



GOVERNANCE COUNCIL MINUTES

February 4, 2015

Members Attending: Chris Bailey, Brendan Glaser, Nolan Wheeler, Kat Everman for Kendra Sprague; Adam Wolfer, Michal-Ann Watts, Jim Stanley, Brad Benjamin, Hiedi Bauer, and recorder Linda Clark.
Absent: Lisa Matye Edwards and Kendra Sprague

TOPIC

1. Vitality/employee Survey

President Bailey explained that themes were identified and developed from the employee survey by the Board in conjunction with the President. He is requesting inputs for subsequent action plans be given through direct communications with Brendan, himself, Kendra or Wendy. We are hoping to get specific information to incorporate within the action plans. The themes are:

- Improve budget process - **Work has already begun to address this**. Brendan is doing a great job on the faculty (both F/T and P/T) budgeting and getting inputs from Faculty.
- Better inputs from staff/faculty
- Better communication from Administration
- Review hiring selection process - **Work has begun on this**. Fall HR survey netted almost 100 responses. HR is in the process of compiling the information.
- Perception that we are administratively top heavy - Chris explained that by looking at exempt or administrator numbers only is confusing because many of these positions are grant funded and not paid for from the operating budget. We are trying to look at integration of positions (such as IR/CR) to free up funds whenever possible. Also, that's why we are looking at revenue-generating programs, such as the International Program and Corporate Training, to help back fill positions normally funded by the operating budget.
- Security - Concern was expressed that security needs some attention
- Internal customer service - Some complaints about lack of response. Much was a result of construction of the new buildings and renovations which minimized the time our maintenance and IT staff had available for other issues.
- Civility – There were many comments of people not being civil to each other--Back biting, name calling, undermining, bullying; especially in public meetings.

DISCUSSION:

Inputs from staff/faculty

- Question: What process do we have in place for soliciting faculty input into classroom environments?
 - 1) There is faculty representation through the Master Plan, Monitoring Report #5, and the Safety Committee.
 - 2) We are using the HSB as a model for future classroom renovations – submit inputs to Nolan.
 - 3) Survey was sent out regarding classrooms. Brendan and Nolan will be looking at the results together. Instructional Council is probably the best place to disseminate information. Brendan wants Faculty to think about a technology-based solution to help with this.
 - 4) The Academic Master Plan is one way to better ensure inputs from staff and faculty. It is the place that specifies the process for soliciting faculty input.

Communication from Administration

- Question: What can be done to ensure that all employees have access to information on important college issues?
 - 1) The mass turnover of staff and faculty in the past few years may have contributed to lack of knowledge of available channels of communication.
 - 2) The same information is being oft repeated, which may contribute to lack of attendance at certain meetings by Faculty, i.e. all-staff meetings and quarterly conversations with the president.
 - 3) Faculty find communication most effective when it involves both listening and speaking, and All Staff Meetings only disseminate information and some find the meeting too lengthy. Chris said he is open to suggestions and asked for inputs within the next couple of days on how to reconfigure the structure of the meetings.
 - 4) It is important that all employees have access to important college issues, and administration does that by sharing the same information at many different meetings and via email updates. Chris asked that suggestions for improvement be forwarded to himself or Brendan.

2. **Committee Structure** - Chris explained that a Task Force is being developed to systematically review the structure, scope, membership, and purpose of the various committees on campus. The Task Force will be comprised of 2 faculty, 2 staff, 2 exempt, 2 administrators, and 2 student representatives and led by Brendan. The first order of business for the Task Force is to develop a standardized template that, once approved, will be used for all committees. Also, the Task Force will develop a process for changing any of the components of a committee. Chris envisions that once the Task Force has completed this review, a standardized template for each committee will be available on our website for easy accessibility to all employees.

Recommendation: That substantive changes to committees be done in consultation with the committees as a rule rather than an exception.

3. **Hiring Process** - Adam said the timeline for hiring faculty has been a topic of discussion in Faculty meetings.

DISCUSSION

- 1) One of the biggest concerns about going out early is the lack of budget knowledge.
- 2) Kat distributed the results of timelines used by 11 of our colleges within our state system.

Suggestion: Since we now have a defined scope of tenure track faculty needs for the next few years, have job descriptions ready to go and advertise as early as possible, particularly in transfer/liberal arts areas.
- 3) Faculty (Hiedi) requested clarification on following up on the timeline and best venue for decision making and communication regarding the timing of the hiring.

Agreement: Follow up on the hiring process timeline can best happen at the end of this academic year or the beginning of next in Instructional Council.
- 4) Faculty (Adam) would like to see the department chair in the final hiring decision with president, VP, and HR as the Faculty on the hiring committees don't feel like the "loop gets closed" on the final hire. Chris explained that he is tasked with hiring, but the committee's recommendation weighs heavily, as does the actual interview, background checks, etc.,

4. Other

1) What is the timeline for administrator evaluations?

Answer: Chris said the Interim VPI and Deans will be done right away in a 360 degree instrument format.

2) Can we review minutes?

Answer: It was agreed to do so.

3) Brendan explained that the Faculty Development Committee is requesting that bylaws be changed to reflect the current process of operation. Since it is a sub-committee of Governance Council, it will need the Council's approval.

Action: Bylaws were reviewed and adopted by consensus.

4) Jim Stanley expressed concern about safety and security policies and procedures, including the identity and training of EBC's in each building.

Recommendation: Jim to send a follow up email to Nolan reminding him to talk with Casey Tilton about this.

Chris Bailey, President
 Brendan Glaser, VP
 Lisa Matye Edwards, VP
 Nolan Wheeler, VP
 Kendra Sprague, HR

Adam Wolfer, Faculty President
 Michal-Ann Watts
 Jim Stanley
 Brad Benjamin
 Hiedi Bauer
 Alternate: David Rosi