

Adopted

MINUTES
Governance Review Committee
May 7, 2013
1:30-2:30pm, AD 249

PRESENT: Brenda Jones (Chair, Joint Faculty), Abe Barakat (CSEA), Richard Cortes (Joint Faculty), Richard Kamei (Guild proxy for Isabelle Saber), Fred Kim (ASGCC), Cameron McGee (ASGCC), John Queen (Senate), Paul Schlossman (Administration), Frankie Strong (CSEA)

EXCUSED: Isabelle Saber (Guild)

CALL TO ORDER – 1:35pm, Chaired by Brenda Jones

Quorum: [5 needed] 9 of 9 voting members present.

CALL FOR ADDITIONAL AGENDA ITEMS

1. What happens after policies are approved? Steps for following up. (Frankie)
2. The next GRC chairperson. (Brenda)

APPROVAL OF MINUTES: MSC (Strong/Queen) to approve the April 2, 2013 minutes; [1] abstention.

REVIEW OF ACTION ITEMS

1. Old business item #1, regarding the Governance Survey. The survey was approved at the April 9, 2013 Campus Executive committee meeting as presented.
2. Old business item #2, regarding consolidating or disbanding governance committees. This item is pending.
3. Old business item #5, regarding ASGCC representation on the Administrative Affairs and Budget committees. This item is pending.

OLD BUSINESS

1. Governance Survey – Update (handout of survey)

The timeline for the next steps are:

September 2013

Distribution to the three groups other than the Board of Trustees (BOT): including 1) the President and Admin. Exec.; 2) Executive committees of the Academic Senate, CSEA, Guild, and Managers and Confidentials (MaC); and 3) the ASGCC Executive.

Late summer 2013

Present the survey to the incoming Superintendent/President to recommend that he present the survey to the BOT at their November retreat.

Further recommendations include open discussion of the survey by the Board of Trustees at a Board meeting to fulfill Technical Assistance recommendations.

2. **MST** (Jones/Schlossman) Process for convening governance committees during short sessions.

Action item: GRC chairperson, Brenda, to contact Isabelle for information on this item.

NEW BUSINESS

1. Policy regarding first and second readings (Frankie)

Discussion: There have been inquiries on whether it is mandatory that policies such as administrative regulations and board policies must undergo first and second readings. The concern is that action is delayed for a month or can be delayed over summer or winter depending on when the first read occurred. The outcome desired is to be able to act on an item as presented at the table and to act on an item that is presented as a first reading.

Information: (handout) Board Policy 2410, titled Board Policies and Administrative Regulations delineates the procedures. The process of first and second readings and subsequent readings apply to Board Polices. Within this board policy the Governance Review Committee noted that such steps are not delineated for administrative regulations.

Conclusion: Based on the information provided and thorough discussion, the GRC recommends that it is at the discretion of the committee to decide whether an item presented at the meeting for a first reading shall be put forward for a vote. Minutes of the committee should reflect that the committee agreed to take action to vote on such an item.

2. Feedback and suggestions on Governance Tid Bits (Frankie)

Discussion: The Tid Bits will be archived on the governance webpage. Suggestions of topics include: email voting, Administrative Regulation 2511 excerpts, first and second readings, how to resign from a governance committee.

3. What happens after policies are approved? Steps for following up. (Frankie)

Discussion: When policies (Admin. Regs., Board Policies, GCC policies or practices) have gone through the governance channels and have been approved what happens to them? How do they end up online?

Frankie shared the steps based on her experience when following up on Administrative Regulation 2511, the Governance Document. Here are the steps:

The Governance Review Committee (GRC) revises and recommends changes to the policy. The committee chair brings it forward to the standing committee, in this case to the Campus Executive Committee. Campus Executive approves the document. The GRC chair reports back the committee. In this case, the Governance Office Coordinator follows up by preparing the administrative regulation to be posted online. The admin. reg. is formatted and submitted to Merrilee Ahaus in the office of the Vice President of Administrative Services. Through this experience it was discovered that there is no formal template as to how admin. regs. and board polices should be formatted. And that the formatted document must be submitted electronically in pdf form.

Information: (handouts) 1) proposed guidelines; 2) template for AR and BP formatting; 3) sample pages of an actual admin. reg. formatted according to the template.

Further Discussion: Who is responsible for following up on such policies once they are approved by Campus Exec.?

Is Campus Exec responsible for informing the appropriate party or should the initiator (person or committee) follow up on the status of the policy?

Action item: Frankie will contact the minutes recorders of each of the standing committees to request their input. Frankie will revise the proposed guidelines with the recommendations from the GRC.

Desired outcome: To put these guidelines and template on the GCC webpage under the Board of Trustees link. This would provide anyone on campus access to these guidelines and ensure that the campus is aware of the process/procedure.

4. The next GRC chairperson. (Brenda) – Not discussed due to lack of time.

ADJOURNMENT – the meeting was adjourned at 2:30pm

NEXT MEETING: June 4, 2013

Minutes recorded by Frankie Strong, Governance Office