

College Governance Committee Minutes

San Diego Miramar College

Feb 23, 2021 • Zoom • 2:45pm to 3:45pm

Members: Adrian Gonzales, Jill Griggs, Mary Kjartanson, Laura Murphy, Marie McMahon, Clarissa Padilla, Sean Young, Channing Booth.

Not present: Ananto Sarowar, Brennan Pearson,

Additional Guests: Carmen Carrasquillo, Adrian Arancibia, Judy Patacsil, Mardi Parelman, Donnie Tran, Berta Cuaron, Laura Gonzales, Andrew Lowe, Sharilyn Wilson

A. Call to Order

- Meeting called to order at 2:46pm

B. Adoption of Agenda

- Murphy motioned to approve agenda; Booth seconded; approved.

C. Approval of Minutes (2/9/21)

- Young motioned to approve minutes; Kjartanson seconded; approved.

D. Business:

#	Item
1. Last round of feedback to College Governance Handbook (CGH)	<p>President Lundburg’s email to campus on 2/20/21 addressed two items. The first item was regarding the feedback received through the last and final round of input on the College Governance Handbook. Feedback reviewed and assessed by Collegiality in Action (CIA) facilitators, constituency leaders and CGC chair on 2/11/21 and 2/19/21. The second item in the email was regarding the results from the Participatory Governance Vision Statement initiated during the Spring Kickoff event. The statement receiving the most votes college-wide and to be incorporated in the new CGH is "We engage the college community in student centered decision making with transformative purpose, clarity, fairness, equity, empathy, and integrity."</p> <p>The CGH feedback document from the meeting on Feb. 19 was reviewed by CGC; feedback arranged by date received, comment and recommendation. One of the items of discussion was regarding term limits. After final review by CIA facilitators and constituency leaders, the recommended updated language to use in the CGH will be "terms" as opposed to "term limits". This is a result of the continued concern expressed from the campus regarding terms of service for a committee having limits. Additionally, per further discussion, it was their recommendation for participants to have two terms of services in a committee, however can have the option of completing more than one consecutive term. (Comment from governance feedback form on 12/7/20). Members can serve for two consecutive terms if no other interest is shown to fill position. This is different from what was originally drafted in the new CGH. CGC discussed the potential benefits and disadvantages associated with moving forward with these recommendations. Murphy mentioned the new process allows constituents to appoint someone else to a seat on the committee. If there is no identified interest to fill a seat by someone else, committee members do not have to sit out one year before serving again. This is a change from what is currently in handbook. Suggested language is "after two consecutive terms, the constituents have</p>

	<p>an opportunity to appoint new members to the committee...” Will need to wordsmith statement at a future date.</p> <p>In new CGH, the currently language states “committees will have a membership term duration of two years with a limit of two consecutive terms, with the exception of those committees on which members have positional assignments, which is an assignment by designation of a positional role. After two consecutive terms, the position comes up at the appropriate constituency groups”.</p> <p>The comment from the governance feedback form on 1/27/21, was expressing concern with the rotation of members within a committee. The idea behind having a consistent rotation was to ensure committees would get new input and perspectives every two years. Facilitating the opportunity for people to get the experience in a variety of committees, while allowing some members to remain on the committee to maintain institutional memory and technical expertise. Murphy pointed out the concept was to enforce rotations to create a flow. Once the rotation commences, it will naturally create a cycle. Rotation is based on original membership appointment with a staggering of committee membership occurring at the initiation of the revised CGH in 1 and 2 year cycles. Rotation of seats yet to be defined. Suggestion made by Padilla for rotation to be 2 and 3 years.</p> <p>The comment from the governance feedback form on 1/29/21, was regarding formal voting practices. CGC agreed the need to be consistent across all committees with common practices. Additionally clarification on The Brown Act and Robert’s Rules of Order would be beneficial. Padilla mentioned needing more training from an outside agency on both items. Furthermore, focus on minute-taking procedures across the board can be defined. Kjartanson recommend adding an individual to support committee chair with clerical and managerial support for committee. Murphy reminded note taking and clerical support are addressed in the new CGH. Recommendation was made for consistency leaders to review and recraft some of the language regarding voting would be beneficial as they were in attendance at the most recent CIA meeting. Noting this may cause a need for the timeline to be adjusted.</p> <p>Murphy share moving forward, list of committee membership for constituencies will be housed in the President’s office and will be tracked appropriately to monitor rotation of membership within constituencies. Another future project will be a master calendar to assist with scheduling. Training for chairs would be ideal to have in the future. Along with this, it would be good to implement a feedback mechanism for chairs to share if committee members have been attending meetings. This would allow constituency leads to be appraised of current attendance and if new individuals need to be appointed to fill vacancies within a committee.</p>
<p>2. Plan for moving forward with the CGH</p>	<p>Will address at future meeting.</p>
<p>3. Schedule for logistics involved in Spring 2021,</p>	<p>Will address at future meeting.</p>

creation of list of needs for planning and implementati on of the CGH for Fall 2021.	
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E. Announcements

- Will schedule special meeting to discuss items D.3 and D.2, proposed for March 1 at 1:30p.m.

F. Adjournment – meeting adjourned at 3:48p.m.

G. Next Scheduled Meeting: Mar 9, 2021.

Zoom Meeting Detailed Information

Time: Feb 23, 2021 02:45 PM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/95163958831>

Or iPhone one-tap (US Toll): +16699006833,95163958831# or +13462487799,95163958831#

Or Telephone: Dial:

+1 669 900 6833 (US Toll)

+1 346 248 7799 (US Toll)

+1 253 215 8782 (US Toll)

+1 646 876 9923 (US Toll)

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Meeting ID: 951 6395 8831