

# MINUTES

## College Governance Committee Miramar College December 13, 2016, Room N-206 2:45-3:45pm

- A. Call to Order – 1451, adjourned 1557
- a. Volunteer note taker – W. North – *Note: highlighted items indicate further action*
- B. Approval of Agenda *reordered slightly* and Minutes (11/08/16) *both approved by consent*, update CGC evaluation data *done*
- C. New Business:
- a. Spring Calendar: *Second Tuesdays will be 01/17 (2-3 hours) 02/14, 02/28, 03/14, 03/28, 04/11, 04/25, 05/09 and 05/23(tentative). Accreditation site visit will overlap 03/14 meeting. Deadlines for evaluations are 03/07(change proposals) and 05/16(evaluations).*
  - b. Digital storage of college's governance data (reports, agendas, minutes, evaluations, surveys, etc.) *Tabled until next meeting*
- D. Old Business:
- a. College Professional Development proposal *McMahon/Murphy provided initial draft criteria/proposal, will forward to committee – committee to give input by 01/10/17 – include on 01/17 agenda.*
  - b. Spring FLEX/Training on Governance *McMahon, North, Murphy to develop and implement program for Jan FLEX week, final prep/review on 01/17*
  - c. Miramar College Governance Evaluation Processes and Timeline (All) *Tabled until next meeting*
    - i. Evaluation tool concerns
    - ii. Review and compile committee evaluation data received
      1. Who is doing the work?
      2. Data and report configuration (what are we evaluating? - 15/16, 16/17, qualitative/quantitative)
    - iii. Long range – comprehensive governance review
      1. Timeline (over Spring 2017 was suggested last meeting)
      2. Objectives of review
  - d. Proposed Changes to Student Services Committee (Brandt) *approved by consent with modifications, Ramsey to clean up proposal into existing format and send to committee. Committee noted that the charge of the Commencement Subcommittee is actually a part of the parent Student Services Committee and as such, the subcommittee should be dissolved. Ramsey agreed to include in the modifications. Constituent leaders to forward to their bodies and CEC.*
- E. Committee Reports/Other: *no reports however two topics came up out of the Student Services Committee proposal conversation: the issue of having voting and nonvoting members – which became a practice under prior leadership but is not codified in the College Governance Handbook, and the issue of fulfilling contractual obligations for committee service without being a formal or voting member. It was suggested that CGC consider these issues in the future and in the latter case McMahon will check with bargaining reps to ensure this discussion is appropriate for CGC.*

The College Governance Committee will monitor, facilitate and, whenever necessary, evaluate the operation of the governance plan as outlined in this Handbook. The Committee will be responsible for the following:

1. Review governance issues for the campus and make recommendations if more than one committee should review an issue.
2. Interpret Title 5 as it applies to faculty, staff, and students.
3. Review and make recommendations regarding changes to the model as outlined in this Handbook.
4. Review and make recommendations regarding changes to this Handbook.
5. Provide an annual evaluation of the governance structure and its operating effectiveness.