

MINUTES

GOVERNANCE COUNCIL – June 3, 2020

Members Present: Chris Bailey, Kristen Finnel, Sue Orchard, Kendra Sprague, Nolan Wheeler, Wendy Hall, Brad Benjamin, Mark Gaither, Jim Stanley, Michal-Ann Watts, Adam Wolfer, Dana Cummings, Sue Bennett, Stefanie Gilberti, Lucas Meyers, Mavourneen Rister, and Bryanna Smith, recorder.

1. **Minutes of May 6, 2020**

Minutes were approved unanimously

2. **Teleworking/Returning to Work–**

Brad Benjamin asked, on behalf of faculty, if telework agreements need to be updated for those teaching courses online during summer and/or fall quarter. Cabinet members clarified that telework agreements will be renewed automatically until faculty and staff are asked to return to campus. President Bailey explained that LCC will remain in the modality that it is currently operating under until more courses and services are allowed to be brought back to campus. To properly follow social distancing procedures, most classrooms on campus can only host about 14-20 students. With this in mind, classrooms are being evaluated to see what spaces would be optimal for use. President Bailey also explained that enrollments are down and one reason for this is the challenge of switching to an online modality for students. Cabinet members are working with the EOC team to assess the priority of specific courses and services to be brought back to campus. Vice President Nolan Wheeler pointed out that the state phased reopening and the higher education phased reopening plans are separate from each other. Faculty member Mark Gaither requested a summary of the work duties that will be assigned to adjunct and full time faculty in the fall and a list of the workload assignments from last fall. Cabinet members explained that the work duties are fluid and flexible with all of the uncertainty during this time. Vice President Kristin Finnel will provide Mark with the list of the workload assignments from last fall quarter.

3. **Enrollment/Registration/Marketing/Retention -**

Brad shared that enrollment for future quarters may not be on the front of mind for students and asked if there is a way faculty could assist with this. Vice President Wendy Hall explained that there are always multiple marketing campaigns going on at the same time. There are also some current matching grants with some local vendors. Wendy mentioned that one new goal in public relations has been to get faculty on the air and, as a part of this goal, six faculty have recorded radio ads so far.

Brad asked what faculty can do immediately to assist with marketing efforts. Wendy noted that faculty members Michal-Ann Watts and Lucas Meyers have posted some advertising on their own social media accounts, which can be a very positive influence. Sue Orchard also mentioned that Nicole Faber is putting together kits for faculty with information to hand out to potential new students. There are also many events going on in hopes to recruit students.

Lastly, Brad asked if any other communication is going out to high school students specifically. He thinks it may be important to highlight how online education is done at LCC compared to how it is currently being done in k-12. President Bailey agreed that it is important to point out that LCC has been providing education online for a long time and this should be highlighted.

4. **2024-25 Academic Calendar–**

Vice President Sue Orchard explained that the committee created the calendar, it was approved by Cabinet and is now being brought to Governance Council. The calendar was approved unanimously.

5. **Budget for 2020-21-**

Nolan Wheeler explained that LCC was in a really good place before COVID-19. Now, however, there is an anticipated shortfall in tuition revenue and state allocation funds. In addition, almost all auxiliary sources have been closed and are not bringing any revenue to the college. As a result, cabinet members have had to identify about \$1.8 million in budget cuts, including travel, goods and services and staff reductions.

President Bailey explained that it is important to be proactive during these uncertain times, but not overreact. Brad inquired about what cuts will look like at colleges that are in greater financial distress than LCC.

6. **Other-** No further conversation/questions