



GOVERNANCE COUNCIL MINUTES

October 22, 2015

Members Attending: Chris Bailey, Karen Joiner, Adam Wolfer, Jim Stanley, Brad Benjamin, Jeanne Hamer, and recorder Linda Clark. Gina Challed and Merry Bond were also in attendance as required of probationary faculty.

TOPIC

1. **Minutes:** Minutes of the May 6, 2015 were approved with a correction under Item 5 to read: ...This can be addressed by the Contract Maintenance Team.
2. **Update on Position Vacancies** – President Bailey said he will do his best given the absence of Kendra Sprague.

VP of Student Success – Our current intent is to decide what that position will look like by December (define position), and post the position in January with a hire date of July 1, 2016. The reasoning behind this timeline is due in part to budget and the uncertainty of enrollment numbers, and also to provide a stabilization in Student Services during the advertising/hiring process. We may have an opportunity to combine positions (through attrition) which will help with the funding portion.

Discussion: Faculty can express concerns and desires to Kendra directly as she will be gathering information to share with Cabinet before the final job description is defined and posted. Jim Stanley expressed how important this position is to enrollment and retention.

Director of Finance - We are having a difficult time filling the position because of salary disparity between the private sector and the college. Just last week, Cabinet agreed to repost the position at a slightly higher salary in the hopes of attracting a better skilled candidate pool. The Port had several high quality applicants for a similar position and we're hoping to be able to contact some of their applicant pool. If we do not find a qualified applicant, our plan B is to train up an existing employee.

Director of Safety and Security - It is Chris's understanding that Janel Skreen has been doing a very good job as Interim Director of Safety and Security in the wake of Casey Tilton's resignation, and Cabinet was unanimous in their support of her continuing in this role, to which she agreed. Now, we can focus on hiring a Manager whose main duties will be student conduct and security. Janel will continue to take care of compliance issues, chemical safety, and correspondence in these areas. With Janel taking on the duty of Director, the applicants in the pool have been contacted by HR asking if they would still be interested in the position as Manager instead of Director with a reduced salary and revised job description.

Discussion: Jim expressed concern about the perspective from outside the campus. Chris said he will follow up with HR to ensure the applicants received the revised job description along with the change in title.

3. **Safety and Security** - Adam said faculty see themselves as being at the front line in the event of a security threat, and they need to have the resources to be effective.

Discussion/Suggestions: We need to ensure that everyone on campus knows what the Behavioral Intervention Team is—BIT—and how to access resources. What is the best mechanism to share the information with staff and faculty?

- Have a BIT member come to Faculty department meetings
- All staff meetings can provide the information
- Classified trainings through HR
- Ask the BIT Team for their suggestions

Other suggestions:

- Safety and security is site specific. Each classroom, floor, building should have mini team meetings.
- Have the new Security Manager conduct small, site-specific trainings.

Locks, mapping, and emergency building coordinators are primary and are being updated at this time. Cabinet also approved paying for more licenses for additional telephones, and we will begin ordering and installing additional phones as we can within budget (the cost is \$28,750). We are working on a safety and security checklist with set dates and timelines for review.

4. **Welcoming New Faculty** - Adam recommended that a checklist be developed to use when new faculty are hired. Karen said an orientation checklist has been developed.

Suggestion: Karen said she will talk with the Deans, and then coordinate with the Faculty Association, Human Resources, and Information Technology Services to develop an updated on-boarding process.

5. **Results of Graduate Survey** – President Bailey recapped results from our recent graduate survey, and thanked Faculty for their successful work in the classroom. The survey showed an amazing increase in student satisfaction.

In addition, LCC also had great results from the Community College Student Satisfaction and Engagement Survey (CCSSE). We also received national recognition as one of the top community colleges in the northwest, as well as a national award for our manufacturing process curriculum.

Collaborative efforts by the library, individual instructors and the bookstore results in a savings of \$93,000 in textbook costs by using Open Educational Resources. He also recognized the work done by our Math Faculty to develop a free, online practice test for students.

6. **Faculty Development Bylaws 2015-16** - Gina Challed explained that some language changes were made within the Membership, Meetings, and Funding Priorities sections.

Discussion: The changes were reviewed and suggestions made.

Action: Approved the suggested revisions by consensus. Will bring revised document back at a later date.

7. **Other** - None

Minutes approved by Governance Council on 11-5-15

Chris Bailey, President Brendan Glaser, VP Nolan Wheeler, VP Kendra Sprague, Interim VP	Adam Wolfer, Faculty President Michal-Ann Watts Jim Stanley Brad Benjamin Hiedi Bauer Alternate: David Rosi
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