Governance Review Council (GRC)  
February 27, 2015  
1:30 - 2:30 p.m., SMN 305  
Meeting Summary

**Present:** Leslie Barker (via teleconference), Christina Leimer, Shawn Purcell, Joan Rinaldi, and Jennifer Medina (Staff Resource)  
**Absent:** Christine Li, Steve Petker

*Note: Although a student representative member was not present at this meeting, the PGS Plan indicates: “If any governance group does not provide at least one representative for two consecutive meetings, the remaining group will comprise a quorum and can take action at the second meeting.”*

All agreements stated in these minutes were made by consensus.

**Minutes**

**Agenda**
- Approved.

**Minutes**
- *February 11, 2015 minutes were approved without any recommended edits.*

**Chairperson Replacement**
- Christine Li has resigned as chair of GRC.  
  - It was agreed that Dr. Christina Leimer will serve as facilitator during today’s meeting.  
  - It was agreed that GRC members will serve as rotating chairs through the rest of the year.

**Issues to Be Addressed with Decisions**
Members agreed that the issues are:
- Problems of attendance and filled seats as delineated in the decision making matrix  
- Proposal to add PRAC Finance Subcommittee to PGS  
- Proposal to add Accreditation Steering Committee to PGS  
- Other concerns about the PGS system that were raised by GRC members’ informal conversations with COM faculty, staff and managers

**GRC Matrix and Discussion**
- Potential solutions to Unfilled Positions and Inadequate Attendance:  
  - Need broader based participation
• Improve recruitment and awareness of Participatory Governance System (PGS)
  • Recommendation: Add Flex Week activity about PGS
  • Recommendation: Add PGS information into orientation process where it currently does not exist (classified staff and managers) and make the information more concrete where it does exist (new faculty orientation)
  • Recommendation: Ask if GRC can have some time during convocation to talk about PGS
  • Recommendation: Add Flex Week training about how to make meetings effective with a component specific to chairs
  • Recommendation: Have a PGS point person speak to the committees before each initial meeting this fall; provide an introduction which will include information about the committee’s charge, an update on the committee’s progress and issues that have been discussed, and expectations of the members of the committee
• Potential solutions to Inadequate Attendance and Lack of Quorum:
  o Recommendation: Make teleconferencing and video conferencing an option when in-person attendance is not possible
  o Recommendation: Use e-mail to conduct business between meetings
  o Recommendation: Change the nature of quorum to the following:
    ▪ Simple majority of 50% plus 1
    • No longer by constituency
  o Recommendation: Emphasize existing procedure as a safeguard against any group being excluded based on the change in quorum:
    ▪ In the event a member cannot attend a meeting, they should send someone else from their representation group to fill in.
    ▪ Another safeguard would be to encourage anyone who cannot attend a meeting of their group to review the agenda and send feedback to members prior to the meeting to be included in the meeting’s minutes.

All recommendations will be reviewed at subsequent meetings and a final determination of which to bring forward, along with the rationale for each, will be made and reported out this semester.

Wrap-Up
Next committee meeting: It was agreed that Shawn will serve as the first rotating chair during the next regularly scheduled GRC meeting on March 11, 2015. Jennifer will schedule the next bi-weekly meeting for two weeks after our next regularly scheduled meeting in March.