

GOVERNANCE STEERING COUNCIL

SUMMARY OF THE MEETING HELD ON February 19, 2013 at 3 pm

<u>PRESENT</u>	<u>GOVERNANCE STEERING COUNCIL</u>	<u>REPRESENTING</u>
	Susan Laprade	<i>Assistant Vice President (ex officio, non-voting)</i>
	Philomena D'Alessandro (Chair)	Learning Council Representative
Absent	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>
	Ricardo Caton (Chair)	Diversity Council Representative
Absent	Gaelan Benway	Diversity Council Representative
	<i>Margaret Wong</i>	<i>Diversity Council Alternate</i>
Absent	Michelle McCrillis (Chair)	Student Services Council Representative
Absent	Jonathan Miller	Student Services Council Representative
	<i>Amy Pierce</i>	<i>Student Services Council Alternate</i>
	George Fitch (President)	Faculty Senate Representative
	Marilyn Martin	Faculty Senate Representative
Absent	<i>Linda Grochowalski</i>	<i>Faculty Senate Alternate</i>
Absent	Clement Adamah (President)	Student Senate Representative
Absent	Juan Poma	Student Senate Representative
Abs	<i>Joseph Kroell</i>	<i>Student Senate Alternate</i>

February 19, 2013 Agenda

1. **Introductions:** *All present were introduced to the newest member of the GSC, Philomena D'Alessandro, newly-elected chair of the Learning Council.*
2. **Election of Chair of the GSC** *(if sufficient number attending and people are ready to proceed)*
 - *Upon Motion duly made and seconded, the Council elected Professor Marilyn Martin to serve as the Chair of the Council.*
 - *Regarding the upcoming All College Forums, following discussion, it was agreed that the Chair of the Council does not necessarily need to serve as the Forum Moderator; Susan Laprade agreed to do so for the March Forum.*
3. **Note taking:** *Assigning this responsibility (volunteers? rotate the responsibility?) No volunteers at the moment; Susan Laprade stated she would ask a staff member to attend future meetings and assist with this responsibility.*
4. **Reports from each Council Chair, including discussion and resolution of any issues that have been identified:**
 - **Changes to Charter?** *Typographical/content error was identified and will be corrected; no other changes proposed.*

- **Additions/Deletions to Councils?** *No proposed additions/deletions were mentioned.*
 - **Policies under Review?** *The following policies and topics are currently being discussed by the Councils:*
 - **Operations:** *Exclusive Rights of Food Service (new) and Vehicle Use Policy (revision)*
 - **Student Services:** *Service Animal Policy (review of the previously proposed version, and review of new System-Wide policy)*
 - **Faculty Senate:** *Proposal for holding combined Division Meetings and Curriculum Flow discussion.*
5. **Establish Calendar of GSC Meetings and All College Forums for the Spring Semester**
All College Forums *will continue to be held on the FIRST Tuesday of each month, at 2:00 p.m. in Rooms 109 A&B in the HLC.*
IMPORTANT: *Agreed to move the meetings of the **Governance Steering Council** to the SECOND Tuesday of each month at 3:00 p.m., in Room 123A. Therefore, the forums and meetings will be held as follows:*
- All College Forums:**
- Tuesday, March 5, at 2 pm, Room 109 AB in the HLC
 - Tuesday, April 2, at 2 pm, Room 109 AB in the HLC
 - Tuesday, May 7, at 2 pm, Room 109 AB in the HLC
- Governance Steering Council Meetings:**
- Tuesday, March 12, at 3 pm, Room 123A
 - Tuesday, April 9, at 3 pm, Room 123A
 - Tuesday, May 14, at 3 pm, Room 123A
6. **Review and discussion of the Governance Charter:** *Not discussed.*
7. **Review and discussion of the Functions of the Governance Steering Council:** *Read aloud but not discussed.*
8. **Proposal from the Forum subcommittee regarding future All College Forums:** *The idea of having a forum moderator, not necessarily a member of the Council, was briefly discussed; no formal conclusion was reached.*
9. **Roberts Rules:** *Discussed inviting a Robert's Rules expert to attend the March 5 All College Forum to conduct a workshop for the college community; Susan to follow up on this with Nancy Berthiaume.*
- **Post meeting information:** *This event has now been arranged. Please mark your calendar (March 5 at 2 pm) for this important Forum. Attorney Michael Malamut, a national parliamentary expert, will discuss parliamentary procedure. All members of the college community are invited to attend. Governance Committee members are strongly urged.*