



**QUINSIGAMOND**  
Community College

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# **Governance 2023-2024**

**QCC College Governance Website:**  
**<http://www.qcc.edu/college-governance>**

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Community College

# Governance Guide 2023-24

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*Additional information is available on the QCC Governance Website:*

<http://www.qcc.edu/college-governance>



## **GOVERNANCE CONSTITUTION**

### **Preamble**

At Quinsigamond Community College, shared, participatory governance is a systemic process of transparent, collegial leadership to further the long-term goals of the institution as expressed in the Strategic Plan, Mission, and Vision. It is sustained through the communication and investment of all college community members. Participatory governance is designed to meet the needs of the community; thus, the system's relevance and effectiveness will be assessed on a regular basis. While it is advisory in nature, participatory governance is an important mechanism for ensuring that individual and constituency points of view are heard and contributes significantly to the achievements of the college.

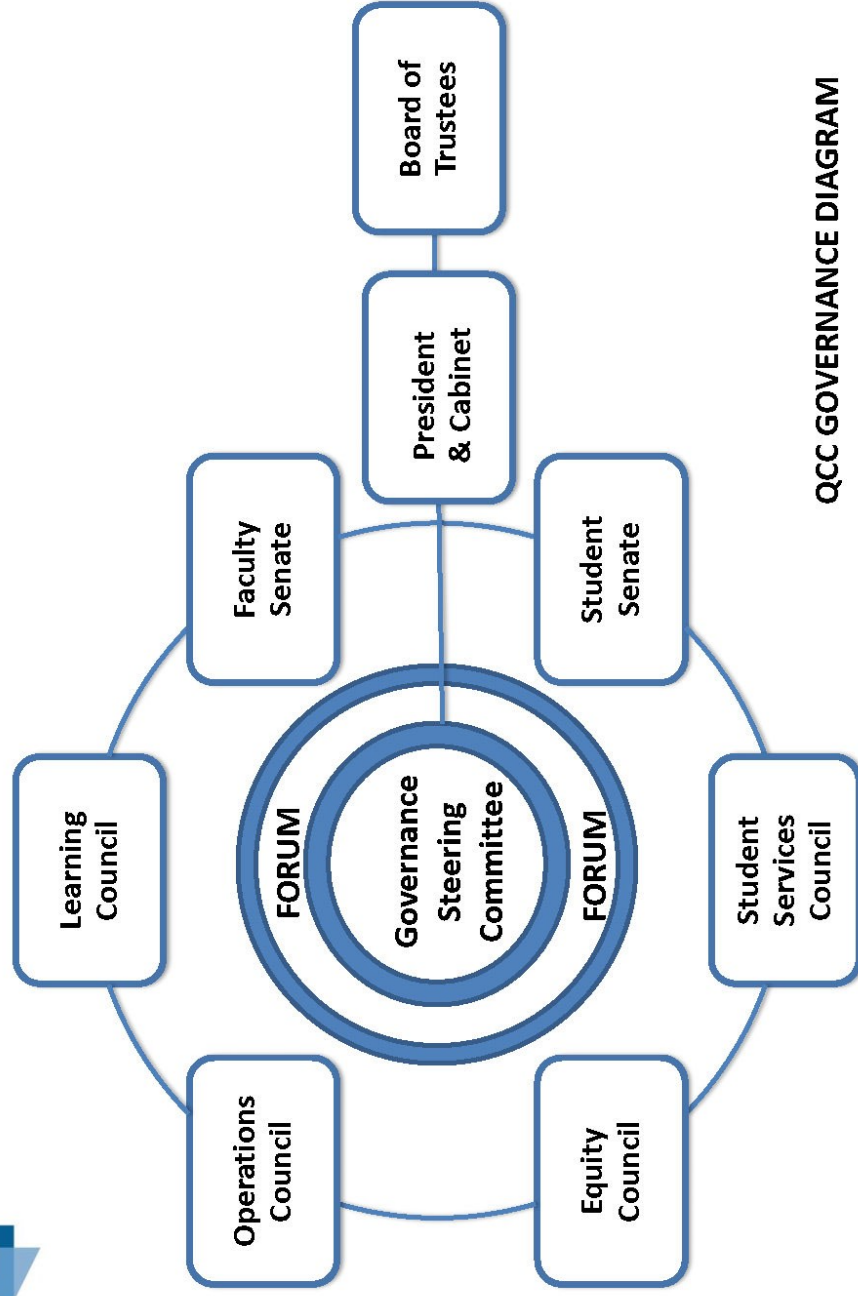
The Quinsigamond Community College Governance Structure is designed to reflect and support the college's institutional values of: Excellence and Quality; Integrity and Accountability; Inclusiveness; Cooperation and Collaboration; Respect and Trust; Open, Civil Communication and Collegiality; and Creativity and Innovation.

### **Characteristics and Principles of the QCC Governance System**

- **Participatory Governance** fosters a sense of commitment, equal partnership, and a vested interest in the successful outcomes of institutional policy and policy implementation.
- **The Council System** enables the entire college community to have a vital role in governing the college. The Council System values the special expertise of all participants.
- **Membership on the Councils** is determined by each Council, and most member seats are filled by election. In order to ensure coordination and

current membership lists, Councils will inform the Governance Steering Committee of proposed membership changes.

