

**Governance Review Council (GRC)
October 12, 2016
Meeting Summary**

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

Absent: Student representative

Agenda

- Approved

Approve Minutes

- Minutes approved

GRC

- UPDATE: Letters to committee chairs about committee charge and changes to PGS Plan:
 - Yolanda sent out a letter with copies of their charge – to each committee chair. The letter is asking them to hand out to committee members; this gives them an opportunity to ask questions, and opens communication.
 - We will wait for future questions.
- Angela will bring her laptop to the November meeting, and we should access PGS page in the meantime, to discuss how the visibility is. We will work on improving the visibility on the website and our GRC page.
- Survey will be given out at the end of the year with all of our improvements.
 - Sending out the 2015 survey so we can compare results from 2015 and then again from 2016. Not changing the survey this time so we don't pre-impose anything
- Other priorities this year 2016– do more to increase our visibility (Roger did take photos of GRC committee members), to attract people to take the survey, and to get more people involved, and understanding what the committees do

President David Wain Coon attended meeting

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

Moving Forward

- Look at survey 2015 and the results- Angela will look for the survey online.
- Determine process for committee chairs to communicate regularly with GRC (by email).
 - Yolanda wants to talk about GRC's relationship to the other chairs of the committees.
- President's forum fall semester- David Wain Coon's vision for our work.
 - Mid semester request list of questions chairs have for GRC
 - GRC members sit in on other committee meetings and report back to GR
- Have chairs prepare and post on committee page: recommendations, actions, policy and procedure feedback, accomplishments, goals for coming year.
- We have a more organized faculty new hire academy: how can we reach out to classified staff as well?
 - David Snyder mentioned the Staff meeting/Flex day we now have, and David Wain Coon suggested maybe one more in the Spring, giving two opportunities to reach out to classified employees
 - David Wain Coon discussed the retreat the Cabinet had; they discussed getting a feel for employees coming onboard; what is the experience from time of recruitment to interview to hire?
 - We would like it to be a better high touch experience. What do we want people to go away from COM with?
 - Angela suggested more information in our hiring packet would have been helpful to her, as she only learned about governance committees from her boss
- Discussed with the President:
 - President asked if we could add language to the PGS that states the BOT as well as relevant committees with regularly review all policies and procedures, even ones not flagged by CCLC. Yolanda will write language for this and bring it back
 - President mentioned that the CCLC and policy group redid all policies and procedures, and was finalized in 2011
 - Mandatory Flex activity. Standardization of all functions – looking at the functions as recommending not managing

President's vision for this GRC committee:

- Become more familiar with finding new members, less intimidated by work.
- In preparation for the accreditation visit
 - Split committee up
 - Go sit on each committee, look at balance, staff, students, get a feel for how well each committee is functioning, and report back to David Wain Coon
 - When the visit comes in March, accreditation member might like to visit