

Governance Committee Strategic Planning Report

Date of review: 06/30/2019

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 including 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 2018-2019 will review the policies and procedures as needed.
Measurement Goal	Review and update personnel policies and procedures as need through May 2019.
Findings/Results	The following policies were review, revised, and approved by their respective committees, Governance, and Board of Trustees: Revision to Nest Policies, revision to Employee Financial Obligation Policy, revision to Transit Service Center Employee Charging Policy, revision to Student Travel Policy, new Adjunct Research Faculty Policy, revision to Volunteer Policy, and revision to Holiday/Adm Leave Pay
Data Analysis	The Governance Committee completed due diligent in reviewing policies and procedures that were presented to the committee.
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 2018-2019 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 \$1,547,840 of possible funding. Five grants were funded at 33%, five not funded, and three pending as of May 31, 2019. The five grants funded as of June 30, 2019 total of \$728,691.
Data Analysis	SBC did not meet the measurement goal for the number submitted or funded. There are not as many grants that were due during the 18-19 term as there are in other years.
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 2018-2019 will request committee reports on a monthly basis from August 2018 through May 2019.
Measurement Goal	100% updates by committees at governance meetings during the academic year.
Findings/Results	Five Governance meetings were held. Committee Chairs reported out at three of the five meetings.
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.