- **Council and Forum Meetings** give each individual the opportunity to increase his/her breadth of understanding of all elements of policy-making decisions so as to foster knowledgeable compromise.
- **Official Minutes** shall be taken at each Governance Council meeting, and shall be published college-wide within seven calendar days of the meeting.
- **The Forum** provides the mechanism for discussion and information sharing among all individuals of the college community. It provides the opportunity for the community to vote on matters of college-wide importance.
- **The Integration of Councils through the Governance Steering Committee** establishes and maintains productive and appropriate channels of communication. An archive of governance actions and documents is accessible to all, regardless of campus location.
- **Policy Recommendations** serve to advise the President and the President's Cabinet.
- **The Policy Tracking** document allows for clear and transparent decision making.
- **The QCC Governance System** is guided by the Standards for Accreditation as set forth by the New England Commission of Higher Education (NECHE).
- **The QCC Governance System** recognizes and respects the college's collective bargaining agreements.
- **Amendments** to this Governance System undergo the same approval process as policies.
- **The Governance System** is assessed every two years via a campus-wide survey.



**QCC GOVERNANCE DIAGRAM**



## 2023 – 2024 GOVERNANCE CALENDAR

Month	All College Forum	Learning Council	Equity Council	Steering Committee	Operations Council	Student Services Council	Faculty Senate	Student Government
September	<b>5</b> All College Day	<b>No Meeting</b>	<b>No Meeting</b>	<b>No Meeting</b>	<b>No Meeting</b>	<b>No Meeting</b>	<b>28</b> 2pm tbd	TBD
October	<b>3</b> 2pm Zoom	<b>10</b> 2pm 107A	<b>10</b> 2pm 220A-4	<b>10</b> 3pm B03	<b>17</b> 2pm B03	<b>17</b> 2pm 107A	<b>26</b> 2pm 107A	TBD
November	<b>7</b> 2pm Zoom	<b>14</b> 2pm 107A	<b>14</b> 2pm 220A-4	<b>14</b> 3pm B03	<b>21</b> 2pm B03	<b>21</b> 2pm 107A	<b>30</b> 2pm 107A	TBD
December	<b>5</b> 2pm Zoom	<b>12</b> 2pm 107A	<b>12</b> 2pm 220A-4	<b>12</b> 3pm B03	<b>19</b> 2pm B03	<b>19</b> 2pm 107A	<b>No Meeting</b>	TBD
January	<b>19</b> All College Day	<b>No Meeting</b>	<b>No Meeting</b>	<b>No Meeting</b>	<b>No Meeting</b>	<b>No Meeting</b>	<b>25</b> 2pm 107A	TBD
February	<b>6</b> 2pm Zoom	<b>13</b> 2pm 107A	<b>13</b> 2pm 220A-4	<b>13</b> 3pm B03A	<b>20</b> 2pm B03A	<b>20</b> 2pm 107A	<b>22</b> 2pm 107A	TBD
March	<b>5</b> 2pm Zoom	<b>12</b> 2pm 109A&B	<b>12</b> 2pm 220A-4	<b>12</b> 3pm B03A	<b>26</b> <small>3/19 - 3/22 Spring Recess</small> 2pm B03A	<b>26</b> 2pm 107A	<b>28</b> 2pm 107A	TBD
April	<b>2</b> 2pm Zoom	<b>9</b> 2pm 107A	<b>9</b> 2pm 220A-4	<b>9</b> 3pm B03	<b>16</b> 2pm B03	<b>16</b> 2pm 107A	<b>25</b> 2pm 107A	TBD
May	<b>7</b> 2pm Zoom	<b>14</b> 2pm 107A	<b>14</b> 2pm 220A-4	<b>14</b> 3pm tbd	<b>21</b> 2pm B03	<b>21</b> 2pm 107A	Faculty Retreat	TBD

## **The Forum**

The Forum is held on an approved schedule of regular monthly meetings during the academic year and all QCC employees and students are invited to attend.

The Forum will be used to discuss QCC initiatives and make recommendations on college-wide matters to the College President.

Forum attendees will not be responsible for, and cannot abridge decisions from the Board of Higher Education and Board of Trustees, or contractual matters of the Agreement between the Board of Higher Education and the Massachusetts Community College Council (MCCC) or AFSCME.

All procedure and policy proposals must first be reviewed by the Governance Steering Committee before they can be voted on at the Forum.

Robert's Rules of Order will be the basis for the conduct of the Forum.

The voting membership includes all Forum attendees who are full-time (01), or part-time (03) college employees and all students.

Fifty (50) on-site Forum attendees constitute a Quorum.

Forums will be recorded and/or accessible by video/web conferencing with the sessions available for later viewing.

## **The Forum Moderator**

The primary role of the Forum Moderator is to guide and promote animated but orderly discussion at monthly campus governance forums. This includes deciding all questions of order, interpreting voice votes, and counting all hand and ballot votes. The Moderator may be assisted by a parliamentarian in questions about the deliberation process.

The Moderator will coordinate with Media Services and Information Technology to set up recording and videoconferencing capabilities and will conduct the meeting to optimize remote or later viewing/listening.

The Moderator is appointed by the Governance Steering Committee upon submission of a statement of interest and qualifications, subject to review and interview by the GSC.

The Moderator takes direction from the Governance Steering Committee regarding the schedule of Forum meetings and the agendas for said meetings. The Moderator will serve as an *ex officio*, non-voting member of the Governance Steering Committee. While acting as Moderator, the incumbent cannot hold any other seat in the governance structure.

The Forum Moderator will be a voting member of the Forum.





