

# MINUTES

## GOVERNANCE COUNCIL – April 3, 2024

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**Members Present:** Matt Seimears, Lucas Myers, Kristen Finnel, Kendra Sprague, Sue Orchard, Nolan Wheeler, Wendy Hall, Dana Cummings, Brad Benjamin, Michal Ann Ure, Joanna Mosser, and Bryanna Doumit.

1. Approved Minutes of February 16, 2024
2. **Policy Review:** Wendy Hall shared the newly drafted policy 820- Plain Language. Wendy noted that the creation of a plain language policy is an executive order and the goal of the policy is to help ensure that Lower Columbia College employees prepare content that is clear, concise, inclusive and easy to understand for the intended audiences. Lucas Myers inquired about the definition of contracts included in this policy, and it will be noted that CBAs are excluded.  
Kendra Sprague shared the newly drafted policy 271- Professional Development. Kendra noted that the policy was created to show evidence of meeting an accreditation standard and to assist staff and faculty with finding valuable professional development opportunities and resources.  
Kendra Sprague also shared Procedure 250.1- FMLA Leave Procedure. It was noted that the goal of the procedure is to provide more information and expectations on FMLA but also flexibility around the leave. Brad inquired about what other colleges are doing and Kristen mentioned that this procedure is in line with other college procedures.  
Both policies and the procedure were approved by the Governance Council to move forward in the administrative policy review process.
3. **Telework:** Lucas Myers led a discussion on the telework approval process. The Governance Council asked clarifying questions on the recent email sent to faculty from President Seimears regarding the approval of telework.
4. **Academic Calendar:** Sue Orchard presented the most recent draft. It was noted that multiple factors go into the development of the academic calendar, including attempting to align LCC's spring break with K-12, ensuring there are enough academic days in winter quarter, providing a faculty assessment day before student begin courses, etc. The calendar committee is looking into modifying the academic calendar for 2026-27 and 2027-28. The calendar committee meets next Friday and the proposal will be brought back the Governance Council.
5. **Campus Technology:** Topic removed.
6. **Other:** None

With no further comments, the meeting was adjourned at 3:57 PM.