



## GOVERNANCE COUNCIL MINUTES

May 4, 2016

**Members Attending:** Chris Bailey, Hiedi Bauer, Brad Benjamin, Brendan Glaser, Jeanne Hamer, Jim Stanley, Nolan Wheeler.

### TOPIC

**1. Minutes: March 2, 2016**

- Chris Bailey proposed a motion to approve the minutes of March 2, 2016.

*Motion carried unanimously*

**2. Emergency Preparedness –**

- Nolan Wheeler explained that the new emergency preparedness plan is posted to the website. An e-mail with a link to the plan was emailed to campus.
- COOP (Continuity of Operations) plans have been sent out to each department to complete. We are still waiting for some departments to submit their completed forms. Financial Aid was the first to submit their plan.
- Nolan explained that there was some mixed information coming from PUD at the time of the power outage. There were reports that the power was expected to be out for two hours and then other information that we would be without power until the battery backup drained, in which case, the time it would take for the power to come back on could not be easily determined.
- Jeanne Hamer explained that she had an afternoon class at 1 pm that could have easily been taught had the closure not been called for the entire day and her class has a no phone policy and so there were no alerts in the class that the building was being closed.
- In hindsight, Nolan expressed that it may be advantageous to close campus and then have it re-open at a specific time, for instance close at 11:00 and then re-open at 1:00.
- Heidi Bauer shared that she had no idea of the closure until an hour after it had been called. She has a 'no phone' rule while class is in session. Heidi and her students had their phones off and on silent during class so the text alert/flash alert was not effective in notifying her and her students of the closure.
- The group agreed that notification is an issue and was an issue in the April 25<sup>th</sup> power outage.
- Nolan expressed that the new alert notification system will correct this issue. He suggested that everyone check out the new clock that was installed in the Heritage Room. The new emergency preparedness plan includes installation of 80 clocks in classrooms and common areas. In the event of an emergency, the clock will have a flashing light, a message reader and audio to notify every one of the event. The clocks will be on the network and not affected by a power outage. Everyone in attendance agreed that would be an effective tool for notifying classes and a perfect solution to the delayed notification issue that occurred on April 25.
- In response to the partial closure suggested by Nolan, Brendan explained that it is not an option to stay on campus during a closure. If we close for a timeframe during the day, people will still be on campus and still at risk.
- Heidi agreed with this statement and added that in instances such as the power outage, there really is no way to predict when it would be safe to return to campus.
- Brendan covered the issue of faculty staying on campus after the closure was called. He would like to see a system set in place for faculty and staff to notify security when they need to continue working on campus after a closure is called.

### 3. Students after 5:00/Student ID Requests from Security –

- Nolan expressed that Security is cracking down on requiring student ID from people hanging out on campus and especially after 5:00. The upstairs lobby area of the Student Center is a particular area Security Staff has been focusing on.
- Brendan explained that if we are going to encourage students to have ID on them while on campus, the process of getting a student ID needs to be more user friendly including office hours, communication to campus, customer service and the overall process. There have been several instances where faculty have been unable to get their ID because they have not had an employee ID assigned to them.
- Jim Stanley mentioned that if the expectation is that faculty have an LCC ID, this needs to be communicated to them.
- In regards to Security requesting LCC ID, Jeanne Hamer asked where we draw the line as a public institution when it comes to deciphering who can and cannot be on campus and park in the parking lots.
- Nolan explained that non students using student areas will continue to be ID'd to eliminate the abuse of student resources.
- In regards to maintaining safety on campus, Nolan expressed that security will need to handle each complaint on a case by case basis depending on the person in question and the safety risk of the specific situation.
- Brendan reiterated Jim's previous statement that we need to clearly define that students, faculty and staff need an LCC ID.