# QCC Governance Councils 2023-24

**Please note:** *The college community will be notified of any membership changes that occur during the year, and the College Governance Website will be updated accordingly.*

**QCC College Governance Website:**

<http://www.qcc.edu/college-governance>

<b>GOVERNANCE STEERING COMMITTEE 2023-24</b>	
<b>Brenda Safford</b>	<i>Chair</i>
<b>Brenda Safford</b>	Forum Moderator ( <i>ex officio, non-voting</i> )
<b>Margaret Wong</b>	Parliamentarian
<b>John Stazinski</b>	Learning Council Representative (Chair)
<b>Meredith Stone</b>	Learning Council Representative
<i>Michelle Savrann</i>	<i>Learning Council Alternate</i>
<b>Sara Simms</b>	Operations Council Representative (Chair)
<b>David Shapiro</b>	Operations Council Representative
<i>Patrick Printz</i>	<i>Operations Council Alternate</i>
<b>Byron Thomas</b>	Diversity Council Representative (Chair)
<b>Terri Rodriguez</b>	Diversity Council Representative
<i>vacant</i>	<i>Diversity Council Alternate</i>
<b>Kristie Proctor</b>	Student Services Council Representative (Chair)
<b>Laurie Behrmann</b>	Student Services Council Representative
<i>Jason Kurland</i>	<i>Student Services Council Alternate</i>
<b>NT Izuchi</b>	Faculty Senate Representative (President)
<b>Tiger Swan</b>	Faculty Senate Representative
<i>Nicole Dellasanta</i>	<i>Faculty Senate Alternate</i>
<b>Hannah Rosenkrantz</b>	Student Government Association Representative
	SGA Representative
	<i>SGA Alternate</i>

***\*Please note - This is subject to change as these are GSC members from 21-22. Nominations for Chair and Reps will be held at the first meeting of each Council this year.***

### **Governance Steering Committee**

This Committee is responsible for initiating and seeking constituency approval for amendments to the governance system. It originates proposals for the standing councils and reviews all policies proposed by the standing councils. The Governance Steering Committee reviews policies as necessary and coordinates the activities of the standing councils, when necessary, for the smooth operation of governance, e.g. hold elections when vacancies occur on the Governance Steering Committee and the standing councils. It maintains a current policy manual that is easily accessible to the college community.

## **Governance Steering Committee Functions**

- Originate proposals for the standing councils and review all policies proposed by the standing councils.
- Review policies as necessary.
- Coordinate the activities of the standing councils, when necessary for the smooth operation of governance, e.g. hold elections when vacancies occur on the Governance Steering Committee and the standing councils.
- Maintain a current policy manual that shall be easily accessible to the college community.
- Initiate and seek constituency approval for amendments to the governance system.

<b>EQUITY COUNCIL 2023-24</b>	
<b>Sara Simms</b>	Assistant Director of Human Resources/Affirmative Action Officer ( <i>ex officio, non-voting</i> )
<b>vacant</b>	Student Life and Leadership ( <i>ex officio, non-voting</i> )
<b>Brenda Safford</b>	Diversity Caucus Representative ( <i>GSC Alternate</i> )
<b>Viviana Abreu-Hernandez</b>	Diversity Caucus Representative
<b>vacant</b>	Diversity Caucus Representative
<b>Byron Thomas – Chair</b>	Faculty ( <i>GSC Representative</i> )
<b>Henry Ritter</b>	Unit Professional
<b>Emilio Cruz</b>	Adjunct Faculty
<b>Terri Rodriguez</b>	Non-Unit Professional ( <i>GSC Representative</i> )
<b>Cebelis Crespo</b>	Classified Staff
<b>Julie Tzipori</b>	At-Large Member
<b>Paul LaCava</b>	At-Large Member
<b>Steve Rayshick</b>	At-Large Member
<b>Craig Toney</b>	At-Large Member
<b>Shirley Dempsey</b>	At-Large Member
	Student
	Student
	Student

### **Equity Council**

This council promotes a culture that encourages personal development and growth in an inclusive environment that maximizes each individual’s contributions to the college. It fosters strategic thinking, common approaches and cross-functional practices for achieving diversity and inclusion at the college.

### **Equity Council Functions**

- Promote a culture that encourages personal development and growth in an inclusive environment that maximizes each individual’s contributions to the college.

- Foster strategic thinking, common approaches and cross-functional practices for achieving diversity and inclusion at the college.
- Assist the offices of Institutional Research and the Equity Officer with the monitoring of institutional progress toward achieving the college's mission to support the equal rights of all people.
- Work with the Diversity Caucus to establish diversity programming as well as and goals and targets for improvement.
- Provide input to the Strategic Planning Committee and other college-wide planning committees as appropriate about issues of diversity and inclusion at QCC.
- Work with the Human Resources office with any affirmative action audit of the QCC workforce to help identify areas of concern and provide recommendations for improvement.

<b>FACULTY SENATE EXECUTIVE COMMITTEE 2023-24</b>	
<b>NT Izuchi</b>	Faculty Senate President ( <i>GSC Representative</i> )
<b>Byron Thomas</b>	Vice President
<b>Benjamin Wendorf</b>	Secretary
<b>Tiger Swan</b>	GSC Representative
<b>Nicole Dellasanta</b>	GSC Alternate

### **Faculty Senate**

This council promotes teaching and learning as well as faculty development, welfare and morale. In addition, it develops and recommends policies and guidelines in all areas of faculty responsibility.

### **Faculty Senate Functions**

- Promote teaching and learning.
- Promote faculty development, welfare and morale.
- Develop and recommend policies and guidelines in all areas of Faculty responsibility.

