



GOVERNANCE COUNCIL MINUTES

October 4, 2017

Members Attending: Brendan Glaser, Sue Orchard, Kendra Sprague, Brad Benjamin, Mark Gaither, Lucas Myers, Jim Stanley, Adam Wolfer. Also attending, Wendy Hall and Sarah Griffith. Nathan Shepherd attended to fulfill a probationary requirement. Recorder Linda Clark.

Minutes Approved on 12-6-17

TOPIC

Brad explained that we only have an hour today so we will start with the more time-sensitive agenda topics. Any that we are not able to get to will be tabled to the November 1st meeting.

- 1. Upcoming Safety Drills and Impact on Staff and Faculty** - Janel Skreen asked if Faculty had received the flyer that she presented. All of those in attendance said they have received it at least twice. She explained that LCC will be participating in the Great Washington Shake Out drill on October 19, and she will send out more specific information as that date approaches. Be prepared for the emergency clocks to be activated during the drill. There will also be a pop-up on computers and telephones. All other LCC emergency notifications will be activated, such as information on the College's website, Twitter, FB, etc. The emergency message that will be displayed is 57 seconds long. The goal of the drill is to get students and employees to drop, cover and hold on for one minute, then take a minute or two to debrief. She anticipates a maximum disruption time of 3-5 minutes.

Two other drills will be conducted this year:

- Winter quarter will be a lock down drill. Emergency Building Coordinators (EBCs) will have an opportunity to lock down buildings. She would like Faculty to help identify the most ideal date/time to schedule drills.
- Spring Quarter will be actual evacuation drills, conducted building-by-building so that assessments can be done for each building.

Adam said that most science labs are held on Tuesdays and Thursday's, so those might be days to avoid. Janel said we can somewhat customize scheduling. Brad suggested that faculty post the October 19th flyer in their classrooms. Brad will also let the Faculty Association know that they are expected to participate fully in the drills. Janel explained that a follow up survey will be sent out afterward and encouraged everyone to complete it. She also reminded those in attendance that the crisis emergency procedures are on the website.

2. Policy/Procedure Discussion**• Policy 100: Governance and related Procedure 100.1A**

Wendy Hall explained that Policy 100 needed some “housekeeping” done, including removal of the Leadership Team and updating the Northwest Commission standard references to the correct links for sections 100.3, 4, 5 & 6.

The related draft procedure attempts to identify other committees on campus, gather minimal information on each, and identify which area each committee reports to. Brendan explained that his office has been working to develop a standardized template for every committee that contains specific information (see the twelve items listed on the draft procedure). Wendy explained the committee work needs to be completed within a year to be ready for accreditation.

Governance Council is in favor of moving forward.

- 3. Student Google Email Retention** - Mark Gaither explained that IT has been deleting student Google email accounts for inactivity, but when LCC initially adopted Google email for students, it was with the understanding that students would have that address email for life. Sarah Griffith explained that she is confused about what to tell students when they ask. Brad said his understanding is that IT sent an email out to all students asking if they wanted to keep their college Google email address, but most did not respond, so those were deleted. Brendan explained that there are hundreds of student email accounts that have been inactive for quite a long time. To add to the volume, any student who applies to LCC is automatically given an email whether or not they actually enroll, which exacerbates the number. He suggested that consideration be given to deleting emails that have not be active in a specific amount of time (to be determined). Since there is nothing currently in writing about Google emails for life, Governance Council suggested bringing the topic back for further discussion and clarification.
- 4. College Spark Grant Opportunity** - Brendan provided information about a grant opportunity available through College Spark. College Spark offered a first round of grants for guided pathways a few years ago, and are now offering a second grant solicitation with a deadline of October 30th. Five grants will be awarded for \$100,000/per year for five years (\$500,000 total). Brendan read the intent of the grant which focuses on a commitment to institutional-wide guided pathways for all students. He also explained that the State Board is actively promoting our system to look toward guided pathways. Cabinet and others have been assessing whether we can put together a respectable application in the short timeframe. Cabinet felt that the work involved in the application process is work that we are planning to do anyway as we move toward guided pathways, so they are willing to move forward but are concerned that the application deadline shortens our ability to gather input from Faculty. That is why the topic is being brought up today at Governance Council, and Brendan will be taking it to Instructional Council next Tuesday.

Adam said faculty will likely ask how this is different from Title III and ATD. He said that Science faculty have already begun that process by minimizing options, so we just need to develop a way to let everyone know what is being done. Brad read the RFA a week ago and said, from the Math faculty prospective, it should be relatively easy. He thinks it is the right time to begin guided pathways.

Brendan asked if Faculty would be okay with us proceeding to move forward with the application process. The answer was, "Yes." Adam and Brad suggested getting information out ahead of time to the Department Chairs. Brendan will try and do that tomorrow.

- 5. **Fundraising Activity Procedure – Tabled to the November 1st meeting -**
- 6. **BAS Discussion – Tabled to the November 1st meeting**

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