

MINUTES

GOVERNANCE COUNCIL – May 2, 2018

Members Present: Chris Bailey, Sue Orchard, Nolan Wheeler, Wendy Hall, Natalie Richie, Hiedi Bauer, Mark Gaither, Lucas Myers, and Jim Stanley. Recorder, Linda Clark.

1. Approve Minutes of March 7, 2018

Hiedi Bauer moved to approve; seconded by Chris Bailey. Motion carried unanimously.

2. Drug Testing for CDL Holders

Nolan Wheeler explained that Jim Dillinger had alerted Administration that all CDL-carrying employees must be randomly drug tested per federal DOT regulations. HR looked into the process and found an opportunity for LCC to become part of a larger consortium (including Longview School District and others); thereby, our employees will be part of a larger pool. The testing will be done locally and does provide flexibility in scheduling.

Governance Council had no questions nor concerns.

3. Budget Projection FY 2019

Nolan presented the projected FY 2019 Operating Budget. He provided detail for both projected revenue and expenditures. He explained that we are “all in” with tuition, so it will again be a very tight budget year. The bottom line is a shortfall of -\$182,969, but he is still waiting for some additional information in order to finalize the projections. He feels fairly confident that he can present a balanced budget to the Board of Trustees in June once that information is received.

4. Security Camera Requests

Nolan presented several security camera requests that were submitted this year, but because funding was not available for purchase, he had not brought them forward prior. He said we are now looking at upgrading some of the cameras in critical areas which will allow the existing cameras to be moved to new locations. Following is a list of the requests:

- Food Service truck at Head Start (has been vandalized; thus the need);
- The main hallway in the Early Learning Center where the day care is located;
- Three requests for the Maple Street entrances, which are not currently monitored and various problems have been encountered;
- The corner of the Admissions Bldg. facing the 26th Avenue parking lot.

Governance Council approved moving these requests forward to UMCC and the student government as per policy.

5. Facebook Procedure for Social Media Management Policy 810

Wendy Hall explained that with recent Facebook privacy issues, one of the things they are cracking down on is fake profiles. Only “people” can have an account (and only one account); “department” cannot have a profile, i.e. Running Start. This means that employees operating Facebook pages for the College will have to log into their personal account to get to the college pages they maintain. Wendy is sitting down with individuals who need assistance in migrating their department profile.

Mark Gaither asked if public records requests would attach to an individual's personal Facebook account. Wendy said, “No,” a public records request could only be for the specific college-related page.

Hiedi Bauer suggested changing the language in section 1b slightly and substitute the word “processes” for “concepts.” Wendy will make the update as discussed, then the procedure will be sent to Governance Council for dissemination to a wider faculty audience, understanding the need to get a procedure in place as soon as possible to protect our employees.

6. Accessible Documents Procedure for Accessible Technology Policy 720

Wendy explained that the Accessibility Committee recommended that each document that is linked or put on our website contain identifying information, such as the author, date, and what accessibility checker was used.

Governance Council Approved

7. Procedural Template for Governance Council

Discussion was held regarding clarification of the membership section with suggested language provided by Hiedi Bauer.

Governance Council approved with the updated language in membership

8. Public Records WAC Overview

Nolan explained that the Public Records Act changed last year necessitating a change in our WAC to comply with the subsequent changes in the RCW. The main change centers around charging for public records as outlined in the RCW.

9. VPI Position

Mark Gaither explained that he had spoken with Brendan Glaser regarding his retirement in January 2019. Faculty leadership would like to see an outside search. If we have to appoint an interim, Faculty would like to see it be for a specified period of time. Chris said that the intent of Cabinet and HR is to attempt to meet the timeline to advertise and fill the position with no gap. Cascadia recently advertised and had 61 applicants for their VPI position.

10. Sabbaticals

Mark explained that during the most recent contract negotiations, sabbaticals were discussed. It was agreed that the college would make an effort to fund if faculty made the effort to apply. Contract stipulates that only 4% of faculty could be granted sabbaticals in the same year, which would amount to five (5) quarters total in one year. Chris said administration is open to try to find funding.

Minutes were approved via email (see note below):

Note: Minutes were sent out via email for review prior to the end of spring quarter. If no comments are received, minutes will be considered approved and uploaded to the appropriate webpage.