<b>LEARNING COUNCIL 2023-24</b>	
<b>James Keane</b>	<b><i>Vice President of Academic Affairs</i></b> ( <i>ex officio, non-voting</i> )
<b>Barbara Zabka</b>	<b><i>Staff Assistant to the VPAA</i></b> ( <i>non-voting</i> )
<b>Kevin Li</b>	<b>Assistant Vice President of Academic Affairs</b>
<b>Brooks Winchell</b>	<b>Executive Director of Distance/Online Learning and Center for Academic Excellence</b>
<b>Pat Schmohl</b>	<b>Dean – Healthcare</b>
• Pat Creelman	Faculty Majority Member – Healthcare
• Cheryl DeCoff	Faculty Majority Member – Healthcare
• Amy Hogan	Faculty Majority Member – Healthcare
• Michelle Savrann	Faculty Majority Member – Healthcare ( <b><i>GSC Alternate</i></b> )
• Meredith Stone	Faculty Majority Member – Healthcare ( <b><i>GSC Rep</i></b> )
<b>Betty Lauer</b>	<b>Dean – Business Engineering &amp; Technology</b>
• Dadbeh Bigonahy	Faculty Majority Member – B E & T
• Bob Desilets	Faculty Majority Member – B E & T
• TBD	Faculty Majority Member – B E & T
• Hao Loi	Faculty Majority Member – B E & T
• Jean McLean	Faculty Majority Member – B E & T
• Charu Trivedi	Faculty Majority Member – B E & T
<b>Melissa Fama</b>	<b>Dean - Public Services, Education, &amp; Social Sciences</b>
• Kristy Glover	Faculty Majority Member – PS & SS
• Meghan Martin	Faculty Majority Member – PS & SS
• Greg Mullaney	Faculty Majority Member – PS & SS
• Ken Wong	Faculty Majority Member – PS & SS
<b>Benjamin Benton</b>	<b>Interim Dean – Math &amp; Science</b>
• Shanna Cawley	Faculty Majority Member – M & S,
• Jessica Crowley	Faculty Majority Member – M & S
• Mark Duval	Faculty Majority Member – M & S
• Dilip Patel	Faculty Majority Member – M & S
• Steve Zona	Faculty Majority Member – M & S
<b>Brady Hammond</b>	<b>Dean - English &amp; Humanities</b>
• TBD	Faculty Majority Member – H & E
• Kirsten Daigneault	Faculty Majority Member – H & E
• Lisa Palmer	Faculty Majority Member – H & E
• Kirsten Patey	Faculty Majority Member – H & E
• John Stazinski	Faculty Majority Member – H & E ( <b><i>CHAIR</i></b> )
Kathie Manning	Dean – Ctr. for Workforce Development & Continuing Education
Carolyn Morse	Dean – Library and Academic Support Services
Amy Carmack	Director – Academic Advising
Barbara Zawalich	Registrar
vacant	Coordinator of Transfer/Articulation
Rebecca Brownstein	Admissions
TBD	Admissions ( <i>Alternate</i> )
Karen Grant	Director of Financial Aid
Gaelan Benway	QORE Representative

<b>LEARNING COUNCIL 2023-24 (cont'd)</b>	
Martha Upton	Adjunct Faculty
Denis Regele	Adjunct Faculty
TBD	Student 1 & Student 2 (to be elected by Students)



## **Learning Council**

This council recommends educational policies regarding programs of the College and their appropriateness to the educational objectives of the College, the Strategic Plan, NECHE and other accrediting agencies. The Learning Council also recommends new programs and courses as well as program and course revisions or proposals introduced by the Academic Units.

### **Learning Council Functions**

- Recommend educational policies regarding programs of the College and their appropriateness to the educational objectives of the College, the Strategic Plan, NECHE and other accrediting agencies.
- Recommend policies concerning new curricula, program, departments, courses, or changes.
- Recommend policies dealing with number, description, credit hours, contact hours, and prerequisites of courses.
- Recommend policies for acquisition, availability and use of books, periodicals and other instructional materials to ensure a well-balanced collection.
- Recommend policies for innovative approaches to the educational objectives of the College.
- Recommend policies pertaining to admission to career and transfer programs, evaluation of transfer credit, academic probation, readmission, academic standards, grading, graduation requirements and academic honors.
- Develop policies in cooperation with the Student Services Council relating to students' rights and responsibilities, academic advising, academic honesty and discipline, and their implementation.
- Recommend new programs and courses.
- Make recommendations on all program and course revisions or proposals introduced by the Academic Units.
- Review decisions made since the council's last meeting.

### **Faculty Representation on the Learning Council**

Faculty Representation from each Academic area will be as follows:

- *One (1) Faculty representative per ten (10) full-time faculty members in an Instructional area*

For purposes of apportionment of faculty members, five (5) part-time day faculty teaching sections as of September 15 of the previous year will equate to one (1) full-time faculty member in the faculty count.

- *Each Academic area will have no fewer than two (2) representatives (either full-time or part-time).*
- *Within Academic areas, there should be fair representation by discipline.*

At all times the number of faculty members (either full-time or part-time) on this body should exceed the number of non-faculty representatives. At-large faculty members will be elected to bring the number of faculty representatives to a voting majority, if necessary.

<b>OPERATIONS COUNCIL 2023-24</b>	
<b>Steve Marini</b>	Vice President of Administrative Services ( <i>ex officio, non-voting</i> )
<b>Derek Thomas</b>	Chief Technology Officer Designee ( <i>ex officio, non-voting</i> )
<b>Karole Hager</b>	NUP - Auxiliary Services Representative
<b>Susan McPherson</b>	Faculty
<b>Vacant</b>	Adjunct Faculty
<b>Kevin Ritacco</b>	NUP - Campus Security Representative
<b>David Shapiro</b>	NUP - Human Resources Representative ( <i>GSC Representative</i> )
<b>Stephen Zisk</b>	NUP - Facilities Representative
<b>Luis Fontanez</b>	Classified Staff
	Classified Staff
<b>Vacant</b>	Unit Professional
<b>Nicole Heldenbergh</b>	Community Connections Representative
<b>Vacant – Chair</b>	NUP– ( <i>GSC Representative</i> )
<b>Gina DeCarolis</b>	Non-Unit Professional - IRAP
	Classified Staff – Administrative Services
<b>Patrick Printz</b>	NUP - Information Technology Representative ( <i>GSC Alternate</i> )
<b>Vacant</b>	NUP - Business Office Representative
<b>Vacant</b>	Student Member
<b>Vacant</b>	Student Member

## **Operations Council**

This council keeps abreast of the College’s strategic initiatives and space master plan and recommends policies as appropriate. It reviews and recommends policies regarding the College’s facilities and technology master plans

## **Operations Council Functions**

- Keep abreast of the College’s strategic initiatives and space master plan and recommend policies as appropriate.
- Review and recommend policies regarding the College’s facilities and technology master plans.
- Review and recommend non-academic policies regarding the day-to-day operations of the College.

