch) has two new members, Lisa Cook and Hai Loi
- Learning Council (Philomena D'Alessandro) has been reorganized by schools and has added three new members: director of Financial Aid (Karen Grant); coordinator of Transfer (Dan de la Torre) and Associate Director of Admissions (Mishawn Davis-Eyene)
- Student Services (Michelle McCrillis) has a new Vice President, Dr. Lillian Ortiz; has added the Director of Veteran Affairs (Paula Ogden) and is in need of a new alternate representative to the Governance Steering Committee
- Student Senate (Jonathan Miller) the new governance model requires more students than before to fill all of the student seats on the various councils, and more seats are available than senators. That said, Jonathan Miller asked all to refer interested students to him for possible positions on the governance committees.

5. Other Business

- a. *Announced the date/time/place of the first Governance Meeting – Tuesday, September 24, 2013, at 2 pm, in Room 109AB.*