

Governance Committee Strategic Planning Report

Date of review: 07/01/2016

FUNCTION: Oversee the institution's committee functions; facilitate communication between committees and the Board; and formulate, review, and revise personnel policies and procedures.

SCOPE: Identify the appropriate communication path within the institution.

GOAL 1: To ensure SBC functions include: policies & procedures reflect SBC Mission & Vision Statement through 2025.

<i>Objective A</i>	Review all college policies and procedures as needed.
Measurement Tool (who, what, when, how)	The Governance Committee in 2016-2017 will review the policies and procedures as needed.
Measurement Goal	Review and update personnel policies and procedures as need through May 2017.
Findings/Results	The following policies were review, revised, and approved by their respective committees, Governance, and Board of Trustees: Financial Aid Satisfactory Progress - revision, Scholarships Endowment and Administrative Fees - new, Room Usage - new, Workstudy- revision, Educational Administrative Leave for SBC - added Certificate and Master's levels - revision, Transit Title IV - revision, and Dorm Cash Back Initiative - revision.
Data Analysis	All policies presented to the Governance Committee were approved.
Action/Recommendation	Continue to approve policies changes as they arise.

GOAL 2: To maintain open line of communication between Committees, Administration and Board through 2025.

<i>Objective A</i>	Meet monthly during academic year to approved new grant submissions, including grants relating to research.
Measurement Tool (who, what, how, when)	The Governance Committee in 2016-2017 will approve all SBC grants prior to submission through a review of the scope, goals, and budget monthly.
Measurement Goal	Submission of 18 grants, with 50% funded.
Findings/Results	Twelve new grants were submitted for a total of \$1,833,347 of possible funding. Three of the grants were funded for a total of \$692,271 over two years. Eight grants are pending notification.
Data Analysis	SBC did not meet the measurement goal.
Action/Recommendation	Continue to encourage faculty and staff to write grants.

<i>Objective B</i>	Receive reports from committee chairs on committee activities.
Measurement Tool (who, what, how, when)	The Governance Committee in 2016-2017 will request committee reports on a monthly basis from October 2016 through May 2017.
Measurement Goal	100% updates by committees at governance meetings during the academic year.
Findings/Results	Nine Governance meetings were held. With a 44% reporting from Committees.

Data Analysis	Several Committee Chairs are faculty and scheduling meetings around available times has been a challenge. There are no classes on Tuesdays from 12:00 noon to 1:00 pm, which was selected as the meeting time, but with reviewing and approving policies, grants, job descriptions, and other pertinent information there has been no time for committee updates.
Action/Recommendation	Continue current committee structure.