

**Approved Minutes**  
*(Amended 04/09/13)*  
**Miramar College Governance Committee**  
February 12, 2013  
M Building, M-107R, Paralegal Conference Room  
2:45 – 3:45 PM

**Called to order:** 2:50 pm

**In attendance:** Bob Fritsch, Buran Haidar (Chair), David Navarro, Joyce Allen, Terrie Hubbard, Daphne Figueroa

**Absent:** Sara Agonafer, Lou Ascione, Wheeler North, Elizabeth Del Rio

**Approval of Agenda and Minutes**

The agenda was approved.

The minutes of December 13, 2012 meeting were approved with editorial changes to the 2012/12 CGC goals.

**New Business:**

1. **Spring 2013 CGC Calendar- Meeting dates & times**

The CGC members agreed to hold the committee's meeting on the second Tuesday of each month from 2:45-3:45 pm in M-107R. The next spring 2013 meetings are scheduled for March 12, April 9, and May 14.

2. **Review and evaluation of Spring 2013 Convocation presentation: "The 3 P's of College Governance"**

Input of CGC members to any feedback they received from campus constituents was sought. Despite limited feedback, it was reported that faculty and others sought copies of the committee's handouts used for the sp 2013 convocation presentation, and that new and contract faculty expressed appreciation for the information provided explaining the governance committee structure and linking it to the campus decision-making.

3. **Tasks to attain committee goals: Spring 2013 membership opportunities**

B. Haidar presented the committee with a summary of further analysis of comments about weaknesses and areas of areas for improvement reported in the 2012 CGC SWOT survey, which showed that the majority of the perceived weakness stemmed from lack of understanding of the principles and related college processes of decision making.

	<b>Perceived Slow</b>	<b>Perceived Complexity</b>	<b>Lack of Understanding</b>	<b>Specific proposals</b>
<b>Identified weaknesses</b>	<b>23%</b>	<b>27%</b>	<b>47%</b>	<b>10%</b>

She presented a draft of proposed committee activities and target dates to achieve the committee's spring 2013 goals, and she asked committee members to volunteer for individual activities.

The committee reviewed and revised the proposed activities and volunteered to participate.

*(See the spring 2013 CGC Goals and Activities, below).*

- Plans for the CGC members to communicate the "3P's of College Governance" using the material presented at the sp 2013 President's Convocation to the classified Staff and the Associated Student Council were deemed to be not urgent at this time.
- Committee activities for spring 2013 will include:
  - a. Planning and holding training session for committees starting with governance committee chairs and co-chairs to train their own members about roles, place in the decision-making process, and responsibility for timely communication of decision and following-through on the process.
  - b. Revising, updating, and dissemination of the glossary of terms in Appendix 3 of the College Governance Handbook.  
Two workgroups (WG1 and WG2) of CGC members were tasked with working on the plan and updating of terms for presentation to the committee at its next meeting on March 12.

**Old Business: None**

**Committee Reports/Other: None**

**Next Meeting:** March 12, 2013

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**College Governance Committee**

Sara Agonafer, Joyce Allen, Lou Ascione, Bob Fritsch, Buran Haidar (Chair), Terrie Hubbard, Wheeler North, Elizabeth Del Rio

## Spring 2013 CGC Goals and Activities

### Embracing Opportunities and Addressing Challenges of Participatory Governance

Goal 1. Implement effective communication strategies and actions for raising awareness & education about specific responsibilities, and following-through on the college adopted participatory governance processes.			
Strategy	Activities	Target Date	CGC members
A. Communicate the College governance principles, process, and practice	President's Convocation spring 2013	January 24, 2013: <b>Accomplished</b>	Buran, Wheeler, Bob, & Daphne
B. Training of Governance Committees on roles, place in the decision-making process, and responsibility for timely communication of decision and following-through on the process	Plan for holding "Train the Trainer" session(s) for governance committee chairs and co-chairs as trainers for committee members	March 8 for discussion at CGC on March 12	Assigned to Workgroup 2 (WG 2): Buran, Bob, Terrie, Wheeler, & Daphne
	Implementation of training session(s)	April 1-30	Teams of at least two CGC members.
	Evaluation of effectiveness of training	May 1-10	
Goal 2. Develop Campus understanding and common use of terms			
Strategy	Activities	Target Date	CGC members
	Update and revise the glossary of terms in Appendix 3 of the College Governance handbook to include: AB1725, Title 5 regulation, and roles of faculty "Collegial Consultation", and staff and students "Effective Participation".	March 8 for discussion at CGC meeting on March 12	Assigned to workgroup 1 (WG 1): Joyce & Daphne
Evaluation by CGC May 14, 2013			