

MINUTES

GOVERNANCE COUNCIL – December 2, 2020

Minutes Approved 2-3-21

Members Present: Chris Bailey, Kristen Finnel, Sue Orchard, Kendra Sprague, Nolan Wheeler, Wendy Hall, Brad Benjamin, Dana Cummings, Janell Haynes-Hughes, Jim Stanley, Stefanie Gilberti, Adam Wolfer, and Bryanna Smith, recorder.

1. **Minutes of November 4, 2020**

Minutes were approved unanimously

2. **DRAFT Policy 221: Respectful Work Environment–**

The only recommended policy from the governor's most recent directive that LCC did not already have in place was a respectful work environment policy, which was drafted in policy 221 for review, suggestions and approval. The policy was reviewed by the UMCC and WSFE unions, suggestions were brought back to the Executive Leadership Team, and the policy was sent out for public comment. Governance Council reviewed submitted public comments and made corrections accordingly. The policy will go back to the Executive Leadership Team for review and approval.

3. **Policy 490: Student Email as Official Communication-**

Wendy Hall explained that, in the old legacy system, there was only one email option for students to use. Now, in ctLink, students have the option to identify their preferred email address. The proposal being brought forward changes policy 490 to align with this new option. If the policy is changed as proposed, student's will no longer be required to use their LCC email for official communication and will be allowed to use their preferred email they have designated. Governance Council reviewed the proposed policy and made suggestions, which will be brought back to the alignment team.

4. **COVID-19: EOC Update-**

Nolan Wheeler explained that LCC had a significant increase in the number of intakes being done in the month of November. For every intake done, there is frequent communication with the staff member/student for contact tracing and reporting purposes. Based on the response flow chart, notice is only sent out to campus when an individual who has tested positive has been on campus within the last seven days. It is important to remember that timely reporting is critical to everyone's safety, and all incidents should be emailed to the COVID email that is checked on a very regular basis. With the upcoming holiday, it is also important to note that employees who travel out of state are recommended to quarantine and not come to campus for 14 days.

5. **Other-** Kristen Finnel will be asking all faculty to reach out to students who have not yet registered for winter quarter. Byron Ford will be holding a training tomorrow, from 1-1:30, to demonstrate how to identify these students and the most efficient way to complete this task. This training will be recorded for those who cannot attend. With no further comments, the meeting was adjourned at 4:05 PM.