



GOVERNANCE COUNCIL MINUTES

November 2, 2016

Members Attending: Chris Bailey, Brendan Glaser, Sue Orchard, Kendra Sprague, Nolan Wheeler, Brad Benjamin, Hiedi Bauer, Jim Stanley, Jeanne Hamer, Nicole DiGerlando. Lindsay Keevy, Jacquelyn Dailey, and Amber Lemiere attended as required of probationary faculty. Mark Gaither was also in attendance. Recorder Tyler Wells.

TOPIC

1. Enrollment/Budget – Chris Bailey

- Chris reported that we are 11% down from last year. This equates to \$600,000 reduction in revenue. We had originally planned for a 4% enrollment reduction, not 11%. Running Start enrollment is up 21% and will offset a portion of the shortage. Although CEO enrollment is up 23%, headcount is down. Since we are paid by headcount, CEO revenue is actually down. Another offset to consider is a reduction in costs which is due to a reduction in classes.

2. Policy and Procedure Vetting Process – Brad Benjamin

- Brad explained that faculty are unsure of how the policy process works. They would like clarity on the onboarding and development of policy.
- Chris explained that policy development is in discussion. With Linda's help we would like to prepare a chart or explanation of processes. This will help us assess which groups are involved and what information and materials are relevant to each policy.
- Brendan said the intention is to make sure the affected groups have a role in policy development and review. Leadership Team is intended to handle Institutional Policy which is why there is a representative from each group present at the meetings when policy is discussed. The idea is to gather wide input from Leadership Team meetings. Kendra agreed that the Faculty President's role at the Leadership Team meetings is to determine if a policy is brought to Governance Council. Brendan added that now is a good time to look at the process and decide whether we want to re-work it. He explained that while it is a clunky process, it is the executive leadership team's responsibility to protect employees, students and the greater good of the institution by reacting in a timely manner to pressing issues. This means that sometimes policies cannot wait to be reviewed by each committee given the different timelines of committee meetings.
- Brad explained that faculty feel that by the time policy reaches them, it's a matter of wordsmithing and does not allow faculty to have very much involvement in developing policy.
- Heidi Bauer added that there is a conflict in how Administration sees their role in creating policy and what the faculty contract states on the creation of policy. The faculty contract states that Governance Council shall advise on educational-specific policies and procedures. Brendan responded to this explaining that some situations require a timeliness that cannot be achieved with the collaborative decision making process.
- Kendra mentioned that timing alone does not fit into this process. Governance Council only meets once per quarter while Leadership Team meets once per month. This is why there is a representative from each group on the Leadership Team, to give proper input and to bring policy discussions back to the group.
- Heidi asked what role Governance Council should have in policy. Should Governance Council have a bigger role in creating and developing policy? Sue's response was that it depends on what the policy is about, who the experts are, what the scope of the policy is and who it will affect.

- Chris ended the conversation announcing that at the next meeting, the group could chart out what the current situation looks like and what committees, individuals, materials and timelines are involved in policy input.
- In preparation for this discussion, Brad asked that faculty look into what other colleges are doing to see what works and what doesn't.

3. Emergency Preparedness Update – Nolan Wheeler

- Right now the clocks are installed and showing the time and date. Nolan explained that we are working on getting the Informacast system implemented and emergency notification set up. The plan is to start testing the notification system by Thanksgiving break. The clocks will have five pre-recorded speaker messages that will also scan across the reader board, computers and desk phones. We will also have the ability to use the phones as a PA system. This will not replace text or flash alert.
- Mill Plain Electric and GB Manchester are completing prep work to run electrical and data to camera locations. Once complete, cameras will be mounted and ITS will complete programming. We plan to have the camera system fully operational by Winter Quarter.
- The emergency preparedness team met with the Longview School District for a second time. The group has discussed sharing resources and enhancing communication to allow each party to better respond to emergency situations. LCC will be installing a clock at Mark Morris and North Lake. LSD will be installing a phone with emergency alert/notification capabilities in Tyler's office. The phone will notify us when an event is taking place at LSD and we can use the phone to notify LSD when an event is taking place on the LCC campus. LCC security has also added the LSD emergency management team radio frequency to their portable radios.
- Nolan is working on the Emergency Preparedness budget. He originally requested \$250,000 but would like to go back to the board to ask for \$350,000 more to complete our current emergency preparedness projects. Included in these projects is a generator that will power the Gym, which could be used as a shelter for community members in the event of an emergency.
- Janel Skreen has the EBC list and is working on training right now. Updates will go out to all EBCs soon. The goal is to have one EBC for each floor of each building.

4. Security Camera Procedures – Brad Benjamin

- Brad reported that the changes to the security camera procedures and the functionality to review footage was well received by faculty. Adam Wolfer asked if there would be a camera installed to face the entrance to the chemical room.
- Nolan said while there aren't plans to have a camera installed by the chemical room yet, he sees value in installing one there. He explained that most cameras are outside with the exception of the Bookstore, Gym and HOFL which will have indoor cameras. The plan is to get the initial group installed and then look at camera requests later.
- Before turning the cameras on, signs and window decals will be posted throughout campus.

5. Main Project Remodel Update – Nolan Wheeler

- The Architect is still working on putting the design into construction plans. Once the construction plans are complete, they will go to the city for review, then out to bid sometime after Winter Break.

- Nolan reported that based on the timeline, we are planning on a Winter Quarter move-in date. We don't have exact dates and details yet, but he will send out a capital projects update to campus with more details as we receive them.

6. Other

- Jim Stanley expressed concern that faculty may misunderstand the intent of the social media policy. He worries that innovative instructional efforts will be negatively affected by this policy. In the procedure, it states the username and password must be shared with the VP. If the VP will not be accessing the account, can faculty just submit information to College Relations?
- Brendan explained that when faculty set up a site to do work on behalf of LCC, the college needs to have some sort of process/protocol so the college is aware of the site and also able to access the site with or without the site administrator if need be.
- Heidi Bauer thinks the policy will significantly impact faculty and asked why this was the first they had heard of it. Kendra explained that it's the Leadership Team faculty rep's job to bring information back to faculty.
- Chris added that the policy is not intended to limit personal sites but for Administration to have a pulse on college related sites that could put us to risk.
- Mark Gaither and Heidi Bauer expressed concern that the policy did not come to Governance Council first before it was agreed that it would go out to campus for review.
- Kendra clarified with the group, the edited policy from the October 31 Leadership Team meeting will go out for campus review. Those who attended Leadership Team agreed. Kendra explained that all feedback on the policy will be reviewed by Leadership Team.

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

Brad Benjamin, Faculty Chair
 Hiedi Bauer
 Jim Stanley
 Jeanne Hamer
 Nicole DiGerlando
 Lucas Myers, alternate