GOVERNANCE COUNCIL MINUTES  
November 22, 2019

Members Present:  Debra Daniels, Brock McMurray, Severo Balason, Heather del Rosario, Xiaohong Li, Andrew Prestage, Sharyn Eveland, Julian Martinez, Joe’ll Chaidez, Michelle Oja, Kamala Carlson, Bruce Ferguson, Justin Madding, Renae Ginther, Sierra Pilgrim

Members Absent:  Leslie Minor, Kanoe Bandy, Mike Mayfield and Brandy Young

Guests:  Mike Jiles and Sarah Criss

Facilitator:  Heather del Rosario
Timekeeper:  Kamala Carlson
Recorder:  Sarah Criss, Recording Secretary

Call to Order:

The meeting called to order at 2:10 p.m. by Heather del Rosario.

1. APPROVAL OF MINUTES
The minutes from the November 1, 2019 Governance Council meeting was reviewed and a typo on item #9 was corrected and approved by consensus.

2. Action – SPC – Planning Guide Approval (Xiaohong Li)

Through review it was determined that the Strategic Planning Committee’s Planning Guide was in need of review and update before it could be considered for approval. This document will be brought back to Governance Council once updated.

3. Discussion – AP 3720 (Deb Daniels/Andrew Prestage)

Administrative Procedure 3720 was shared with the Governance Council as an electronic draft prior to the meeting. Debra Daniels and Andrew Prestage asked for feedback on the draft language.

Mike Jiles asked for clarification on the use of personal devices and Michelle Oja shared concern with the language that refers to “deliberate” action as it assumes we know the motive of a person. There was discussion on the use of deliberate versus intentional as well as the consequences for infractions against AP 3720.

There were many questions regarding wording of AP 3720 as it relates to District property. There are boundaries on intellectual property and a clarification needed on the use of District property. Also asked for further clarification was the proper use of third-party sites (i.e. Google Docs).

Dr. Oja also inquired into the statement declaring only the Superintendent has or can grant access into the district email accounts. Dr. Daniels affirmed that is true.
Renae Ginther inquired on the issue of theft of a District device. Dr. Daniels explained this piece is included in the event it is not necessary to reissue equipment (i.e. laptop for off campus use).

Xiaohong Li suggested that political activity be addressed in this procedure.

Time limit was met. It was agreed by consensus to extend the topic for 5 minutes.

Dr. Oja inquired to protection of confidential information. Dr. Daniels explained that personal identifiable information, both electronic and physical, must be properly stored in a way that does not allow other coworkers and students access to information they are not otherwise authorized to see.

Andrew Prestage asked the Council to please email him suggestions on AP 3720.

4. Information – Report from Academic Senate

Sharyn Eveland shared information and action from the Fall Plenary session with the State Academic Senate. Dr. Eveland stated there is focus on equity and diversity in all areas of college business. This effort is increasing in activity as related to Guided Pathways. Dr. Eveland asked Heather del Rosario to share on how these messages are being used in committee work. Ms. del Rosario said that the Equal Employment Opportunity committee is currently taking this discussion into action. They are first educating themselves on the topic before they implement professional development to the hiring committees and managers.

Dr. Eveland also said the state AS is continuing support of already implemented baccalaureate programs. There is also ongoing discussion relating to English as a Second Language (ESL) courses being included into programs.

5. Communication

Dr. Daniels commended the Council members for their participation in meetings and discussion. She also thanked them for taking the Council information and sharing/discussing with the constituent groups. Through this process there has been great feedback on several District items.

6. Other

Reminder - January 29th Collegiality in Action Training will be held in the Cougar Room.

Next Meeting: TBD
Facilitator: Severo Balason
Timekeeper: Renae Ginther

Meeting Adjourned: 3:14 p.m.
Respectfully submitted by: Sarah Criss
Reminder—Please forward future recommended agenda items to Deb Daniels and Sharyn Eveland