

# College Governance Committee Minutes

## San Diego Miramar College

September 11, 2018 • Room N-206 • 2:45- 3:45 pm

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**Members:** Sara Agonafer (absent), Joyce Allen (absent), Alana Bermodes (absent), Darrel Harrison, Adrian Gonzalez, Mary Kjartanson, Laura Murphy, Marie McMahon, Wheeler North, Melanie Stuart, Sean Young (absent)

**Additional Faculty/ Guests:** Ben Gamboa, Daphne Figueroa, Rachel Martinez, Linda Lee

### A. Call to Order

- Meeting called to order at 2:50p.m.

### B. Adoption of Agenda

- McMahon sole moved, Kjartanson second, no discussion
- Motion to reorder agenda (later in meeting), move item D4 to D1 : McMahon moved, Kjartanson second, Harrison abstained

### C. Approval of Minutes (5/22/18)

- Minutes for 5/22/18 approved. Gonzales abstained

### D. Old Business:

#	Item
1	<b>CGC “workshop” and communications – <i>Tabled</i></b> <ul style="list-style-type: none"><li>• Identify committees for targeted assistance</li><li>• Open invitations</li></ul>
2	<b>College Governance Committees – <i>Tabled</i></b> <ul style="list-style-type: none"><li>• Update on Brown Act</li></ul>
3	<b>Guided Pathways- CGC and governance committees – <i>Tabled</i></b>
4	<b>CGC Change Proposals (<i>Standing Item</i>)</b> <ul style="list-style-type: none"><li>• <b>Faculty Contract Hiring Committee</b><p>Kjartanson represented Faculty Contract Hiring Committee and presented recommendation regarding Faculty Contract Hiring voting membership change. The recommended changes include adding one additional faculty vote to areas identified, and revoking votes from the Academic Senate except for the Academic Senate President. One of the primary motivations of the change proposal was to create equal number of faculty votes within schools. Kjartanson also reported that the process for Faculty Contract Hiring was currently under revision and that no new ranking process would occur until the new process passed through CGC. CGC then recommended that the Faculty Contract Hiring Committee submit the changes to both voting membership and the faculty hiring process all at once. McMahon indicated that the requested changes in the languages “Faculty voting members consist of a minimum of 5 faculty from each instructional school” was the same as the problematically vague ‘...a minimum of ...’ that was used in the original language, and as such still gives no clarity to the absolute number of faculty from each school. It was suggested that this also be addressed by the committee.</p><p>Harrison motioned to table to next meeting. Documents provided for CGC to review: Faculty (Contract) Hiring Committee description from Governance handbook, Miramar College Governance Committee Recommendation Reporting Form (including recommendation and explanation), proposed voting membership outline.</p></li></ul>

### E. New Business:

#	Item
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<b>1</b>	<p><b>CGC Handbook</b></p> <ul style="list-style-type: none"> <li>Reviewed handbook, membership, goals, procedures and calendar. The purpose of CGC is to review additions / revisions for other committees and make recommendations for changes to governance structure and process. Committee recommended changing language on the CGC page in Handbook regarding title 5 (mentioned in goal #2) and cycle of committee evaluation (mentioned in goal #5). <b>Action:</b> North and Murphy agreed to reword goal #2 and #5 and bring forward for CGC to review. Committee agreed all governance committee should be using appropriate forms, and recommends including forms in the appendix with option for electronic editing and submission. Committee also clarified the process for changes to committees: group brings change recommendation to CGC; CGC reviews and makes recommendations that are sent to the 4 constituencies; constituencies make recommendations to CEC which ultimately accepts/ rejects the changes.</li> <li><b>Updates to handbook</b> Committee discussed need to revise the College Governance handbook. Plan to have comprehensive discussion in future. For the past two years, changes to Handbook occurred during the fall. <b>Action:</b> Committee to review handbook in the next 2 weeks (before next meeting 9/25/18) for comprehensive discussion. Murphy will compile a comprehensive list of suggested changes. Hoping for suggestions and input from the college regarding improvements to handbook. McMahon indicated it would be helpful to include additional relevant resources in the College Governance handbook, such as a chairs checklist and basic information about the Brown Act. McMahon volunteered to assist.</li> <li><b>Policies on recording meetings</b> Committee discussed recording for purposes of standardization of minutes in Brown Act meetings. Also examined the difference between Brown Act public meetings and consultation between individuals. Committee discussed how California is a two-party consent state, where all parties have to agree to be recorded. Harrison will provide clarity regarding the legality of recordings and follow-up with committee. Suggestion was made to create an attendance form/check list to provide to committee chairs for internal use. CGC needs to identify practices that are expected and allowed by the college.</li> </ul>
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**F. Announcements**

- None

**G. Adjournment**

- Meeting adjourned 3:50p.m.

**H. Next Scheduled Meeting: September 25, 2018**

\* [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.

\*\* [ACCJC Accreditation Standards \(Adopted June 2014\)](#)

**I. Mission, Academic Quality and Instructional Effectiveness, and Integrity**

I.A Mission

I.B Assuring Academic Quality and Institutional Effectiveness

I.C Institutional Integrity

**II. Student Learning Programs and Support Services**

II.A Instructional Programs

II.B Library and Learning Support Services

II.C Student Support Services

**III. Resources**

III.A Human Resources

III.B Physical Resources

III.C Technology Resources

III.D Financial Resources

**IV. Leadership and Governance**

IV.A Decision-Making Roles and Processes

IV.B Chief Executive Officer

IV.C Governing Board

IV.D Multi-College Districts or Systems.