College Governance Committee Minutes
San Diego Miramar College
Mar 9, 2021 ● Zoom ● 2:45pm to 3:45pm

Members: Adrian Gonzales, Jill Griggs, Mary Kjartanson (Booth's proxy) , Laura Murphy, Marie McMahon, Clarissa Padilla, Sean Young, Channing Booth
Not Present: Ananto Sarowar, Brennan Pearson
Additional Guests: Kirk Webley, Adrian Arancibia, Mardi Parelman, Mara Palma-Sanft, Leslie Marovich, Bill Pacheco, Donnie Tran, Wesley Lundburg, Berta Cuaron, Kurt Hill

A. **Call to Order**
   - Meeting called to order at 2:46p.m.
B. **Adoption of Agenda**
   - Murphy motioned to approve agenda, Griggs seconded, approved.
C. **Approval of Minutes (2/23/21 and 3/1/21)**
   - 2/23/21: Kjartanson motioned to approve, Young seconded, minutes approved.
   - 3/1/21: Recommendation to add "special meeting" to agenda and note stating Kjartanson served as Booth's proxy. Kjartanson motioned to approve minutes from 3/1, Young seconded, approved with amended notation. Booth abstained.
D. **Business:**

#	Item
1.	**Review and approval of CGC Reponses to the last round of feedback to College Governance Handbook** McMahon refined language and added references to pages of handbook, all while using the recommendations from the previous CGC meeting. Motion for approval to use feedback document as a guide to revise CGH and implement changes into handbook initiated by Murphy, second by Young, all in favor with no discussion. McMahon will make changes to CGH; will not add new language without prior advisement from committee. Will send out potential language to committee members via email asap.
2.	**Define Plan moving forward with the CGH: Identifying Info, Individuals, Processes, Progress and Timeline: 1) For components approved March '21 for Fall '21 implementation; 2) For elements still under development.** Operational committees discussed, McMahon pointed out a need for an updated list of all operational meetings. The Vice Presidents solicited for assistance with providing list. Gonzales to develop definition of "operational" along with the collaboration other campus VPs. McMahon shared that the CGH Progress Grid used allows CGC and the college to track progress of updates and change while having equity, transparency and openness at its core. Gonzales suggested adding an "action taken" or "outcome" column to progress grid. McMahon will incorporate. Webley asked for clarification on what information items were still pending from the Honors Program. Murphy shared CGC has received some information, therefore some of the concerns may have already been clarified, need an opportunity to further review and discuss. Also reminding that CIA facilitators requested Lundburg to retrieve additional insight and information, need to provide sufficient time to complete task. Jay pointed out the information previously requested by CGC was sent to McMahon at the end of the fall semester. McMahon said the response received was separate from the initial five questions CGC had. Jay requested

	Murphy to send out Honors Handbook to everyone, Murphy clarified Carroll provided the copy obtained in fall 2020. McMahon will follow-up with Honors Program representatives via email for further discussion.
3.	**Construct a plan and schedule for the logistics involved during Spring 2021 for needs of implementation of the CGH for Fall 2021.** The Progress Grid can serve as a tracking and follow-up devise to guide the direction of implemented changes and feedback. Creates a plan and schedule of logistics of process.
4.	**Training for "Committee Content Managers" in prep for new website (Mar 4th 2021). CGC to reconcile this with the challenges of this method in the past and the desire to move away from it in the current language of draft CGH.** The main objective is to allow ease for college governance committee chairs to post agendas and minutes effectively on the college website. This has historically been a challenge due to many factors, moving forward want to create effective communication with expectations of process. Parelman pointed out administrative support is important to all committee chairs. If each committee can assign someone to support committee with the administrative tasks, it may make things easier and allow ease of flexibility to the committee chair to manage the meeting. McMahon pointed out this has been added to the new CHG. Hill stated establish process of posting agendas and minutes on website has always been in place, follow up is the challenge as there is not a uniform formalized process campus wide. There are three different tiers of access to edit webpages, the Vice Presidents and Deans assign whom within their departments are content editors, the same process is followed for governance committees. Padilla shared concern when in the past some individuals have stated they feel they cannot be assigned the task of providing administrative support to a committee. While faculty have the flexibility to decline the task, Classified Professionals cannot. Classified are stretched thin with duties as is. Gonzales pointed out the requirement to provide training for chairs to ensure they are able to meet committee needs is identified in the new handbook. Murphy added, from an accreditation standpoint we need to make sure a process is established to create a uniform effort, making sure campus is complying with the same overall process. Need to make sure we are within accreditation compliance. Parelman suggested a training opportunity for people taking minutes would be useful to all, might spark up more volunteers if people were familiar with process and expectations. McMahon suggested adding minute taking protocol to logistics. Young suggested creating a "President's Office Committee Report". It would be a way to add committee records. As the President's office would oversee, they would notify IT whom needs to train on posting procedure on the website. McMahon will add to list of suggestions. McMahon pointed out this task is best suited for College Council, the may be assigned to them, to figure out the process and implement.

E. **Announcements**
   - None

F. **Adjournment** - Meeting adjourned at 3:50p.m.

G. **Next Scheduled Meeting** - Mar 23, 2021