

Governance Committee Strategic Planning Report

Date of review: 07/01/2020

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 2019-2020 will review the policies and procedures as needed.
Measurement Goal	Review and update personnel policies and procedures as need through May 2020.
Findings/Results	Thirteen policies were revised and two new policies developed. The revisions were as follows: Smoking on Campus, Transit Reasonable Accommodations policy, Financial Management Policies, Student Travel Policy, Student Complaint Process, Nest policies Student Government By-laws, Procurement Policy, Job Vacancy and Announcements Policy, Transit Title VI Plan, Kampus Kids biting policy, Kampus Kids meal time policy, Administrative Leave adding administrative leave during a Pandemic – Covid-19, Transit’s Drug and Alcohol policy based on ND DOT regulations. New policies included: Service Animals on Campus and Conflict of Interest.
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 2019-2020 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	Fifteen (15) grants were submitted, six were funded for a total of \$197,500, two not funded, and seven are pending notification of funding through. In addition, continuation applications were submitted for TRIO and Voc Rehab.
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 19-20 term.
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 2019-2020 will request committee reports on a monthly basis from August 2019 through May 2020.
Measurement Goal	100% updates by committees at governance meetings during the academic year.
Findings/Results	Four face to face meetings were held from September 2019 through February 2020. After that time all approval required through Governance was completed through email.
Data Analysis	Due to Covid-19 and the College closure no face-to-face meetings were held after the February meeting.
Action/Recommendation	Due to the unknown of Covid-19, if meetings cannot occur face-to-face for 2020-2021, continue with email votes and zoom meetings.