I. Call to Order

II. Public Comment
   a. Regarding Items NOT on the Agenda
   b. Regarding Items ON the Agenda

III. Approval of Minutes (9/10/13)

IV. Standing Reports
   a. Budget
   b. Technology
   c. Institutional Planning and Effectiveness
   d. Institutional Program Review
   e. Academic Senate
   f. Student Senate

V. Information Items
   1. Review Governance Self-Evaluation Form – Calvin & Guest Matt Bourez
   2. Accreditation Update – La Serna
   4. Implementation Task Force – Guest Kevin McCusker
      a. Implementation Task Force Recommendation
   5. First Read: District Governance Senate Bylaws (revisions from College Council Bylaws) – Statton
   6. Final Budget 2013-2014 – Statton

VI. Action Items

Members
   Administration (4): Eric Mittlestead, John Bratsch, Jonna Schengel, Brent Calvin (co-chair)
   Faculty (4): David Hurst, Stephen Tootle
   Adjunct Faculty (2): Don Nikkel, Pat Twiford
   Classified (4): Donna Robinson, Joanne Barkhurst, Shelli Giles, Steve LaMar (co-chair)
   Students (2): Diana Garcia, Danielle Rivera

District Governance Senate Co-Chair Representatives (4): Christine Statton, Tim Hollabaugh, Jennifer Vega La Serna, Cindy DeLain
   Superintendent/President, Ex Officio (1): Stan Carrizosa
College of the Sequoias  
District Governance Senate Minutes  
**September 24, 2013**  
3:10 – 5:00 p.m.  
Room 1, Sequoia

**Members Present**  
Administration: Brent Calvin (co-chair), Eric Mittlestead, Jonna Schengel, John Bratsch  
Classified: Joanne Barkhurst, Shelli Giles, Steve LaMar (co-chair)  
Faculty: David Hurst, Stephen Tootle, Lisa Greer, Ed Sense  
Adjunct Faculty: Don Nikkel, Pat Twiford  
District Governance Senate  
Co-Chair Representatives: Christine Statton  
Budget  
Tim Hollabaugh  
Technology  
Jennifer Vega La Serna  
Institutional Planning and Effectiveness  
Cindy DeLain  
Institutional Program Review  
Students: Diana Garcia  
Superintendent/President  
Ex Officio: Stan Carrizosa  

**Guests:** Matt Bourez, Kevin McCusker, Jeff Basham

**Members Absent**  
Classified: Donna Robinson  
Student: Danielle Rivera

I. **Call to Order:** Calvin called the meeting to order at 3:10 p.m.

II. **Public Comment:**  
1. Items not on the agenda: none  
2. Items on the agenda: none

III. **Approval of Minutes:** DeLain moved to approve the minutes from 9/10/13; Hollabaugh seconded. Motion carried by unanimous vote.

IV. **Standing Reports:**
   a. **Budget Committee:** Statton presented a “template for recommendations” by which committees could make recommendations to District Governance Senate. Discussion followed. Calvin asked the co-chairs to look at the form and bring back at the next meeting for review. Statton also presented a recommendation to add links to the governance structure on the COS website which connects the user to each committees’ website (i.e., minutes, agendas, bylaws, and supporting documents). Statton moved to approve the recommendation from the Budget Committee to add links to the governance structure on the COS website; Hollabaugh seconded. Motion carried by unanimous vote.
   b. **Technology Committee:** Hollabaugh presented items as listed in the Standing Reports.
   c. **Institutional Planning and Effectiveness Committee:** No report
   d. **Institutional Program Review Committee:** DeLain presented items as listed in the Standing Reports.
   e. **Academic Senate:** Hurst presented items as listed in the Standing Reports.
   f. **Student Senate:** Garcia presented items as listed in the Standing Reports. She reported that Student Senate was researching the effect on enrollment for Social Studies courses with an English 251 prerequisite.

V. **Information Items:**
   1. **Review Governance Self-Evaluation Form** – Guest Matt Bourez answered questions and took suggestions on the form. Questions asked and suggestions made were as follows:
      i. Align agenda timeline with Master Plan.
      ii. Can we add to TracDat and link to strategic goal?
      iii. How and when do committees review?
      iv. More specific deadline dates should be used throughout the report.
      v. Where does the evaluation information go? Bourez responded – committees feed up to senates then on to the president. Uncertain of how results will be assembled.
Bourez requested that one set of recommendations from District Governance Senate be forwarded to him via Meghan Tierce.

2. **Accreditation Update** – La Serna reported on her call with Vice President Jack Pond of the ACCJC. The visiting team will be on site November 13-14, 2013; however, no committee members have been determined. Carrizosa asked that video arrangements be made for the District Governance Senate meeting on Tuesday, November 12, for the visiting team to view. He recommended the same for Student Senate. The team will complete their report in December. The ACCJC will meet in January 2014 and an action/decision letter will be mailed to COS in February 2014. The ACCJC has changed their standards and our subsequent report, due next year, will need to adhere to the new standards. La Serna will attend the upcoming ACCJC conference to learn the new standards.

3. **Review Draft of Show Cause and Closure Report** – La Serna reported that the first draft of the report has been distributed campus-wide for comment. La Serna continues to ask for feedback on content. The closure report follows a template and does not require feedback. Hard copy evidence files need to be completed by October 9. Electronic evidence files on the website need to be completed by October 14. District Governance Senate does not need to approve the Show Cause report, but Academic Senate and Student Senate need to approve the report.

4. **Implementation Task Force** – Guest Kevin McCusker explained the creation and purpose of the Implementation Task Force, which will serve as a resource for committees and senates. McCusker presented a response to an inquiry that the task force received questioning how the decision was made on who votes at District Governance Senate. The response, in short, was that the protocol for appointing co-chair representatives exists in the previous College Council bylaws and the COS 2013 Governance and Decision-Making Manual. The task force recommends District Governance Senate discuss and vote on the matter as part of its course of business as it reviews and approves its bylaws. LaMar clarified that all members are to vote on behalf of their committees or constituent groups, not for themselves. Discussion followed. No action was taken on this matter.

5. **First Read: District Governance Senate Bylaws (revisions from College Council Bylaws)** – Statton reviewed the revised bylaws. Discussion about the length of terms, number of terms, and proxy voting followed. McCusker will bring revisions to the next District Governance Senate meeting.

6. **Final Budget 2013-2014** – Statton reviewed the final budget as it was presented to the Board of Trustees.

**Adjourned:** 4:45 p.m.