Governance Review Council
February 13, 2013
3:00 – 4:00 p.m. MSN 305
Meeting Summary

Present: Chialin Hsieh, Kathleen Kirkpatrick, Joan Rinaldi, Rion Smith, Dominic Suvonnasupa, Wendy Walsh and Barbara David (Staff Resource)

Absent: Christine Li, Matt Markovich (Chair), and Gerardo Orantes

Agenda
1. AGENDA
2. MINUTES
3. MEETING SCHEDULE
4. PGS COLLEGE WIDE GOVERNANCE SURVEY RESULTS
5. FUTURE AGENDA ITEMS

Minutes
Agenda
Agenda approved by consensus.

Minutes
Minutes of 01-23-13 approved by consensus.

Meeting Schedule
The committee agreed to move monthly meetings to the second Wednesday of the month from 3:00 – 4:00 p.m. in Room MSN 305 as follows:

- March 13th
- May 8th

Note: The committee will not meet on April 10th due to spring break.

PGS College Wide Governance Survey Results

- PGS Web page
  - K. Kirkpatrick reported the Office of Communications indicated it would provide a direct link to the PGS webpage from the College home page by the end of February.
• **FAQs for PGS Webpage**
  o To follow up with the suggestion from the last GRC meeting to create FAQ’s for posting on the PGS webpage to increase transparency and knowledge about the PGS, K. Kirkpatrick drafted and distributed *PGS FAQs – Draft 2/13/13* for members’ review.
  o Members provided various suggestions which K. Kirkpatrick incorporated immediately into the document.

  K. Kirkpatrick indicated she would add: a) the committee’s purpose; and b) address how committee recommendations are moved forward (providing reference to the PGS committee chart) to the document.

  o Members were encouraged to email K. Kirkpatrick with any other suggestions for the sheet.
  o To test the agreed upon final version of the FAQ’s for clarity and comprehensiveness, it was suggested to ask a relatively new employee to review the material.

  C. Hsieh indicated she would ask K. Combs and J. Eldridge to review the final FAQ sheet and provide feedback. (K. Kirkpatrick indicated she may also find others to review it.)

Members agreed with the plans to:
  o place the new link for the FAQ’s toward the top of the PGS page;
  o place the phrase “Governance FAQs” in the website’s A-Z Search function;
  o provide an announcement in the President’s Weekly Briefing about the changes to the PGS web page; and
  o post the meetings in the new online Governance Committee Calendar.

• **Determination of Completion Status of Survey Results’ Review**
  o Members agreed the review of the survey results is now complete after summarizing GRC’s actions as follows:
    ▪ GRC informed the Cabinet regarding the support of the Classified Staff’s participation in professional development.
    ▪ In order to make information more transparent, GRC took action to make the following improvements:
      i. a direct link for PGS from the COM home page;
      ii. new FAQ’s for the PGS web page to provide information about areas of weakest familiarity;
      iii. Rewording of survey questions so participants can ask questions in the future.

**Next Meeting:** March 13, 2013 at 3:00 p.m.

**Future agenda items:** Email B. David with possible future agenda items.