



MINUTES

GOVERNANCE COUNCIL – February 7, 2017

Members Present: Chris Bailey, Brendan Glaser, Sue Orchard, Kendra Sprague, Nolan Wheeler, Brad Benjamin, Hiedi Bauer, Mark Gaither, Lucas Myers, Jim Stanley, Adam Wolfer, and Janel Skreen.
Recorder, Linda Clark.

MINUTES APPROVED ON 3-7-18

TOPIC:

1. Approve Minutes of December 6, 2017

Brad Benjamin called for a vote to approve the minutes. Motion carried unanimously.

2. Policy 305 Degrees and Certificates (draft)

Background: Sue Orchard explained the need to update the subject policy, sections 305.1 and 305.2, to reflect current procedures. She also provided details of the recommended changes and explained that several constituent groups have provided input during the past six month. The final draft was recently approved by Instructional Council.

With no further discussion, Governance Council agreed to the suggested revisions.

3. Policy 725 and Procedure 725.1A – Electronic Signatures and Submissions

Background: Nolan Wheeler explained that this procedure went out for campus review as agreed upon at the last Governance Council meeting. Based on the comments received regarding the risk assessment responsibility a second draft of the procedure was created (see draft as presented). Draft 2 moves the risk assessment piece from the supervisor to the VP of Administrative Services.

With no further discussion, Governance Council agreed to the policy and procedure as presented.

4. Procedure 700.1A – Employee Acceptable Use

Background: Kendra Sprague explained that the State Ethics Board approves colleges' acceptable use policies and procedures (as well as others), and they reached out to ensure that LCC's was up-to-date, which it was not, so she asked Brandon Ray to update to make it current (see attached draft as presented). HR staff would like to do an acceptable use training in Spring quarter, so the procedure will need to be approved beforehand.

Recommendation: Further discussion will be done at the next meeting giving everyone ample time for review.



5. Peer Evaluation Collection Process

Background: Brendan explained the recommendations for this process.

Governance Council agreed to the process as presented.

6. Emergency Drill

Background: Janel Skreen explained that the Emergency Response Team is looking for a date and time to hold a full emergency drill next quarter, so she wanted to get Faculty input. In the meantime, she and Jason Arrowsmith are going to each department to discuss emergency procedures and options. Please have staff and faculty contact either her or Jason to schedule a meeting.

Suggestions on how best to get advance information out to students:

- 1). Canvas announcement for all students (there may be a way to mandate acknowledgement of announcement). Brad suggested having a video linked to the announcement.
- 2). Provide information through the Daily News.
- 3). Faculty can make announcements in class, but will need reminders to do so. Adam also suggested providing some language for faculty and adjuncts to use when they make t announcement.

Looking forward to next year, Nolan said the plan is to have a Safety month where we can hold different activities and share information.

7. Staff Lounge

Background: Sue Orchard explained that the ASLCC has brought forth a proposal to move the current staff/faculty break room in the Student Center to an upstairs location where there is a kitchen and lounge space. This came about as the students look to make the Student Center more vibrant and inviting, and from the need to provide a private, but visible, space for Veterans.

Concerns/Suggestions:

Adam said that there are a few activities each year (Science Olympiad, plus college reps on campus, etc.) that currently use the space for refreshments. Sue said we could easily move that to the upstairs location.

Brad wants to take this idea to the entire association. Kendra said she would be sharing the idea needs with the UMCC, as well.



8. Gmail Issue

Mark Gaither said that as some faculty move toward utilizing the Google Enterprise system for student email, difficulties have materialized with the faculty and staff being on the Microsoft email domain and the students on the Google domain. Jim Stanley said the initial push was to get the Google email domain for students and worry about staff and faculty at a later time, but if it had been done the opposite way, there would have been fewer problems. Brad said this is not a problem for all faculty as many do not use the Google system.

Recommendation:

Mark would like to kick this over to administration for further discussion. Nolan said he will talk with IT staff and discuss potential recommendations.

9. Other