

Governance Committee Strategic Planning Report

Date of review: 10/27/2014

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 2024.

<i>Objective A</i>	Review all college policies and procedures as needed.
Measurement Tool (who, what, when, how)	The Governance Committee in 2014-2015 will review the policies and procedures as needed.
Measurement Goal	Complete review of grant management policies by March 2015. Review and update personnel policies and procedures as need through May 2015.
Findings/Results	The following policies/revisions were approved by Governance for the 2014-2015 year: Housing, Kampus Kids Rates and Collection Policies, Health Insurance Benefits, Employee Financial Obligation to SBC, DOL/TREND policies on serving Veterans and Procedures for Reporting Instance of Suspected Fraud and Program Abuse and Criminal Conduct for DOL grant, Children in the Workplace, Outstanding Check Policy, and Employee Separation Policy.
Data Analysis	All policies presented to the Governance Committee with the exception of background checks and travel were approved. The two policies not approved continue to need research on the procedures completed. The grant management policies and procedures will be taken to the Governance Committee and Board of Trustees in July 2015, in addition to updates to the Financial Management policies.
Action/Recommendation	Continue to approve policies changes as they arise.

GOAL 2: To maintain open line of communication between Committees, Administration and Board through 2024.

<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 2014-2015 will approve all SBC grants prior to submission through a review of the scope, goals, and budget monthly.
Measurement Goal	Submission of twenty grants, with 50% funded.
Findings/Results	Sixteen grants were submitted for a total of \$9,559,257 of possible funding. Four grants were funded for a total of \$499,889. Seven grants are pending for a total of \$2,827,581.
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 2014-2015 will request committee reports on a monthly basis from October 2014 through May 2015.
Measurement Goal	100% updates by committees at governance meetings during the academic year.
Findings/Results	Eight Governance meetings were held. Twenty-five out of thirty or 83% committee updates were presented at the Governance meeting.
Data Analysis	The Committee structure for 2014-15 was revamped. The following Committees were retained: Governance, Assessment, Curriculum and Student Life Committees. Two new committees were formed based on output from the 2013-14 Committee Chairs: Activities and Business/Fund Raising. To insure continued involvement by faculty and staff, a faculty, director, and support staff representative were selected by each group to serve on Governance. If issues arise employees could contact their representative to bring the issue forward to Governance.
Action/Recommendation	Continue current committee structure.