



GOVERNANCE COUNCIL MINUTES

May 3, 2017

Members Attending: Chris Bailey, Brendan Glaser, Nolan Wheeler, Brad Benjamin, Hiedi Bauer, Jim Stanley, Jeanne Hamer, Lucas Myers, and Mark Gaither. Janell Haynes-Hughes and Betsy Richards attended as required of probationary faculty. Recorder Linda Clark.

Minutes Approved via email distribution May 24 – June 9, 2017

TOPIC

1. Approve Minutes of 2-1-17

Motion by Mark Gaither to approve minutes as amended in section 3, paragraph 2, and section 4, paragraph 5. Motion seconded by Jeanne Hamer. Motion Approved.

- 2. Test Proctoring Center Cameras** - Brad Benjamin explained that some faculty raised concern that the monitoring cameras installed in the test proctoring center fall under the purview of security cameras, although there is debate in the faculty ranks. Brendan Glaser explained that these are not security cameras and were requested by faculty for test monitoring which, in turn, helps to ensure academic integrity of test proctoring. These cameras are not integrated into our current security camera system, and are not used for recording. Many of the testing companies, such as Pearson, require monitoring of testing procedures in order to validate testing. Nolan Wheeler further explained that there are other monitoring cameras on campus that are not part of the security camera system, such as in the Rose Center, and as far as he knows, they do not record.

Jim Stanley said that in talking to some of the test proctors, they were under the impression that the cameras were actually recording. Brendan said he had opposite conversations with the test proctors who said they didn't think the cameras were recording and were utilized only for monitoring. Brendan suggested that the test proctoring staff and their respective Dean get together and figure out a recommendation for future monitoring in the test proctoring center.

Jeanne Hamer said faculty were told that the monitoring cameras do not record, but if they do, what is the procedure for recording. She explained that Nursing does record student labs and they have specific retention procedures for the recordings. Mark Gaither said that cameras are also used in other classrooms, such as speech, and suggested that procedures be developed which can be communicated to both students and instructors. Brendan will have the Deans work with staff to develop and implement practices or procedures.

3. Policy/Procedure Discussion

- Social Media Policy 810 – Hiedi Bauer remarked that she likes the rewrite of this policy and has no problem with it. Where is it in the approval process? Chris Bailey explained that the next step is to go out for campus review, then back to Leadership Team on May 22. **Council agreed.**
- Accessibility Technology Policy 720 - Lucas Myers explained that there have been multiple opportunities for faculty feedback on this policy and comments received have been discussed. Mark Gaither asked if translation services for non-native speaking students or the lack of home internet service would be addressed under this policy. Lucas and Chris explained that those two examples do not fall under ADA laws, which is what this policy addresses, so are not considered part of this policy; however, those two issues would fall under the purview of our Disability Services for student access.

The next step is to send the policy out for campus review, then bring to Leadership Council on May 22. **Council Agreed.**

- Email Policy 710 - Hiedi said she isn't clear as to the intent of the policy and hasn't really seen any widespread abuse of campus-wide emails. Nolan explained that this issue was brought forth when we realized that between the time when new students apply online and subsequently enroll, their "new" LCC email contains a multitude of all-campus emails making it difficult to identify what emails are pertinent to their enrollment process/status. Also, there are some emails sent by staff and faculty that violate state ethics rules.

Hiedi doesn't think the policy is necessary and that it may inadvertently cause more work for both the sender and the supervisor for approval. However, if the policy moves forward, she suggests that Instruction develop some type of blanket approval of specific emails. Brendan said the policy does give credence to talk with individuals who are abusing the college email system.

Chris said that he would like to take the policy back to Cabinet for further discussion. **The policy will not be sent out for further review or comment at this time.**

4. **Guided Pathways Discussion** - Brad explained that this topic came from a faculty member concerned that Administration's intent is to move more toward guided pathways instead of offering students an opportunity to explore their options. Chris explained that this topic was brought forth, system-wide, with strong financial enhancement opportunities. LCC elected not to take any grant money at this time. Instead, we are taking a year to explore concepts with staff and faculty. By next year, we will see if any specific paths are identified that would work well for LCC students. Brendan clarified that one pathway is for improving retention and completion and we are already using a lot of the methods associated with guided pathways.

Brad asked if LCC would apply for grants next year if given the opportunity. Brendan said it would depend on how specific and work heavy the grant would be and if it fits within one of our identified paths. He asked that anyone with concerns about our guided pathways research to please let him know and he will take time to talk with them.

5. **PACE Survey** - Brad said someone in the faculty ranks wanted to talk about the highs and lows of the recent PACE survey. Chris provided a short history of the PACE Survey. The Board had requested back-to-back surveys even though the national recommendation is to conduct a climate survey every 2 or 3 years. This year, LCC's scores were even higher than last year, which was great news. In fact, scores were higher in each employee group. Chris said that when comparing the bottom ten results, we actually scored higher than last year by a larger margin. That being said, it does give us room for improvement. The high and low themes were the same as those nationwide. The next survey will be in 3 years (off years from the CCSSE survey).

6. **EWU Status at the University Center** - Chris reported that EWU contacted us about three weeks ago and explained that they had decided to retrench and will be pulling out of their west-side branch sites. Interdisciplinary Studies and Business were their biggest offerings at LCC's Regional University Center, so we will want to find another partner to offer a business and liberal arts degree. Some of our current

university partners have expressed interest, so we are in the process of talking with them. EWU will teach out the current students. Other options are to offer a BAS in Business, similar to that of Centralia College. We will need to re-analyze data, including rental income, offerings, etc. WGU does offer online classes that we can promote.

7. **ctcLink Update** – Chris explained that everything is on hold at this time pending Ciber’s bankruptcy filing. He will be attending the WACTC President’s Business meeting this week and is hoping to hear what the strategy will be moving forward.
8. **Emergency Preparedness Update** –
 - Per Nolan, we continue to refine the emergency notification system, and headway is being made. Further testing will be conducted to ensure that phones and computers display the same message as the digital clocks.
 - The access control system is hugely costly, so it is on hold at this time. We will start doing drills Fall quarter and will continue to train staff.
 - Lucas Myers reported on the recent emergency building coordinator meeting, which was well attended. The EBC's should get in touch with others in their respective buildings.
9. **Update on Main Remodel Project** - Nolan reported that the Phase 1 (exterior) contract was just signed, and we will go out for bid in May for the Phase 2 (interior) project which will start in September 2017 with a 9-month completion timeline.
10. **Continue with Recurring Items?** – Chris asked if Emergency Preparedness and the Main Building Remodel updates should continue as recurring items on Governance Council meeting agendas. The Council agreed to discontinue the emergency preparedness updates, but keep the Main Remodel.

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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