- Review and recommend policies regarding the bookstore, food service and the security of the College.
- Review and recommend policies regarding reproduction, communication and supply services.
- Review and recommend policies regarding the supervision and the maintenance of the College facilities and grounds.
- Review and recommend technology policies regarding the day-to-day operations of the College's Administrative Computing systems.
- Review and recommend policies regarding the security of the College Information Systems and data.
- Review and recommend policies regarding electronic communications and messaging, materials published on the Internet and local Intranet.
- Recommend the development of additional administrative or technology related policies as appropriate.

<b>STUDENT GOVERNMENT ASSOCIATION OFFICERS/MEMBERS 2023-24</b>	
<b>Ashlee Givins</b>	Director of Student Life and Leadership ( <i>ex officio, non-voting</i> )
	President ( <i>GSC Representative</i> )
	Vice President ( <i>GSC Alternate</i> )
	Secretary ( <i>GSC Representative</i> )
	Parliamentarian
	Treasurer
	Public Relations

**Student Government Association**

This council provides input to proposed policies and procedures suggested by the faculty and Administration. In addition, it recommends students to each of the College Governance Councils and has jurisdiction over Student Clubs.

**SGA Functions**

- Give input to proposed policies and procedures suggested by the Faculty and Administration.
- Recommend cooperative relationships with organizations of higher learning and with the community, consistent with the statement of its purpose.
- Recommend students to each of the College Governance Councils.
- Have jurisdiction over Student Clubs.

<b>STUDENT SERVICES COUNCIL 2023-24</b>	
<b>Michelle Tufau</b>	Vice President for Strategic Enrollment Development & Student Engagement ( <i>ex officio, non-voting</i> )
<b>Jason Kurland</b>	Assistant Dean of Students (Student Life Representative) ( <i>ex officio, non-voting</i> ) ( <i>GSC Alternate</i> )
<b>Vacant</b>	Assistant Director of Financial Aid
<b>vacant</b>	
<b>Kristen Proctor – Chair</b>	Director of Accessibility Services ( <i>GSC Representative</i> )
<b>vacant</b>	Faculty
<b>Kevin Li</b>	Assistant Vice President of Academic Affairs (Academic Affairs Representative) (Direct report, appointed by AA VP)
<b>Lu Costa</b>	Executive Assistant to the President, Non-Unit Professional
<b>Jenna Glazer</b>	Senior Gateway Outreach Counselor, Unit Professional
<b>Katelyn Hurley</b>	Assistant Director of Student Life and Programming, Non-Unit Professional
<b>Vacant</b>	Classified Staff Member
<b>Laurie Behrmann</b>	Classified Staff Member ( <i>GSC Representative</i> )
<b>Dawn Buddington</b>	Adjunct Faculty
<b>Hannah Rosenkrantz</b>	Student Government Association, President
	Student Member
	Student Member
	Student Member
	Student Member
	Student Member
	Student Member (up to 3 additional students)

## **Student Services Council**

This council reviews, recommends, and/or develops policies and procedures for Student Services to include Student Life issues on campus, students’ rights and responsibilities.

## **Student Services Council Functions**

Review, recommend, and/or develop policies and procedures for Student Services to include the following:

- To review and develop policies and procedures addressing Student Life issues on campus.
- To review and develop policies and procedures related to students’ rights and responsibilities.
- To review, develop, and recommend policies and procedures regarding the use and distribution of funds allocated to student government.

- To review and develop policies and procedures with respect to HIPPA, FERPA, and other student health and records related legal requirements.
- To develop and review policies and procedures addressing college athletics and other extracurricular activities, including policies regarding the implementation of Title IV requirements.
- To develop and review policies and procedures regarding advertisers and recruiters who request space on campus.
- To develop and review policies and procedures regarding distribution of literature and/or other materials on campus.
- To develop and review policies and procedures regarding Financial Aid and other Enrollment Services functions.
- To review, discuss, and consider policy and procedures development for other matters as presented to the Council.

## **The Role of Each Council Chair**

The members at the first meeting of the Academic Year select the Chair of each Governance Council. In addition to the responsibilities assumed by all of the Council members, the Chair has the following responsibilities:

1. To oversee the proceedings of the Council meeting in a manner that allows all members to participate in the discussions and deliberations.
2. To enlist the assistance of Council members in formulating and establishing such rules and procedures as are necessary for carrying out the Council's functions according to the principles of governance.
3. To prepare and distribute an Agenda prior to the meeting, if the established rules call for that distribution.
4. To ensure that a Council member is assigned to take Minutes at each meeting.
5. To encourage attendance by Council members to ensure that a quorum is present at each meeting. (*A quorum of the Council shall consist of a simple majority of all voting members.*)
6. To review the Minutes, once transcribed, and to forward the Minutes to Selina Boria, Executive Assistant to the President within six (6) calendar days of the meeting, in order to allow sufficient time for their collegewide publication on the seventh (7<sup>th</sup>) calendar day.
7. To attend All College Forums (*held on the first Tuesday of each month*) in order to stay informed of the workings of other College Governance Councils.

