



MINUTES

GOVERNANCE COUNCIL – DECEMBER 6, 2017

Members Present: Chris Bailey, Brendan Glaser, Kendra Sprague, Wendy Hall, Adam Wolfer, Hiedi Bauer, Brad Benjamin, Lucas Myers, and probationary faculty members Nikki Warthen, Jason Malozzi, Shari Samuels, and Betsy Richard. Recorder, Linda Clark.

TOPIC:

1. Approve Minutes of October 4, 2017

A motion was made by Kendra Sprague to approve the minutes. Brad Benjamin called for a vote – Motion approved unanimously.

2. Fundraising Activity Procedure

Brad explained that some faculty are finding the procedure cumbersome and asked if it were possible to streamline it somewhat. Brad understands the need to keep the Foundation apprised so as not to “double dip” with existing donors.

- One of the concerns is having an advisor being present for an entire event (such as a bake sale, selling raffle tickets, etc.), and the resulting responsibility for handling the money. Lucas concluded that proper cash handling training may be needed. Nolan agreed with this and said that by following the procedure, risk to advisors is minimized.
- Kendra explained that the process can (and has been) expedited when needed--just let the Foundation know when a timeline is critical. They have staff that are willing to help and provide guidance.
- Brendan said that, from his point of view, Administration must be kept in the loop with clubs and orgs activities to ensure that all legal and ethical issues have been identified. He said there are also workload issues to be taken into consideration.
- Heidi asked about the two-year moratorium on unused funds going to the Foundation. She said that some clubs don't have annual activities, so this is problematic in those cases. Kendra said all that is needed in this case is to communicate with the Foundation. She said the language pertaining to this can be expanded to include the wording, “Unless arrangements have been made with the Foundation.” Also, she will add “club” to the “fund” activity under paragraph 5. She will also add provide oversight and ACCOUNTABILITY.
- Adam suggested that Student Services develop an accountability worksheet for advisors.
- Brad said we can continue to work on this and refine as it moves forward.



3. BAS Discussion

Background: Chris explained that during the community event 40 for 2020, the lack of certificated K-12 teachers and substitutes was identified as a challenge for the local school districts--many are operating without certificated teachers and have a severe shortage of substitute teachers. They indicated it would of great benefit to have a local option for pre-school through 5th grade certification as that is where most of the need exists. By LCC offering a BAS in elementary education with a pre-K endorsement, it would provide a pathway for individuals to get their teaching certification, including current paraprofessionals. Ann Williamson will be leading the work on this. It will provide 4-year experience for our Faculty who may want to teach some of the classes. The timeframe is to start classes in the fall of 2019.

Chris further explained that it is not our intent to offer multiple BAS degrees--only the ones that would provide a need within the community – maybe no more than 1 or 2. He feels that the University Center model is best for us. LCC is just one of a few colleges with the state ctc system that doesn't offer a BAS degree.

Hiedi Bauer said this is amazing! It might be helpful if the faculty departments are involved in developing curriculum so that it doesn't all fall on Ann's shoulders.

Wendy talked about the accreditation requirements and timeline.

4. Policy 100/Procedure 100.1A: Governance

Brad said he feels it is good that a standardized template has been developed for the various Committees to use. He suggested enhancing the language on the review process that it go to the respective VP who will, in turn, take the information to the Executive Leadership Team (Cabinet) for approval. Once all templates are collected, will there be a flow chart as to the authority. Chris said that the work on the Governance policy and procedure is necessary for accreditation.

It was suggested that the Instructional Assessment Committee would be better assigned to Instruction than Institutional Effectiveness. Brendan will research where the committee currently reports.

In general, Brad said that he likes utilizing email and face-to-face discussions on policy rather than waiting from meeting to meeting, and Heidi suggested that policy work be done using Google docs, if possible.

5. Policy 305: Degrees & Certificates (draft)

Brendan explained that this policy isn't quite ready for review by Governance Council as work is being done in the Nursing area relating to pass/fail wording. Karen Joiner is



researching and will advise. We will send the policy out via email once this work has been done.

6. Use of Electronic Signature Draft Policy & Procedure

Brad explained that this policy and procedure is being brought forth for initial discussion.

Nolan provided background: As we update our forms with the new accessible forms management platform and move to the online application and hiring process (NeoGov), it became apparent that LCC needs a policy on electronic signature authorization and a procedure for implementation.

Some examples of electronic signatures include Fitness Center waivers, financial aid forms, etc.

The next step will be to take the draft to UMCC and Operations Council before sending it out for campus review.

7. Law Room Training

Kendra and Brad worked behind the scenes and have resolved the issue.

9. Instructional Assessment Committee Requirement

Brendan explained that a new requirements of probationary faculty includes attendance at the Instructional Assessment Committee meetings. Does Faculty foresee any problems with this? If someone cannot make one of the remaining meetings, Brendan said that Instruction could set up individual orientations for compliance. Kendra also talked about a suggestion that was brought up by our AAG asking if our Board may want to meet with each probationer individually prior to tenure decisions being made annually in March. A general discussion was held. Brendan suggested that the Faculty take a week or two to discuss this amongst themselves and during the same time, Kendra and Chris will talk to the Board at the next meeting. Brendan will apprise Faculty of the Board's desire.

10. College Spark Grant Update

Brendan reported that LCC will be recommended to receive the College Spark guided pathways grant of \$100,000 per year for five years. However, confirmation will not be announced until January, so we have to keep a "lid" on it for now.

MINUTES APPROVED ON 2-7-18