

**Governance Review Council (GRC)**  
**September 14, 2016**  
**Meeting Summary**

**Present:** Eileen Acker, David Snyder, Angela Olmanson, Yolanda Bellisimo, Shawn Purcell

**Absent:** Student representative, Karen McSween

**Agenda**

- Approved

**Approve Minutes**

- Minutes approved

**GRC**

- New members introduced
- GRC duties of the committee explained and reviewed
- Governance System Review is now updated and online at PGS site
- New charges reviewed
  - Quorum Okayed with a substitute in place or a simple majority present
  - Resource staff can also be a classified committee member
  - Any policies and procedures college wide can be routed to GRC and the group can make recommendations

**Suggestions/Discussion Topic**

- Feedback from Convocation presentation
  - Governance Review Council's presence at convocation was a good way to increase visibility and send out information about PGS
  - Copies of charges were available at convocation. Copies of these can be placed in the mailboxes of those on the committees
  - Some of the staff feedback was that when on a committee they do not feel they have any information about what the committee does or what their role is
  - Introducing each committee may be helpful at the next convocation
  - Continue to set up table, have presentation and other items available
- Angela made a motion to approve both Shawn and Yolanda as Co-chairs. Motion was approved
- Yolanda will send to the committee chair the list of charges and suggest the chair go over this information with their committee members. The changes to quorum will be included

- What can we do to improve the function of the committees?
  - Use first meeting as an introduction
  - Offer a Flex session to review, and explain the committees and committee functions, and inform new employees about the committee participation
  - New faculty could be informed about committees during the New Hire Orientation
  - Keep dialogue with the committees via emails and handouts
- Angela did a thorough sweep of the website to make sure all the verbiage was correct
  - Angela will bring her laptop to the next meeting- looking at website visibility; and ask Shook if there is a way we can link photos of all the committee members to the group site.
- President's request: Add PGS Plan wording about routing review of policies and procedures by BOT
  - Yolanda will write up what goes in PGS and we will discuss with the President
  - Discuss with the President how we plan to improve the governance system
  - We will go out to the committees first, Yolanda will email them, if they understand their charges, then we ask that they inform the committee at first meeting; if they have questions we can follow up via email
  - President asked to have something avail for President's forum. One member will be asked to speak on this
  - Yolanda will ask the President for 15 minutes
  - Does the President want the wording Board of Trustees to review polices and procedures?
  - Wants the Board to be aware that they need to check policies and procedures.
  - GRC wants to invite the President to come meet with us to discuss what he feels is the best way to reach out to each committee, without necessarily having to go to all the committees physically like it used to be done. To find out a committee's charge. How do we find out if a committee is functioning properly? Is there another way that this can be done effectively? We suggested emailing above

### **Moving Forward**

- Discuss expectations for 2016-2017
- GRC's work with committees to clarify committee functions vs administrative functions – Fall calendar