Heidi Bauer added to this, explaining that it's important for us to understand why people are being asked for their identification because it will be easier to respond to concerns that this practice might raise

### 4. Budget

- Nolan went through budget expenditures and revenue and the subsequent \$488,000 shortfall. This information was presented at the most recent LCC All Staff meeting as well.
- In regards to the reduction in sign language interpreter contracts, Chris explained that the need is currently not congruent with the number of contracts but as always ADA requirements must be met. In the event that there is an increase in demand for these services, this will not be an area of reduction.
- Brendan explained that the goal in the instructional budget reduction was to preserve FTE.
- Brendan explained that next year they will need to focus on temporary contracts, where to allocate funds, where the most need is based on enrollment and make rational decisions based on this information.
- Chris emphasized that there is no money coming from Legislature. The lack of funding is making a huge impact on colleges such as Spokane and Clark where programs are being cut. LCC is trying to avoid this if possible.
- Heidi Bauer asked how the number for the instructional cut was decided on. Nolan explained that over the past two years cuts have come from non-instruction departments to prevent from having to make cuts in instruction. With cuts in non-instruction including the reduction of two administration positions, the remaining amount came to \$200,000. It has always been the intent to leave programs and people as the last resort for cuts.
- Brendan explained that when looking at the \$200,000, the priorities were to preserve full time and probationary faculty. The areas he assessed were temporary faculty, part time faculty and programs

with low enrollment. The Fire Science program was assessed but cannot be eliminated this year. With less enrollment there is a need for less sections and therefore a reduction in adjunct faculty and one temporary faculty could account for the \$200,000 reduction target.

- Brendan added that with these recent cuts, it's become clear we need to rethink faculty contracts and how they roll over from year to year.
- Heidi expressed the positive impact the increase in tenure faculty positions has had on the college in the past and expressed concern about cutting faculty positions based on the college's mission and values.
- Brendan responded that he looked at the staffing of programs and the Business Department had an additional faculty member due to unplanned staffing changes in Instruction. This is how he came to the conclusion on where to make the temporary faculty cut.
- Chris added that there is no new income besides allocation funds and a variable moving forward will continue to be the economy and unemployment rates.

#### 5. **Main Remodel Project**

- Nolan informed the group that the design for the Main remodel is finished.
- While the original plan was to renovate the upstairs only, the group would like to move forward with a renovation of both the upstairs and downstairs of the west wing of the Main Building.
- The downstairs renovation includes a renovated entry with an elevator and stairway to mirror the entryway of HSB, a sitting area, a Dean's office with a receptionist office, reconfiguring the MAC and Proctoring Lab and a large office area for Adjunct Instructors to share.
- The second floor includes five classrooms with a 35 student capacity and faculty offices
- Additional updates include two boilers which will reduce use of the steam plant and increase efficiency.
- The renovation will also include adding cooling to the Art Department in Main.
- In response to Heidi's inquiry about the timeline, Nolan explained that faculty will start moving out at the end of spring quarter 2016 and the west wing of Main will be off-line for one year.

#### 6. **Other**

- In regards to other renovations and updates, Nolan reported the Vocational Building leaks are being addressed and the Don Talley Building is getting new air handling units and a new roof this year.
- Chris reminded everyone that we are still competing for funding for the Vocational Building project. If we do too many renovations and updates to the Vocational Building, we will score lower on the scale for the request. He further explained that for now, we will address issues that need immediate attention until we resubmit our request. If we are unsuccessful, we will look at more long term updates and renovations.
- Nolan addressed the issue of the ctCLink transition in October and the short turnaround and stress it will put on payroll processing.
- Due to the short turnaround, he is suggesting that we distribute the COLA increase to be effective July 1 as well as faculty turnover before faculty return in September. This would free up more time for ctCLink conversion and prevent payroll from having to do retro adjustments during an already busy time with the ctCLink transition. This plan would require faculty to have PDU forms in early. Nolan asked for feedback from the faculty members in the group.

- Brendan suggested that instead of changing the deadline, we should approach the early PDU submittal on a volunteer basis.
- Brad will bring this up at the Tuesday faculty meeting and also send an e-mail reminder to faculty.
- Chris informed the group of the Special Board Meeting required to approve Head Start's request to re-budged \$90,000 federal funds from Head Start FY15 grant and approval to apply for \$75,000 supplemental grant for a new Head Start Facility in West Longview.
- Chris explained a quorum is being scheduled for next week and is likely to be quick. None of the VPs are required to attend.

**Note: Minutes approved by email on 6/6/16**

Chris Bailey, President  
Brendan Glaser, VP  
Nolan Wheeler, VP  
Kendra Sprague, Interim VP

Brad Benjamin, Faculty Chair  
Hiedi Bauer  
Jim Stanley  
Jeanne Hamer  
Nichole DiGerlando