

Governance Committee Strategic Planning Report

Date of review: 05/24/2018

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 2017-2018 will review the policies and procedures as needed.
Measurement Goal	Review and update personnel policies and procedures as need through May 2018.
Findings/Results	The following policies were review, revised, and approved by their respective committees, Governance, and Board of Trustees: Financial Aid Satisfactory Progress – revision, Dorm Cash Back Initiative – revision, Tuition waiver – revision, Standard Operations for Campus Safety Procedures - revision, Emergency Action Plan - revision, Procurement/Purchasing - revision, Responsible Conduct of Research - new, Faculty hiring - revision, Graduate Thesis Advisor Pay/Workload -new, Investment –revision, Salary Scale Policy to add yearend incentives – revision, Administrative Leave y to add maternity/paternity and to clean up wording revision, Professor Emeritus – new, Vacancy Announcements and Applications – revision, Housing Occupancy and Admissions – revision, Standing Rock Public Transit Plan - revision, Breast Feeding/Lactating’s Mothers – new, Annual Leave for faculty – revision.
Data Analysis	The Governance Committee completed due diligent in reviewing policies and procedures that were presented to the committee. Serval policies were tabled and returned to their respective department to make clarification on items that were not clear. As of May 31, 2018. There were Housing, Kampus Kids, and Vocational Rehabilitation policies and procedures that were tabled for further clarification.
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 2017-2018 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 new grants were submitted for a total of \$2,384,771 of possible funding. Eight grants were funded at 53%, two not funded, and five pending as of May 31, 2018. The eight grants funded as of May 31, 2018 total of \$735,538.

Data Analysis	SBC did not meet the measurement goal for the number submitted, but did on the percentage funded.
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 2017-2018 will request committee reports on a monthly basis from August 2017 through May 2018.
Measurement Goal	100% updates by committees at governance meetings during the academic year.
Findings/Results	Nine Governance meetings were held. With a 44% reporting from Committees.
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.