

MINUTES

GOVERNANCE COUNCIL – October 3, 2018

Members Present: Chris Bailey, Wendy Hall, Melinda Harbaugh (for Brendan Glaser), Sue Orchard, Nolan Wheeler, Brad Benjamin, Lucas Myers, Adam Wolfer, Jim Stanley, Michal-Ann Watts, and Sue Homme. Others attending: Mark Gaither, Nichole Seroshek, and Marisa Geier. Recorder, Linda Clark.

Brad Benjamin called the meeting order. Since there are a lot of items on the agenda, Brad suggested that each person limit their responses/discussion to 5 minutes.

Minutes approved on 11-7-18

1. Financial Aid

Mark Gaither brought this topic to Governance Council after correspondence with President Bailey regarding an email that Mark had sent to him regarding problems with financial aid. After doing some research, Mark said his concern is that this is a systemic issue rather than a financial aid problem--it's a retention issue and a community issue. Many students face outside barriers that require special interventions. He demonstrated this through a short presentation. He reflected that financial aid rules and regulations have increased exponentially over the years and has impacted students who want to attend college and succeed, but because of social barriers, many find it too difficult.

Sue Orchard said that some of the information contained in Mark's email was inaccurate, so Marisa Geier, director of Financial Aid, was invited to respond and clarify. Marisa explained that it is getting much more difficult to issue financial aid due to compliance issues; however, LCC has offered financial counseling over the past 5 years (SALT), and has changed to a different program that will require that all students participate. Students are notified of all new changes through the website, flyers, and letters.

President Bailey summarized that the lack of financial aid literacy is not uncommon. LCC does award financial aid at a faster pace than almost all other colleges and students' expectations need to be realistic to this timeline and understand the complexities involved. He also talked about the verification process (federally mandated) which definitely impacts some students.

Michal-Ann Watts said that we, as an institution, need to better communicate with each other and research alternate ways to communicate with students to ensure that they read communications regarding their financial aid. Nolan Wheeler believes that the new EAB Navigate software (through guided pathways), will help with communication during the on-boarding process.

President Bailey provided clarification as to the recent enrollment drop. The two pre-dominant issues are: Unemployment rates continue to go down which means more people are working, and a change in DOE regulations that our "V" coded students be dropped immediately, which resulted in a 5% drop in enrollment from this time last year.

Brad Benjamin said it is apparent that everyone wants to get to a resolution for the good of all students. Chris suggested that specific concerns be sent directly to Marisa and Sue for analysis.

2. ID Badges

Nolan Wheeler said that Instruction brought up the need for all employees to wear their LCC identified badges. It is very helpful for students so they can identify staff and faculty, and at some point in time, our buildings will only be accessible with a barcoded ID. Lucas Myers expressed that there are some areas where it may be a safety factor (such as working around equipment in labs and vocational areas). Adam Wolfer said that he will not wear a badge.

3. Great American Shakeout

Nolan Wheeler reminded everyone LCC will participate in the Great American Shake-out (an earthquake preparedness drill) on October 18th @ 10:18 a.m. A message will be sent over the emergency system, and Janel Skreen will provide faculty with a script to share with students.

4. Guided Pathways

Brad said that some faculty would like to be apprised of the budget and expenditures. Brendan sent out information asking who is willing to work on the committees. Once the committee membership is determined, then a process will be developed to award compensation.

5. Policies/Procedures: (Presented by Nolan Wheeler in Kendra's absence).

Nolan explained that Cabinet has reviewed the following policies and procedures, and that copies have been sent to UMCC. HR has indicated that Policies 650, 655 and Procedure 655 are the most critical to move forward through the campus input and review process.

- Policy 650 – Pets on Campus – REVISED
 - The recommended revision to this policy is to differentiate pets from service animals which are outlined in the new policy 655. Michal-Ann expressed concern that the policy would restrict animals (pets) used for instructional purposes. Adam Wolfer said he doesn't see the value in restricting pets on campus.
- Policy 655 – Service Animals – NEW
 - To comply with the Americans with Disabilities Act, the college needs to establish a policy and procedures relating to service animals on campus. A minor formatting discrepancy was identified. Other than that, no further discussion.
- Procedure 655.1A – Service Animals (Revised previous procedure 650.1A)
 - The resulting discussion found that the partner/handler needed more clarification.
- Policy 227 – Employment of Household members – NEW
 - After review, recommendations included changing the second paragraph under "Policy" to read "advocate for employment" instead of "will not actively recruit." Clarification also needs to be made regarding student employees, and chain of command.
- Policy 228 – Employee Relationships – NEW
 - After review, Governance Council recommended clarification on the Policy section pertaining to "reasonable anticipation..." and the value in referencing RCW 9A.44.
- Procedure 228.1A – Employee Relationships – NEW
 - After review, Governance Council recommended clarification of the meaning of "promptly" under the Violations section, and a couple of grammar edits in the same area.

Nolan Wheeler will report back to HR on the recommendations and suggestions. It was also agreed that Policy 650 and 655 can move forward to UMCC and campus review. The other policies need further discussion at the November meeting.

6. Quarterly Faculty Awards

Nolan said we will now have quarterly exempt awards. Would faculty like to develop a committee to award quarterly awards? Brad will take it to the association and respond back at the next meeting. (Include on November agenda).

Tabled for further discussion at the November meeting.

7. Telework Procedure and Agreement

Tabled to the November meeting.

8. Hiring Appointment/Creation of Positions

Tabled to the November meeting.