

MINUTES

GOVERNANCE COUNCIL – October 9, 2019

Minutes Approved on 11-6-19

Members Present:

Nolan Wheeler, Chris Bailey, Kendra Sprague, Mark Gaither, Dana Cummings, Jim Stanley, Adam Wolfer, Brad Benjamin

1. Minutes of May 1, 2019 were previously approved via email

2. Policies

Kendra Sprague explained that one of our accreditation recommendations called out the lack of regular review of policies; therefore, a schedule was developed for ongoing review of administrative policies and procedures, by section. Upon review, ELT will bring forth any that are in need of revision and/or updating. The following three policies were identified from the first section as being in need of revision and are being brought forth with the first edits.

- **Policy 220 – Diversity**
 - Upon review, Governance Council suggested a couple of word changes, including changing the title of the policy from Diversity to **Diversity and Equity**.
 - Brad suggested development of a procedure in regards to faculty and staff hiring and professional developments. Kendra said that HR is working to develop a specific webpage with this information.
 - It was also suggested to link the Perkins statement as found in all syllabi
 - **Next Steps:** Kendra will take the policy and suggested edits to UMCC next week, then it will go out for campus comment.
- **Policy 240 – Alcohol & Drug-Free Workplace** – Kendra explained that language from our existing policy (dated 2009) is underlined in the first paragraph. The bulk of the new language resulted from Green River College's Clery audit and subsequent fine of \$500,000. The Clery Act specifies that colleges must address drug and alcohol use on campuses, among other things. The new draft language in our policy came basically from Green River's updated policy.
 - There were no recommended changes to the draft.
 - **Next Steps:** Kendra will take the policy to UMCC next week, then it will go out for campus comment.
- **Procedure 240.2B** – This is a new procedure directly relating to policy 240.
 - Upon review, Governance Council suggested some wording changes, but no content changes.
 - **Next Steps:** Kendra will take the edited procedure to UMCC next week, then it will go out for campus comment.

- **Policy 252** –Kendra talked with our AAG who said this policy is no longer necessary once Policy 240 is updated. So, ELT’s recommendation is to cancel Policy 252.
 - **Governance Council agreed to cancel Policy 252**
- 3. Discuss/develop process to approve policy and procedure changes that are mandated by changes in state or federal legislation
 - Brad asked that when legislation necessitates changes to policy within a short timeframe, such as happened with the need to update our Faith and Conscience policy during summer months, how should these types of time-sensitive, legally-mandated policy changes be handled internally.
 - After discussion, it was agreed to send information out to Governance Council via email explaining the necessity of the changes, and ask if there is a need to meet for further discussion or not. If not, the policy will be updated for compliance. If further discussion is necessary, the policy will go through the regular review process.
- 4. Other
 - 1. Brad said that some of the adjunct faculty have asked how they are to receive training on the ctclink requirements, such as Navigate and other compliance issues. Chris said that is a good question, and asked Brad to put the information in an email so he can circulate to Cabinet for review and further discussion.
 - 2. October 17 @ 10:17 – LCC will activate the emergency notification system as part of the Great Shake Out earthquake drill. Dana Cummings reported that there is no digital signs in one of the AAR labs. Nolan will follow up with IT.
 - 3. Proctored Tests for Nursing Students – Mark Gaither reported that our nursing students cannot utilize the proctoring center because the tests have to be proctored by a Nurse—not a non-nursing staff member. Nolan will follow up with Kristen.