

Governance Committee Strategic Planning Report

Date of review: 06/30/2016

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 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 2015-2016 will review the policies and procedures as needed.
Measurement Goal	Review and update personnel policies and procedures as need through May 2016.
Findings/Results	The following policies/revisions were approved by Governance for the 2015-2016 year: Revisions to Grants Management Policies and Procedures, Financial Management Policies and Procedures, Housing Policies, Pre-Employment Background Check Policy, Kampus Kids Policies, Revision Criminal Background Check and Disqualifying Offenses, Fixed Assets Inventory, Salary Scale Policy, and Emergency Action Plan.
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 2015-2016 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 new grants were submitted for a total of \$4,957,282 of possible funding. Ten grants were funded for a total of \$4,523,150 over five years.
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 2015-2016 will request committee reports on a monthly basis from October 2015 through May 2016.
Measurement Goal	100% updates by committees at governance meetings during the academic year.
Findings/Results	Eight Governance meetings were held. Due to time constraints Committee updates were only provided in February and June.
Data Analysis	Several Committee Chairs are faculty and scheduling meetings around available times has been a challenge. There are no classes on Thursday 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.