Members Present: Debra Daniels, Leslie Minor, Severo Balason, Brock McMurray, Heather del Rosario, Xiaohong Li, Sharyn Eveland, Kanoe Bandy, Michael Jiles, Debora Rodenhauser, Kamala Carlson, Justin Madding, Renae Ginther, Michaela White, Bruce Ferguson, Mike Mayfield

Members Absent: Joe’ll Chaidez, Sergio Gomez

Guests: Windy Martinez, Sarah Criss

Facilitator: Debra Daniels
Timekeeper: -
Recorder: Sarah Criss

Call to Order:

The meeting was called to order at 1:01 p.m. by Deb Daniels.

1. Action - Approval of Minutes
The minutes from the September 8, 2020 Governance Council meeting were reviewed and approved by consensus.

2. Committee Reports (Brief Updates)

Access Committee
Leslie Minor shared that the committee charter was reviewed and recommended for approval with minor edits. Discussion was held on retention rate improvement. Preparation to survey students on retention prior to end of the semester is underway in an effort to make adjustments to barriers that may deter students from registering for spring semester. Kamala Carlson asked how students that had dropped would be contacted. Minor stated that email addresses are on file but the focus of the current survey is to retain students currently in courses this semester by identifying reasons they may choose to drop. It was agreed that this would be a beneficial way of regularly addressing barriers as seen by students.

Success Committee
Windy Martinez told Council that the committee had reviewed their charter which included aligning goals with that of the Access Committee. She will now attend the Access Committee meetings to better ensure goals remain aligned and work is efficiently conducted in agreement of set goals. Success Committee feels their goals should primarily focus on transfer rates and retention rates.

Budget Committee
Brock McMurray said that the charter and budget development calendar had been reviewed and recommended for approval by the Council. He said that the committee also reviewed non-personnel source requests. The committee is now beginning the self-evaluation task as well as setting of goals for the academic year and continues to be updated on the Accreditation status of budget related standards.
Strategic Planning Committee
Xiaohong Li reported that the committee has recommended the Planning Guide update with modifications. She also shared that the Strategic Action Plan will be updated by summer 2021.

Campus Safety and Security Committee
Severo Balason said that the committee is in the development phase of a campus safety assessment.

Information Technology Committee
Li stated that the committee reviewed the charter and is beginning the self-evaluate and establish updated goals. There will be a continued focus on technology security.

Academic Senate
Sharyn Eveland stated that the AS is reviewing resolutions as drafted by the area Academic Senate. The AS committees are working to review/update the charters for the Governance Guide.

Accreditation Taskforce
Li said the ACCJC visit has been set for September 27-30, 2021. Work continues by subcommittees to prepare the ISER for the June 2021 submission deadline. Drafts are completed and are being reviewed. The campus continues to be updated on the detailed process via an electronic newsletter.

3. Action - Governance Council Charter
Dr. Daniels referred the Council to the previously emailed charter. It was noted the faculty divisions need to be updated. It was agreed by consensus that the Charter is approved with the updated faculty division corrections.

4. Action – Budget Committee Charter
McMurray said that the charter was reviewed and found to be in alignment with the committee’s tasked assignment. The charter was approved by consensus.

5. Action – Access Committee Charter
Minor reported that the charter was approved by the committee with only minor corrections. Sharyn Eveland requested that the word/intent of “considering” on the 2nd bullet point be further reviewed. Minor said she would take the Charter back to the committee as well as have it reviewed by the Curriculum Committee.

6. Action – Campus Safety and Security Committee Charter
Balason told Council that the Charter was updated to correct the co-chair assignments and to include the Director of Maintenance and Operations. It was discussed that the charter shows an incorrect minimum of members. There was also question into the historical inclusion of a WESTEC representative. The charter will return to committee for further review.

7. Action – Student Success Committee Charter
Martinez shared that the committee removed “access” from the committee charter and updated titles in membership. Eveland asked about the Success Committee being tasked with enrollment management. Martinez said she would take the Charter back to the committee and consider enrollment management language.
Governance Council
October 13, 2020
Page 3

8. Action – Information Technology Charter
Li displayed the recommended updated charter. The updates included membership titles and edited the
document to reflect that recommendations are made to the Governance Council, not the
Superintendent/President. The charter was approved by consensus.

9. Action – 2020-21 Budget Development Calendar
McMurray stated that the draft calendar is set with consideration to dates/deadlines determined by both
the Chancellor’s office and the District. The calendar was reviewed and approved by Consensus.

10. Annual Committee Self-Evaluation Timeline
Daniels asked that all self-evaluations be submitted to Governance Council by sending them to Sarah Criss
no later than November 1.

Li questioned the need (annual or otherwise) for peer review in the self-evaluation process. Discussion
was had on past practice and relevant need for it to remain in the process. Daniels asked if anyone knew
where it was documented to have peer review in the self-evaluation process. It was suggested that it first
be researched if the peer review is documented as a part of the process and to then to consider removing
it.

11. Planning Guide
Li reviewed the updates to the Planning Guide. Those included the removal of the Human Resource annual
report, updating the mission statement review timeline, and the updating of the Strategic Action Plan
timeline. Daniels added that the HR annual report was removed due to the fact that the information is
mandated in another area not relevant to the planning process for the College. Justin Madding noted a
correction to the date the Facilities Master Plan was updated. The Planning Guide was approved by
consensus with agreement that the date would be confirmed and updated in the draft.

12. Other
No other items were discussed.

Next Meeting: November 10, 2020 at 1:00 p.m.
Facilitator: Dr. Debra Daniels
Timekeeper:

Meeting Adjourned: 2:01 p.m.
Respectfully submitted by: Sarah Criss
Reminder—Please forward future recommended agenda items to Deb Daniels and Sharyn Eveland