



## **GOVERNANCE STEERING COUNCIL**

**SUMMARY - MARCH 12, 2013 - ROOM 123A – 3:00 PM**

### **ATTENDANCE:**

**Present:** Clement Adamah; Gaelan Benway; Ricardo Caton; Sandra England; George Fitch; Linda Grochowalski; Joseph Kroell; Susan Laprade; Linda LeFave; Marilyn Martin; Michelle McCrillis; Jean McLean; Jonathan Miller; Kathy Rentsch; Faith Symmes; Margaret Wong

**Absent:** Philomena D’Alessandro; Amy Pierce; Juan Poma;

**Marilyn Martin Chaired**

### **1. Reports from each Council Chair**

- a. **Policies under review?** If your Council is currently considering a policy, kindly submit a one-to-two sentence summary of the proposed policy (*see sample below*)
- b. **Any recommended changes to Charter?** (*Draft Charter attached*)
- c. **Any recommended additions/deletions to the Council memberships?**

- A. **Learning Council Report – Linda LeFave:** No policies under discussion. Learning Council will review its membership in preparation for next meeting.
- B. **Operations Council Report – Faith Symmes:** Currently had no policies under discussion.
- C. **Faculty Senate Report - George Fitch:** Currently discussing the Procedure for Course Program Approval. GSC voted to send the proposal to Learning Council next. Learning Council has one month to discuss.
- D. **Diversity Council – Ricardo Caton:** No policies under discussion. Posed the question: What degree of authority do the Councils have in removing members that do not attend meetings or are not active in the council. The GSC responded that the Steering Council runs elections of members.

**Further, a Motion was made** that in the event that the Council has found that an elected member has been absent and that at mid-term there has been no representation, the Chair may first contact the member to assess interest and availability to attend meetings. If the position is vacated, the position should be offered first to the next highest vote getter; if that is not possible, the GSC should fill the position either by general election or by constituency election, as appropriate. The GSC voted to approve this Motion.

- E. **Student Services Council – Michelle McCrillis:** Currently discussing and updating the Student Action Policy (guidelines for student petitions, etc. on campus).

**F. Student Senate** - No policies under discussion.

**2. Distribution of System-Wide Policy on Service Animals**

**SUMMARY:** This policy sets forth permission and restrictions related to individuals with a disability to be accompanied by his/her service animal on facilities owned by or under the control of the College. Policy is system-wide and includes a Registration Form and an Acknowledgement of Responsibility and Liability Waiver Form.

Policy was distributed; a few questions were raised. Susan Laprade requested that all questions be forwarded to her as soon as possible so that these questions can be clarified/corrected via Attorney Ken Tashjy in advance of securing approval of the policy by our Board of Trustees.

**3. Discussion of Proposal of the GRT Forum sub-committee regarding All College Forum and Forum Moderator:** GSC discussed this topic and agreed that the topic needs fuller discussion by the college community. Agreed to leave the number of people needed for a quorum at “50” and anticipates discussion on this topic. Also, regarding the Moderator, discussed need to develop a job description and possible ways of identifying this person --- (a) call for nominations; (b) call for volunteers; (c) requesting a statement of interest. This topic will also be an agenda item for fuller discussion at the Forum.

**4. Review of Policy Tracking Form**

**5. Proposed Policies/Topics for Discussion at next Forum:** Decided that the next Forum topic will be a collegewide discussion about the Forum and Forum Moderator proposals. Chair Marilyn Martin agreed to work on the April Forum and to serve as the moderator for this Forum.

**6. New Business:** Reviewed sample excel summary sheet as a topic tracking method to be used by the Governance Committees. Questions/comments may be directed to Susan Laprade.

**CALENDAR:**

**DATE OF NEXT FORUM: Tuesday, April 2, at 2 pm, Rooms 109 AB**

**DATE OF NEXT MEETING: Tuesday, April 9, at 3 pm, Room 123A**