COLLEGE COUNCIL MEETING MINUTES
November 19, 2022

Members present:
- College President **Stephanie Bulger,** Vice-Chair
- Vice Presidents (2): **Grant Matthews**, **George Stalliard** (arrived late)
- Associate V.P. for Institutional Effectiveness: **Patrick Blaine**
- LCCEF (Classified - 2): **Frankie Cocanour**, **Kyle Schmidt** (chair)
- LCCEA (Faculty - 1): **Adrienne Mitchell** (arrived late)
- Faculty Council co-chairs: **Kevin Steeves**
- Managers (2): None
- ASLCC (Students - 2): **Nikhar Ramlakhan**
- Diversity Council Chair (by position): **Anna Scott**
- Infrastructure Council Chair (by position): **Meggie Wright**
- Student Success Council Chair (by position): **Mandie Pritchard**

Members absent: None
Guests: Shane Turner, AVP Human Resources; Tammie Stark, Chair of Institutional Effectiveness Commission; Priyanka Srinivasa, Chief of Staff

1. PRELIMINARY ITEMS
A. The meeting was called to order at 2:02 p.m.
B. Introductions
New member Nikhar Ramlakhan, Student Governance
C. Announcements:
The Student Success Council voted in a new Chair, Laura Pelletier, Faculty, LLC. Mandy Pritchard is Vice Chair.
D. Approval of October 12 Minutes
Motion by Patrick Blain to approve the October 12 Minutes, seconded by Kevin Steeves.
Yes - 11, No - 0, Abstain – 1 – ***Motion passed***
E. Agenda Approval/Changes
Motion by Kyle Schmidt to add the relationship of board policies and COPPS, seconded by Anna Scott.

2. REPORTS
A. Minutes Process - Standardizing the Minutes Process for the Year
Discussion
- A council member suggested that the meeting minutes reflect the motions and decisions but also the substance of the discussions.
- Diversity councils have provided minutes, recordings, and transcripts for each meeting for those who cannot attend the initial meeting.
- Concerns were shared regarding the lack of a consistent minutes person.
- Suggestion was made to provide consistent training across councils on how to take the minutes.

B. Scope of Work for Other Councils – Review
If Councils have revisions to their Scope of Work, please present them to the College Council for review.
- Diversity was informed by their vice-chair that the College Council would revise its Scope of Work.
- Faculty Contract supersedes Faculty Council Charter. The Faculty Council Charter is in the process of revising for consistency with the contract.

C. Subcommittee Reports
Nothing to report.

D. Council Reports & Guidance
Diversity Council
- A Minute(s) person continues to be an issue. Waiting on information from Dr. Stalliard, V.P. of Finance & Operations.
- Had their first work session on October 21 and their second council meeting on November 4.

Faculty Council
- Concerns there isn't an institutional policy regarding hazardous conditions; smokey air. The policy would reference remote instruction only. Faculty were told they couldn't cancel or change classes that weren't adhered to. When faculty upheld the rule not to cancel or change the dates of the courses, students complained that some instructors canceled and wanted to know why they couldn't cancel their classes as well.
- Appointed faculty to Diversity Council, Student Success, IEC, and V.P.S.A. hiring committee.
- College Policy and Council Procedure will be the Scope of Work moving forward.

Student Success Council
- Kevin Steeves attended today's council meeting. He was very receptive to feedback.
- A new chair was elected.
- Utilized Diversity Council's Work Plan as a guide in helping to complete our Work Plan.

Infrastructure Council
- Administrators from last year who have since separated from the college purchased a contract for the Qualtrics survey as we were under a timeline where we would lose the contract.
- They have been meeting more frequently than usual to develop an infrastructure-related survey to send to students.
- Continue to work on their Work Plan
- Student positions have been filled.
- Still needs a management position and a Faculty Council member to be assigned.
- Approved their draft Work Plan.
- Would like to know if there will be feedback on whether there will be further College Council direction regarding the council's purpose and charter review due to the changes in the Diversity, Equity, and Inclusion office changes.

3. ACTION ITEMS
A. Review Scope of Work for College Council
Scope of Work
No changes have been made to the duties in Scope of Work since 2005.

Motion by Kyle Schmidt to change the verbiage on "Formulate policy in collaboration with the governance council" to "Formulate policy in collaboration with the governance council***s***," seconded by Patrick Blaine.
Yes - 11, No - 0, Abstain – 1 – ***Motion passed8***

Motion by Patrick Blaine to create a subcommittee to submit recommendations to the College Council on broader changes to the Scope of Work, seconded by Grant Matthews.