## **The Role of Each Council Member**

Council members are selected to represent a constituency group and serve to ensure that every constituency has a voice in college governance. Attendance at Council meetings is, therefore, extremely important. In addition, Council members are expected:

1. To attend Council meetings on a regular basis.
2. To notify the Chair, prior to the meeting, of their inability to attend a scheduled meeting.
3. To participate, on behalf of the constituency group, in Council discussions and deliberations.
4. To attend All College Forums (*held on the first Tuesday of each month*) in order to stay informed of the workings of other College Governance Councils. This is especially important when the All College Forum topic being presented originated in your Council.

## **The Role of Meeting Note-Taker**

The Governance Constitution states: *Official minutes shall be taken at each Governance Council meeting, and shall be published college-wide within seven calendar days of the meeting.*

To support this, Governance Councils may either select a member/ volunteer to record the Minutes of each meeting (and in some instances this person is also the Chair), or may rotate the responsibility among the members. It is important that the designated Note-Taker be selected at the outset of each meeting.

The purpose of the following is to offer some guidance and assistance to those upon whom this responsibility falls as well as to attempt to standardize the format of the Minutes for ease of their publication.



## **Suggested Format for Minutes**

1. Each Council has been provided a TEMPLATE at the end of this Guide to assist the note-taker and to ensure that key items are recorded.
2. The following should be included in the Minutes:
  - Date/time/place of meeting
  - Attendance of Council Members
  - Names of Observers (non-Council members) present
  - Special Notes (if any)
3. List each agenda item topic as it is raised and note the name of the person presenting the topic (if any).
4. Summarize the discussion. It is not necessary to provide a verbatim account of the Council meeting. This discussion block should contain a brief description of the major points of the discussion.
5. Record the conclusion to the discussion, and the results of any votes taken, in the Conclusion block.
6. If action items arise, be sure to note them, the person who has agreed to perform the action, as well as the deadline. (*Example: Bob will bring copies of sample Web policy to next meeting.*)
7. If non-agenda item issues are raised that require lengthy discussion, the Chair, or other Council members, may suggest that they be placed in the Issues Box for further discussion if time permits or may be placed on a future agenda.
8. It is always wise to transcribe the Minutes at the earliest opportunity. The Governance Constitution dictates that the Minutes of each Council be published within seven calendar days. In order to adhere to this schedule, the following timeline is requested:

## **Publication Timeline for Meeting Minutes**

1. The note-taker shares the notes electronically with the Council Chair by Noon on the Friday following the Tuesday meeting (3 days). The Chair may consult with the note-taker in this process, and will then forward the completed Minutes electronically to the Council.
2. By Monday following the meeting, the Chair has resolved any issues that have been identified and forwarded the final copy of the Minutes to the Assistant Vice President for publication (3 days).
3. The Minutes are prepared for publication on the Tuesday (1 week) following the Council meeting.

# Minutes

## QCC GOVERNANCE MEETING

Date:

Committee:

Chair:

Note taker:

Name:

Extension:

Attendees:

Observers:  
(others in attendance)

Resource persons:  
(presenters, etc.)

Special notes:  
(handouts, etc.)

ISSUES BOX or  
Items for Future  
Agenda:

Next meetings:

