

College Governance Committee Minutes

San Diego Miramar College

February 14, 2017, Room N-206, 2:45- 3:45 pm

Members: Sara Agonafer (absent), Joyce Allen, Darrel Harrison (absent), Patricia Hsieh, Mary Kjartanson, Ricardo Marin, Laura Murphy, Wheeler North

Vacancies: 1 Faculty, 1 Classified, 1 Student

Guests: Marie McMahon, Daniel Miramontez

A. Call to Order

- Meeting was called to order at 2:48 pm

B. Approval of Agenda and Minutes

- Agenda and minutes from 1/17/17 were approved

C. Old Business:

#	Item
1	<p>Spring FLEX Workshop Training on Governance</p> <ul style="list-style-type: none">- McMahon shared an outline of topics to be covered in upcoming workshops, consisting of three main areas: feedback from governance chairs on the CGC evaluation tool; governance committee functions that are not consistently practiced or are problematic; creation of agenda and meeting minute templates to streamline and guide committee functions. Committee also received a "Groups in Governance" document that defined the functions of different types of governance groups (i.e. committee vs. subcommittee vs. taskforce). Committee discussion concluded with the formation of two workshops: Workshop I to focus on gathering evaluation tool feedback and identification of problematic governance committee issues; Workshop II to create templates for agendas and meeting minutes to be shared with all governance committees. McMahon and North will prepare for the workshops and send out dates.
2	<p>CG Committee webpage updates</p> <ul style="list-style-type: none">- Murphy shared list of CG committees that were overdue for posting of agendas and minutes. Committee discussed solutions to the ongoing issue concerning the regular upload of items to the website and determined there should be a short-term and long-term solution. Hsieh offered a short-term solution: each committee has a managerial designee whose clerical staff would be responsible for upload of agendas/ minutes. Miramontez indicated that the upcoming new website and content management system would be more user friendly, and as such might provide a means for a long-term solution to uploading minutes. Committee determined that the short-term solution would remain in place until a long-term, feasible option is created.- Committee determined that it should update CGC Handbook to reflect the above process for upload of agendas/minutes.- Committee discussed need for a completed CG committee membership list. Committee determined that the list should be compiled at the conclusion of the academic year (i.e. end of spring semester) and that the membership information should be sent to the CGC Chair from the constituency leaders. The committee also determined it should develop its own calendar for deadlines and to manage functions regarding CG committee webpages and accuracy of membership information.- Non-voting member designation (<i>on hold for 3/14 meeting</i>)
3	<p>College Governance Committee Evaluation Tool (<i>on hold for 3/14 meeting</i>)</p>

4	Long-range comprehensive governance review <i>(on hold for 3/14 meeting)</i>
5	Proposed Changes to Student Services Committee- Update <ul style="list-style-type: none"> - Murphy provided update that both the Academic Senate and Managers had approved the changes to the SS Committee. ASG President and Classified Senate President indicated that the item would be discussed at their next respective meeting.

D. New Business:

#	Item
1	Removal of “Chairs Committee” from College Governance Handbook and Diagram <ul style="list-style-type: none"> - Committee discussed whether the “Chairs Committee” was an actual committee or a council and whether there was a need to follow the Brown Act for meeting minutes. Committee determined that since the composition of the “Chairs Committee” was a majority of the “Academic Affairs Committee,” any discussion therein would constitute an official meeting under the Brown Act. The committee determined that the “Chairs Committee” would post agendas and minutes, outlining topics discussed, to comply both with Brown Act regulations and Accreditation requirements for evidence. The “Chairs Committee” will not be removed from the College Governance Handbook.
2	Rules for governance committee postings <ul style="list-style-type: none"> - Discussion occurred in above Old Business # 2
3	Review Taskstream for automated collection of CG Committee information <i>(on hold for 3/14 meeting)</i>

E. Committee Reports/Other

1. Reminder for Change Proposal Deadline 3/7

- Murphy to send DL email reminder with CGC Recommendation Reporting Form

F. Adjournment

- Meeting adjourned at 3:53 pm

*** San Diego Miramar College 2013 – 2020 Strategic Plan Goals**

I: Provide educational programs and services that are responsive to change and support student learning and success.

II: Deliver educational programs and services in formats and at locations that meet student needs.

III: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.

IV: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.