



GOVERNANCE COUNCIL MINUTES

February 1, 2017

Members Attending: Chris Bailey, Brendan Glaser, Sue Orchard, Kendra Sprague, Nolan Wheeler, Brad Benjamin, Jim Stanley, Jeanne Hamer, Lucas Myers, and Mark Gaither. Stefan Rijnhart attended as required of probationary faculty. Recorder Linda Clark.

TOPIC

1. **Sick Leave Conversion** – Brad Benjamin
 - Brad said that faculty have a question regarding sick leave as calculated in preparation of the impending ctLink conversion. They were told they would be given 7-hour sick leave days. Why are faculty hours calculated on a 7-hour day instead of an 8-hour day? Brendan explained, for years, faculty were expected to be on campus for 35 hours (even though they are considered 40-hour a week exempt employees), which equates to a 7-hour day, given contact time in the classroom and lab (work load), committees commitment, and office hours with students.
 - Nolan explained that hourly rates are determined by dividing hours by each employee's annual contract, and that the system now--due to ctLink--only calculates hours instead of days.
 - Nolan said if errors were made on faculty sick leave conversion, please let payroll know so that corrections can be made.
 - This is a topic that will be discussed in more detail during contract negotiations.
2. **Budget** – Nolan Wheeler
 - Nolan explained that a second draft of the projected budget has been done, leaving a \$576,000 shortfall. Copies were given to each Vice President to get input from their division.
 - Chris explained that with the decline in enrollment, we are relying more on the increase in Running Start and CEO revenue to stay within the current budget.
 - Brad asked about equipment budget. Brendan said that each Dean has been encouraged to work with their respective staff to determine what equipment is needed and that all equipment requests need to be turned in soon so that purchases or repairs can be made before June 30.
 - Chris reported that the Senate GOP is exploring running a special tax to cover the McCleary funding for K-12. It will mean nothing to Higher Ed this year, but should ensure that higher Ed will be in the running for increased funding in the following years.
3. **Policy/Procedure Discussion**
 - Chris said that he wanted to have this discussion as it seems that policy adoption is problematic and needs to be resolved as we move forward to revamping committee bylaws and our governance structure. We need to identify what is currently happening versus what is in the contract or committee bylaws. We have a great need to ensure that mechanisms are in place to approve policies as needed to keep the college from liability—review and adoption cannot continue to take months or even years.
 - Brendan provided his thoughts that Governance Council was clearly formed to meet accreditation standards requiring faculty involvement in policy development. It was developed as an oversight body for policy development, not as an approval body. He also said there is a difference between administrative policies and instructional policies, which are approved by Instructional Council. The Leadership Team was originally developed as a clearinghouse for policy development and subsequent adoption. Under current procedures, Leadership Team needs to ensure that policies have been vetted through the correct constituency group or groups.

- Jim Stanley expressed concern that there are different interpretations of the language within the Faculty contract regarding Governance Council having “meaningful input” in policy development versus actual development of all policies. Chris agreed that this needs to be clarified. Mark Gaither said it appears that some committees are not sure what their roles are.

Everyone agreed that all bodies that should be involved, are involved, in policy development. Need to identify how policies are initiated and brought through the process, and define the pathway that policies take in development as well as adoption.

Social Media Management Policy 810 Status Update – Chris explained that the Social Media policy has been pulled for the time being due to questions and inputs received from staff and faculty. The Effectiveness and College Relations Department are taking each and every comment--line by line—to draft a completely revised policy based, which will again be taken to the appropriate constituency groups.

Faculty requested that the new draft be brought forth to Governance Council before going out for public comment.

4. Administration performance Evaluations – Brad Benjamin

- Brad explained that this topic recently came up in a Faculty meeting. Kendra said the schedule for administrator evaluations is every other year. Each administrative group will be done in batches. HR is in the process of gathering names for each group.
- Nolan asked why each and every faculty member should be included in the group to evaluate an administrator. His feeling is that whoever is on the 360 evaluation group should have specific interaction with the administrator. Brendan agreed. Kendra expressed her opinion that it makes sense to have people who are actually involved with a specific administrator be included as evaluators. In most institutions, the list of evaluators is negotiated.
- Jeanne Hamer explained that our process was developed for inclusion of all faculty so that anonymity can be maintained. For instance, if a Dean's 360 was only with those faculty who report to him/her, the faculty is easily identifiable.
- Mark Gaither said it is fairly similar to student evaluations in that it is the nature of the beast, but the administrators disagreed saying that a student is directly involved with the instructor—that is the true difference.
- Lucas Myers expressed his opinion that evaluations are usually more counter-productive than productive.
- Brad said faculty would be open to revisit who is involved in evaluating each administrator.

Faculty will take this back to members for input

5. Emergency Preparedness Update (recurring) – Nolan Wheeler

- Nolan explained that we are still trying to get the second phase implemented, which is to have messages automatically displayed on the digital clocks, each computer, as well as on the phone. We need to ensure consistency of messages on each type of system.

- Emergency Building Coordinators (EBCs) have now been identified, and a Canvas course is being developed for their training.
- Security cameras are up and operational. As soon as the account is set up, Nolan will be able to assign roles. The cameras have been useful so far, but with no cameras inside buildings, it almost impossible to stop all theft. Jeanne said the homeless group who had been coming into HSB during the evening has been reduced, and she thinks it is due to installation of security cameras.
- Janel Skreen has been working on a lot of safety concerns in the vocational labs, so work is being done for preventions.

6. Other

- Vocational Building Capital Project Request – Chris reported that the WACTC Presidents have changed the capital request process and are now encouraging each college to apply for a project. Any project on the list that scores over 70 will be included in the request to the Legislature. Last year, LCC’s vocational building application scored a 76, which means we need to ensure that we meet or exceed that score on this year’s request. Clark College has a vocational building coming to their new 88 acre site in Ridgefield, so it is imperative that LCC gets a vocational building high on the list to be able to compete for vocational enrollments. Chris said that once we get a project scored, we could then look at improvements to our existing facilities, such as in the Physical Science building.
- Main Building – Nolan reported that drawings should be submitted to the city this week for Phase 1, which includes the exterior addition and the elevator. Phase 2 will occur in July, which is the interior portion. We still hope to have occupancy before Winter quarter 2018.

Minutes Approved on 5-3-17

Chris Bailey, President Brendan Glaser, VP Sue Orchard, VP Kendra Sprague, VP Nolan Wheeler, VP	Brad Benjamin, Faculty Chair Hiedi Bauer Jim Stanley Jeanne Hamer Lucas Myers Mark Gaither, alternate
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