Patrick Blaine amended his motion that the Scope of Work be referred to the Governance Council Subcommittee, which will bring recommended changes to College Council, seconded by Grant Matthews.
Yes - 9, No - 0, Abstain – 2 – ***Motion passed***

B. Review and Adopt the College Council Work Plan
See the College Council Work Plan for final changes.

Motion by Frankie Cocanour to approve the College Council Work Plan, seconded by Kyle Schmidt. Frankie Cocanour withdrew the motion.

Discussion
- Once policies are assigned to each council, they will review the policies and design a way to have their policies on a five-year review cycle.
- Procedures are outside the scope of governance.
- The Strategic Plan feedback reporting plan will be available for this council quarterly instead of annually.

Motion by Anna Scott to adopt the College Council Work Plan as written for 2022-23, seconded by Nikhar Ramlakhan.
Anna Scott amended her motion to change *all* to the Governance *Subcommittee*, seconded by Nikhar Ramlakhan.
Yes - 8, No - 0, Sideways – 2, Abstain – 1 – ***Motion passed***

C. December Meeting – Change Date of Meeting
This Council's December meeting is scheduled for December 14; however, winter break begins on December 11, and most faculty won't be available.

Motion by Adrienne Mitchell to move this council's Wednesday, December fourteenth meeting to Wednesday, December seventh, seconded by Frankie Cocanour
Yes – 10, No – 0, Sideways – 1 – ***Motion passed***

D. Deadline for Council Work Plans
The Council's Operations Manual reads that College Council can set a date for the councils to complete their Work Plan.

Motion by Kyle Schmidt to amend the Operations Manual to ask council chairs to provide their Work Plan to College Council by November, starting with the 2023-24 school year, seconded by Patrick Blaine.
Yes – 9, No – 0, Abstain – 2, Sideways – 0, – ***Motion passed***

E. COPPS Policy Assignment Approval
1. Vote to recommend the assignment of the policies on the green lines

Motion by Kyle Schmidt to approve the assignment of all of the previously assigned policies by College Council highlighted in green that they had been appropriately assigned, seconded by Anna Scott.
Yes – 9, No – 0, Abstain – 2, Sideways – 0, – ***Motion passed***

Discussion
- Concern by a council member regarding the procedure used in approving policy distribution by separating the faculty council in the approval process.

<u>2. Discuss/vote on the assignment of the </u>policies on the yellow lines.
LCC's general counsel recommends assigning policies 2, 22, 28, and 29 to the Faculty Council.

<u>Discussion</u>

- Regarding instructor accessibilities and office hours, this is a mandatory subject of bargaining; therefore, it cannot be changed through governance.
- A council member made a comment that although there is bargaining language that controls or directs how a policy was created or how it may be changed in the future, it is still assigned. – It still exists as a policy.
- A council member suggested asking LCC's legal counsel Michael Blade to join our next College Council meeting to clarify crossover items, i.e., faculty office hours. Contracts supersede policies, including board policies. Therefore, they should be removed from the policies.

Motion by Kyle Schmidt that the policy *Instructor Accessibility – Office Hours* be struck entirely from COPPS. The Governance Manual includes explicitly items that were collectively bargained. It is verbatim in the MOA and is not assigned to a council.
Yes – 6, No – 0, Abstain – 2, Sideways – 2, – ***Motion passed***

Motion by Adrienne Mitchell requesting that the three policies suggested to Faculty Council, 1. The Grade Appeal Policy, 2. Grades Record Policy, and 3. Credit for Prior Learning Policy, be designated to Faculty Council, seconded by Kevin Steeves.

<u>Discussion</u>

- Concern was shared by a council member that the Grade Appeal Policy is a student-initiated need of an appeal and that having all voting members be faculty members makes this a power dynamic. Additionally, when we apply the equity lens, those individuals who may be deciding on behalf of the student, the student may not identify with those individuals either. – A request was made that the Student Success Council oversee the Grade Appeal Policy.

Motion by Adrienne Mitchell to extend the time to discuss further, seconded by Keven Steeves.
Yes – 2, No – 5, Abstain – 2, Sideways – 2, – ***Motion does not pass***

The discussion has been tabled until the next College Council Meeting on December 7, 2022.

Meeting Adjourned at 4 p.m.
Motion by Kyle Schmidt to adjourn this meeting, seconded by Anna Scott – ***Motion Passed***