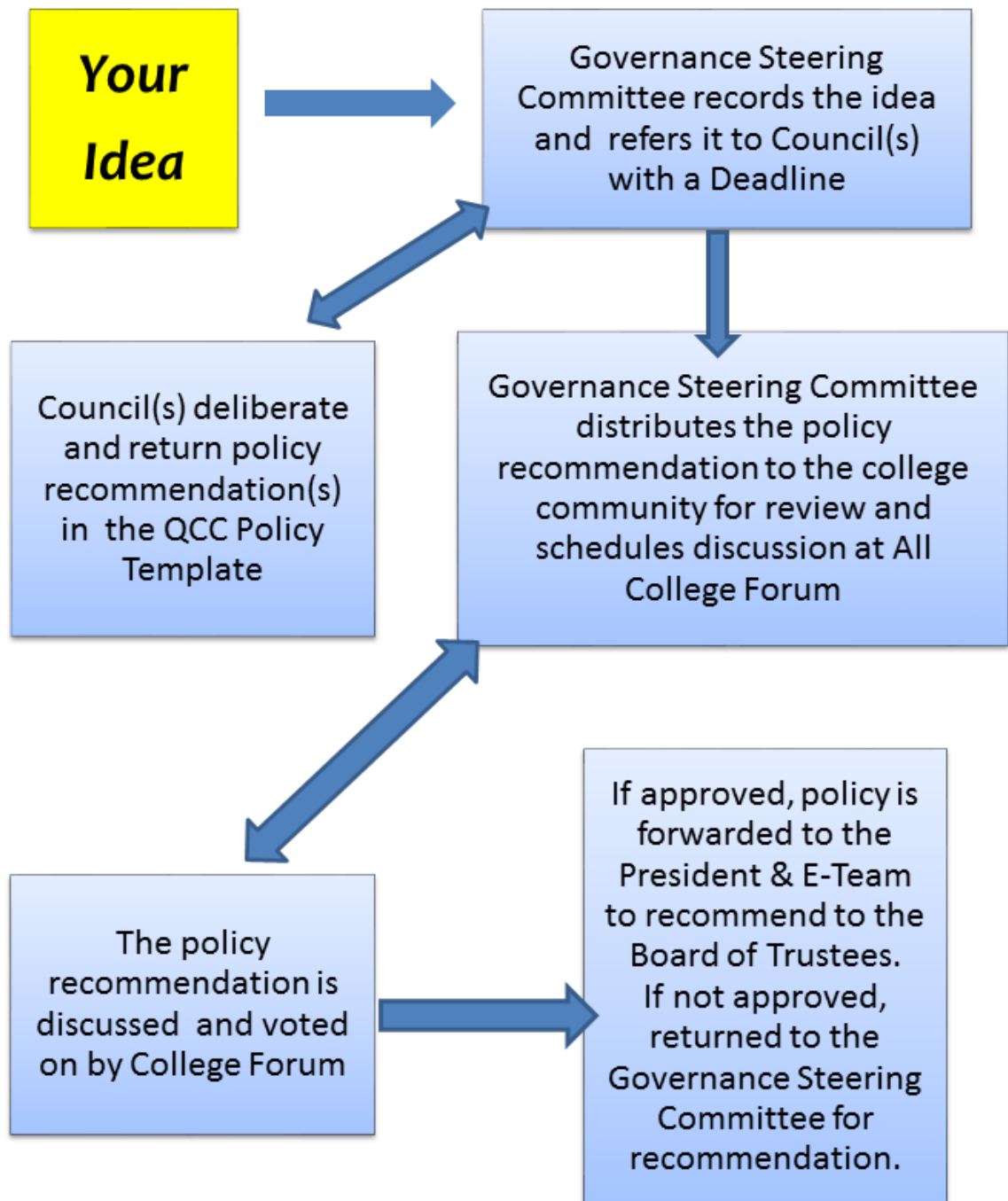
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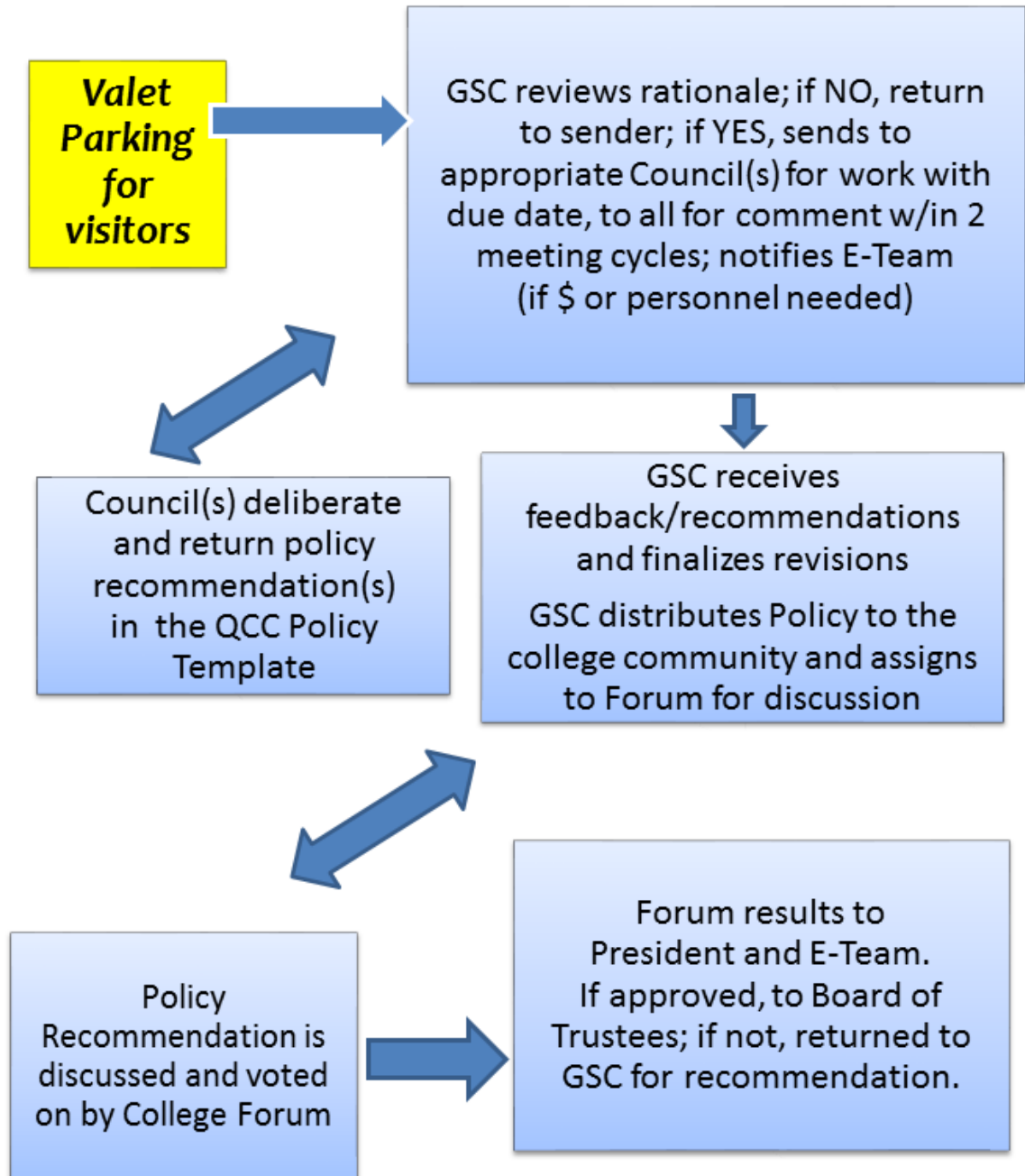
★

<b>Topic 1</b>		
Discussion:		
Conclusions:		
Action items:	Person responsible:	Deadline:
<b>Topic 2</b>		
Discussion:		
Conclusions:		
Action items:	Person responsible:	Deadline:
<b>Topic 3</b>		
Discussion:		
Conclusions:		
Action items:	Person responsible:	Deadline:

