



## MINUTES

### GOVERNANCE COUNCIL – March 7, 2017

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**Members Present:** Chris Bailey, Kendra Sprague, Nolan Wheeler, Brad Benjamin, Hiedi Bauer, and Jim Stanley. Also attending were Natalie Richie, Melinda Harbaugh, Sarah Griffith, and Jenny Mynhier (to fulfill probationary requirements). Recorder, Linda Clark.

**Minutes Approved on 5-9-18**

#### **TOPIC:**

1. Approve Minutes of February 7, 2018

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

2. Procedure 700.1A – Employee Acceptable Use (carried over from last month’s meeting)

Background: Suggested updates to the procedure were brought to last month’s Governance Council meeting where it was agreed to use the time between the two meetings for review. As a result of the review, Hiedi Bauer said she has questions:

**Item #3** - What does the second sentence mean? Kendra will research with Wendy Hall and provide clarification.

**Item #5 (a)** – After discussing this topic, the consensus was to revise the third sentence to read: “Authorized study and academic research are permissible.”

**Item #6 (a)** – Remove “name” and change Board policy to Administrative Policy. Add a subsection (c) to read: “Employees shall follow the LCC Style Guide for all publications.”

**Item #7** - No changes necessary.

**Item #13** - Can we soften language in first sentence? After discussion, consensus was to change the order of the sentences, leaving the intent the same.

**Recommendation: The suggested changes will be made and sent to Brad Benjamin for review. HR will then move forward to offer Acceptable Use as a quarterly training.**

3. Student Center Renovation/Staff Lounge

After last month’s meeting, Brad said that he talked with faculty regarding moving the staff lounge and suggested that anyone with concerns take a look at the space. The resulting concerns were minor, and the consensus was that the space would be better utilized as a Veterans Center. Kendra said that the UMCC has asked for a demand to bargain to discuss impact on staff. She will report back after the demand to bargain.



#### 4. Gmail Issue

Brad said he still isn't sure what the issue is in regards to the sharing permissions, so Sarah Griffith provided background information. The problem came about from the way the gmail accounts were originally set up. She said there are workarounds and she can, and has, helped both students and faculty resolve the issue. She will also create Canvas tutorials explaining the resolution process, which basically is just a couple of extra "clicks," and have students add the faculty member's LCC email address to the share list.

**Recommendation: Since the issue seems to affect just a few faculty, Sarah will be available to assist and the tutorials will also be made available. In the long term, our IT staff will research a more permanent fix as time allows.**

#### 5. March Board Meeting Date

The originally scheduled Board meeting falls during spring break this year which is problematic for the faculty who are up for tenure. After being apprised of the conflict, and Board agreed to move the meeting up one week and hold it on March 14.

#### 6. Faculty Development Bylaws

In Brendan's absence, Natalie Richie presented the proposed revisions to the Faculty Development Committee bylaws. The bylaws were moved over to the new template and reflect the current procedures.

**Governance Council approved the revised bylaws as presented.**

#### 7. Other

Nolan Wheeler reported that capital projects are in the process of being scored, so we should know the results of our Vocational Building proposal early next week.

We are moving forward with bidding Phase 2 of the Main Building Project. He will have an updated timeline once the bid is awarded. The work that wasn't done during Phase 1 has been included in the scope of Phase 2.

We will be conducting a lockdown emergency drill on April 12 @ 11:00 a.m.