

College Governance Committee Minutes

San Diego Miramar College

February 28, 2017, Room N-206, 2:45- 3:45 pm

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

Vacancies: 1 Faculty, 1 Classified, 1 Student

Guests: Marie McMahon

A. Call to Order-

- Meeting was called to order at 2:37 pm

B. Approval of Agenda and Minutes

- Agenda and Minutes from 2/14/17 were approved

C. Old Business:

#	Item
1	Spring FLEX Workshop Training on Governance - McMahon presented the Committee Assessment Workshop #2 document, which outlined the structure and goals of the FLEX workshop planned for Spring (see attached document). Workshop will have two goals: I. To solicit feedback from committee chairs on the assessment tool and how the tool helped the chair/ committee learn about college governance, per the College Governance Handbook and II. Presentation and creation of templates for consistent meeting notifications, materials, agendas and minutes. In addition, the committee recommended that the workshop also emphasize how operational aspects of governance align with regulations (Robert's Rules and Brown Act). Committee agreed with the plan and set the workshop time for Friday, April 14 th from 12:30- 2:30 pm. McMahon and President's office will coordinate save-the-dates and President Hsieh will provide lunch.
2	CG Committee Webpage updates - Committee agreed that the manager assigned to each governance committee would utilize their clerical staff to upload agendas/ minutes. Murphy to send list of committees/manager assignments and CGC decision to all committee chairs on Monday, March 6 th after 12 pm. - Committee reviewed the updated list of governance committee web postings. All committees are up-to-date or have a plan to be compliant by Friday, March 3 rd .
3	College Governance Committee Evaluation Tool - Committee reviewed the compilation of evaluation tool data for 15-16 cycle. Discussion resulted in the recommendation that the tool be modified to provide a template for the CGC committee and/or committee chairs to provide crosswalk between committee goals/ accomplishments and accreditation standards/ sub-standards. Committee will create sample crosswalks based on the governance committees on which they serve. Template development will continue.
5	CGC Change Proposals (Standing Item) - Student Services Committee Update- Managers, Associated Student Government, and Academic Senate have approved Student Services proposal. Classified Senate to approve on 3/2 and move to CEC on 3/7.

D. New Business:

#	Item
1	<p>CGC Edits to CG Handbook</p> <ul style="list-style-type: none">- Agenda/minutes posting process – Discussed in Old Business #2 above. Will include procedure in upcoming edits to Handbook.- Taskforce vs. committee nomenclature- Committee discussed this in length, especially in relation to discussions surrounding the Chairs Committee. Committee concluded that the group of individuals that comprises Chairs is a majority of the group that comprises Academic Affairs, and as such any meeting of said individuals would need to follow Brown Act regulations. Name of the group (taskforce vs. committee vs. subcommittee) is inconsequential for compliance. The groups naming convention, purpose, and placement in the governance system need continued review. Discussion to be continued.- Voting vs. non-voting designation- <i>postponed until next meeting due to time limitations.</i>- President’s Office posting of the CGC Handbook- President’s office will be responsible for posting the CGC Handbook to the website once edits have been concluded each spring.- CGC Handbook editing- The committee decided to begin technical edits to the non-committee specific information in the CGC Handbook. Individuals will work simultaneously on those sections using track changes. Murphy will compile suggested edits to be discussed at a future meeting.
2	<p>Standardize CG Committee Notification of Upcoming Meetings</p> <ul style="list-style-type: none">- CGC recommended that all governance committees will “post” upcoming meeting agendas through email using the DL, in accordance with Brown Act regulations.
3	<p>Creation of Master List for CG Committee Membership</p> <ul style="list-style-type: none">- Committee discussed creation of a Master List of CG Committee membership to be created at the end of spring. Comments were that this has been historically difficult, but with the use of the governance evaluation tool it might be more practical at this point. The deadline for submission of the CGC evaluation tool will also be the deadline for committee membership lists.
4	<p>Creation of CGC Calendar- <i>postponed until next meeting due to time limitations.</i></p>
5	<p>Review Taskstream for automated collection of CG Committee information- <i>postponed until next meeting due to time limitations.</i></p>

E. Committee Reports/Other

- Committee discussed the time limitation of the CGC meeting and the need for more time and/or meetings to accomplish the goals set forth. Discussion to continue.

F. Meeting adjourned at 3:57 pm.

G. Next Scheduled Meeting: 03/14/17

* 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.

Committee Assessment Workshop #2

Friday April 14th, 2017, from 12:30pm to 2:30pm
Room M-105

Part I of this Workshop #2 is to get feedback and solicit discussion points from those committee chairs, co-chairs and committee members who used the Committee Evaluation/Assessment Tool.

How did this Tool Assist the Committee based on the College Governance Handbook?

- To better understand the general role of a committee chair/co-chair on a committee.
- To better understand the general role (goals and charge) of the committee you chair/co-chair.
- To better understand the general role as a member serving on a committee.
- To review and understand committee membership.
- To know what the process is to address a committee member frequently being absent from meetings.
- To know the process or practice for committee chairs to replace or recruit new committee members.
- To be aware of the opportunities to change committee meeting days, frequencies, times or locations improve member attendance and function of committee.
- To be aware of the process a committee can use if the committee as a whole wanted to change aspects about the committee goals or charge.
- To review term lengths for service on a committee and how this may be regulated.
- To review the effectiveness of voting and non-voting committee membership.

Part II of Workshop #2 is to plan for the creation of Consistent formats for Meeting Materials and Communications.

We will be sharing some commonly used templates for meeting Agendas, Minutes Notifications with everyone.

- Reviewing the Public Posting of **Meeting Notifications** and **Materials**
 - Review the process for posting meeting notices and materials – identifying any difficulties.
 - The Classified and Academic Senates, Managers and Associated Student Government meeting schedules should be openly shared with the entire college community. Creating a publically displayed **Master Calendar of all Constituency Group Meetings** for Fall and Spring semesters would allow better coordination between all constituency groups.
- Create a **Meeting Agenda Template** for all committee chairs to be customized.
 - Ensures the Brown Act is followed where appropriate.
 - Creates effective consistency of information amongst the various committees on campus.
 - Can be used to quickly find evidence of discussion or action for accreditation or other purposes.
- Create a **Meeting Minutes/Notes Template** for all committee chairs.
 - Providing examples of how to note 'action items', motions, seconds, resolutions, votes, etc.
 - Ensuring that meeting minutes provide a clear record of the important and relevant occurrences at that meeting and who was present.

The streamlining of meeting methods and practices would reduce work load in the future for incoming committee chairs and also facilitate more effective communication and evidence-retrieval systems for accreditation or any purposes requiring evidence of action and accountability.