# Governance Review Process



# Governance Review Process- **EXAMPLE**



## **PROCEDURE FOR POLICY RECOMMENDATION/APPROVAL**

1. Any member of the college community may make a recommendation to their constituency's representative on the Governance Steering Committee.
2. Once the Governance Steering Committee receives the recommendation, the recommendation shall be referred to the appropriate standing council for consideration at their next scheduled meeting.
3. If the standing council determines that the recommendation should become college policy, the council shall forward the proposal to the Governance Steering Committee.
4. The Governance Steering Committee, upon receipt of a proposal of policy from a standing council, shall schedule the proposal as an agenda item for the next scheduled All-College Forum. The Governance Steering Committee shall inform the college community of their opportunity to discuss the proposed policy at the All-College Forum.
5. Following the All-College Forum, the Governance Steering Committee shall take action on the proposal, together with a rationale if the proposal is disapproved, within 30 calendar days. For any policy disapproved, the GSC shall submit a written rationale for its rejection within 30 calendar days to the standing council. The Governance Steering Committee may also refer the proposal back to the standing council within 30 calendar days with recommendations for modification and resubmission.
6. Any policy approved by the Governance Steering Committee shall be forwarded to the President within 30 calendar days.
7. The President shall act on all recommendations within 30 calendar days.

## **POLICY AND PROCEDURE RESEARCH & WRITING TIPS**

### **BY MR. STEPHEN PAGE FOR QCC**

#### **Research Tips**

1. Use cross-functional teams to help study new policy or procedure ideas and/or revisions to existing policies and procedures. In addition to your committee members try to talk to individuals who actually do the work (as in the case of procedures). A goal of shared governance is to have broad participation in the development of all policies and procedures.
2. Research the Internet to see what other community colleges are doing for a particular topic. Use Google or Yahoo to make your searches as they represent nearly 95% of all search traffic. Use the sample policies or procedures as reference material and to help guide questions to pose of other team members.
3. Use a flowchart to help understand and illustrate the workflow. This is a good talking tool. There is no need to include the flowchart in the policy or procedure unless it adds to the value of the document.
4. Research the forms, documents, reports, web pages, or other items (e.g., brochures, literature, etc.) that affect the policy or procedure. Add the document in the definitions section of the writing format and include a sample in the appendices section at the back of the document.

#### **Writing Tips**

1. Use standard writing format for policies and procedures; if you don't have anything to input into a section, write "Not Applicable". Do not eliminate sections. Every policy and every procedure must have the same number of sections and same heading titles to be consistent.
2. Double space between sections.
3. The writing format is set up to permit you to ask different people to write sections of the policy or procedure. The policy/procedure owner is responsible for compiling all ideas and thoughts and for making sense of the information as it is finalized into the writing format.



4. Use gender-free writing style; try to avoid he or she or he/she usage.
5. Use short sentences and paragraphs where possible. For each paragraph, start a new section.
6. Use flowchart as a guideline from which to write the flow of the “Procedures” section.
7. Show samples of forms, exhibits, and flowcharts in appendices section; reference their existence in the “Definitions” section of the writing format.
8. Research or benchmark other community colleges to find samples of related policies and procedures. Use them for reference purposes and questions to pose of others.
9. Use teams to help study issues and concerns.
10. Incorporate forms into an appendix.
11. Build “control points” into policies and procedures, e.g., a person, software, or department of people, who acts as a watchdog to assure that a policy or procedure is being followed.
12. Define all technical terms, acronyms, abbreviations, and forms, in the “Definitions” section.
13. Publish policies on light blue paper and procedures on white paper.
14. Use outline indents for each section of the policy or procedure. For example, one section might be indented as:
  - 6.0 Procedures
    - 6.1 Anyone entering a campus building . . .
      - 6.1.1 An x-ray wand will be used . . .
      - 6.1.2 An x-ray machine will be used . . .
    - 6.2 Any weapon found will be . . .

<u><b>POLICY TEMPLATE</b></u>	
1.0	<b>Purpose:</b> Subject of the policy; what the policy addresses. Use one to three sentences at most. For example, “This policy provides guidelines for the use of weapons on campus.”
2.0	<b>Revision History:</b> If a new policy, so indicate, and include the date the policy was approved by the Board of Trustees. If a revision, list the history of document changes, whether they are minor typographical errors, major improvements, or re-engineering efforts.
3.0	<b>Persons Affected:</b> List of persons or groups that might influence or support a specific policy.
4.0	<b>Policy:</b> A policy is a general statement of a rule or purpose reflecting the organizational goals and vision of the College. A policy covers recurring situations and ensures consistent and objective decisions throughout the organization.
5.0	<b>Definitions:</b> Provide definitions for words that might be confusing, have different possible meanings, or are being used in a specific way. Include forms, acronyms, technical words, and abbreviations.
6.0	<b>Responsibilities:</b> Short summary of the roles and responsibilities of the individuals who perform the actions of a policy including the person responsible for assuring overall compliance.
7.0	<b>Procedures:</b> A procedure is a plan of action for achieving a policy, a method by which a policy can be accomplished, providing instructions needed to carry out the policy. Procedures provide the means by which the policy can be carried out.
8.0	<b>Sanctions:</b> What happens to violators, who makes the decisions, and who carries out the sanction.

**POLICY TEMPLATE**

1.0	Purpose:
2.0	Revision History:
3.0	Persons Affected:
4.0	Policy:
5.0	Definitions:
6.0	Responsibilities:
7.0	Procedures:
8.0	Sanctions:

# Robert's Rules of Order

www.robertsrules.org

## RobertsRules.org | Robert's Rules of Order – Summary Version

### For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything! Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!  
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

## The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order

- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

## Robert's Rules of Order Motions Chart

RobertsRules.org Based on *Robert's Rules of Order Newly Revised (10th Edition)*

**Part 1, Main Motions.** These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§ indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

**Part 2, Incidental Motions.** No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

**Part 3, Motions That Bring a Question Again Before the Assembly.**

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority