
GOVERNANCE REVIEW COUNCIL

Minutes

November 20, 2025

2:00pm – 3:00pm

Location: Zoom Meeting

Attendees: Ryan Byrne, Maria Coulson, Wendy St. John, Melanie Palomino, Joanna Pinckney, Enrique Amador Mendieta

Members absent: Emy Bagtas-Carmona, Farhan Khaliq

Action Items

1. Approved agenda – Joanna Pinckney, Wendy St. John 2nd (Unanimous)
2. Minutes from October 2rd tabled for next meeting.

Discussion Items

1. Updates from College Council (Maria)
 - a. Item was tabled for a future meeting.
2. Evaluation of PGS with Holley Shafer
 - a. Survey and Evaluation Approach
 - i. Holley recommended not conducting the PGS survey again this year, predicting little change from last year's results.
 - ii. Last year's results have already been shared with committees; it may be useful to examine what has or hasn't changed.
 - iii. GRC will ask all governance committees to complete a self evaluation, using GRC's previous evaluation as a model (objectives, results, recommendations).
 - b. Committee Charge & Alignment
 - i. Discussion on how well committees understand their charges and whether their activities align with them.
 - ii. Concern raised that some committees may not have read the PGS Plan or may not be familiar with their official responsibilities. Holley noted this may be an area to explore more deeply.
 - iii. Potential survey/self evaluation questions:
 - How familiar are members with their charge?
 - Are committees doing the things required by the charge?
 - Did members know these responsibilities existed?
 - What does "effectiveness" look like for each charge?
 - Are the systems for accessing the plan equitable and accessible?
 - c. Survey Timing & Process
 - i. Suggestion that a full survey be postponed until next year, focusing this year

- instead on process-based reflection within committees.
 - ii. Committees that do not attend Flex could be asked to review evaluation materials during a spring meeting and submit feedback to GRC.
 - d. System-Level Issues
 - i. Discussion on the lack of clarity about required communication practices and reporting expectations across the PGS system.
 - ii. Members noted the need for better two way communication between committees and constituency groups.
 - iii. Joanna pointed to Page 13 of the PGS Plan: committee members are required to keep constituents informed — but the plan lacks concrete direction on how this should occur.
- 3. January Flex Session
 - a. Purpose & Structure
 - i. Proposal to invite all committee members, not just chairs, to a January Flex session to:
 - Review the Participatory Governance System (PGS) Plan.
 - Build a shared understanding of charges and responsibilities.
 - Facilitate cross-committee discussion and improve systemic communication.
 - Explore how to make the plan more accessible and functional.
 - b. Format
 - i. Suggested “focus group style” workshops, where groups reflect across committees on:
 - Communication strategies
 - Alignment to charges
 - Effectiveness and workflow
 - Onboarding needs (including acronyms and PGS structure)
 - c. Preparation
 - i. Recommendation to resend last year’s survey results and recommendations with a request that committees review them before Flex.
 - ii. Discussion of whether committees have taken any action based on last year’s feedback (unclear; GRC members reported no follow-up from most committees).
- 4. Creating a Calendar for PGS
 - a. Noted that some committees list standing meeting times and others do not.
 - b. Recommendation that all committees establish consistent meeting calendars and post agendas 24 hours in advance.
 - c. Agreement that a centralized PGS calendar would be beneficial.
- 5. Communication with Other PGS Committees (Wendy)
 - a. General recognition that cross-committee communication is inconsistent and often unclear.
 - b. Interest in developing expectations for what, when, and how committees communicate — especially with constituent groups.
- 6. Update on Committee Activity and Membership Gaps (Ryan)
 - a. Some committees (e.g., GRIT, FSPC, CTEC) may not be meeting regularly or remain underpopulated.
 - b. Discussion of scheduling committee visits after January Flex to check in and offer

- guidance.
7. Timeline on Updating the PGS Plan (Last updated 2022)
 - a. Discussion on how to integrate Flex feedback and committee self evaluations into the next revision cycle.
 - b. Recognition that GRC's own charge is very broad, and the group may need to prioritize which aspects to address first.
 8. Additional Items
 - a. Membership Continuity
 - i. Idea raised: have senates appoint committee representatives in the spring, allowing new members to attend a final meeting before summer for a stronger handoff.
 - ii. Discussion of implementing staggered 2 year terms to avoid full turnover.
 - b. Onboarding Needs
 - i. Students and new employees may benefit from clearer onboarding materials, including an acronym guide and orientation to the PGS Plan.
 - c. Self-Evaluation Structure
 - i. Holley offered to assist the GRC in creating a standardized self evaluation structure for committees.

Next Meeting

December meeting date to be confirmed.

Adjourned – 3:00pm