

Governance Council Meeting
May 3, 2024
2:30-3:30 PM, STC-182, REMOTE via Zoom
MINUTES

Attendees: Dr. Klauber, Eric Byers, Tanda Emanuel, Carlee Ranalli, Eric Schwartz, Heike Soeffker-Culicerto, Dawn Schoenenberger, Jim Niessner, Greg Betz, Lore Kuehnert, V. Beache, Beth Kirkpatrick, Amanda Miller, Margaret Yaukey, Veronica Stein, Theresa Shank, Christine Ohl-Gigliotti, Kelly Jacobs

Guests: Alison Preston (taking minutes)

Absent: Jake Klauber, Alicia Drumgoole, Olu Bamiduro, Robin Witmer-Kline

Meeting called to order at 2:30pm

1. Approval of minutes from January 26, 2024 meeting
 - a. Motion made (Eric Byers) and seconded (Eric Schwartz); approved as written
2. Remarks from the Chair (Dr. Klauber)
3. Policy updates
 - a. List of policies updated since last meeting

Policy #	Policy Name	Latest Date
3021	Make-up Exam Fee	3/19/2024
3023	Paper Cut Program	4/16/2024
3041	In-County Resident Status for Students Displaced by Natural Disasters	2/20/2024
3070	Maryland National Guard Tuition Discount	3/19/2024
4039	Heroin and Opioid Addiction and Prevention	2/20/2024
5002	Furlough Policy	3/19/2024
5004	Employee Guidance and Progressive Discipline	3/19/2024
5010	Compensation Policy	3/19/2024
5019	Retiree Health Benefits	3/19/2024
5042	Family and Medical Leave	3/19/2024
5093	Use of Computing, Network, and Communications Resources	3/19/2024
6021	Food Service and Campus Store Pricing	4/16/2024
6022	Veterans and Campus Store Purchase Policy	4/16/2024
6037	Debt Policy	2/20/2024
8069	Commercial Solicitation Policy	4/16/2024
8073	Information Technology Security Policy	2/20/2024
8098	Information Security Program	3/19/2024
8099	Protection of PII	3/19/2024

4. Review of policies and research requests (*previously called charge proposals*)
 - a. Summer credits
 - i. Submitted by Angie Auldridge.
 - ii. Referred to Academic Standards for Fall 2024.
 - b. Athlete Attendance policy
 - i. Will be considered in conjunction with the research request on attendance withdrawal policy
 - ii. Referred to Student Affairs for Fall 2024.
 - c. Attendance Withdrawal policy
 - i. Will be considered in conjunction with the research request on athlete attendance policy
 - d. Athlete Meal Policy
 - i. Referred to Admin and IT Committee for Fall 2024.
 - ii. It is suggested that amounts be revisited as well as funds for meals for coaches.
 - e. Policy 5-year review (see [Board Policy Manual](#))- to be assigned in September
5. Committee Reports
 - a. Teaching & Learning Committee (V. Beache, Robin Witmer-Kline)-
 - i. Library policies 8476 and 7050 will be presented to the Board in May.
 - b. Academic Standards & Outcomes Assessment Committee (Carlee Ranalli, Amanda Miller)
 - i. Finalized revision of Course Repeat Policy, has been sent to the Board. Will be in May's work session and potentially approved in June.
 - ii. "Gateway" course grades research request reviewed; decided no policy was needed. Programs can address this individually if needed.
 - c. Curriculum Development & Review Committee (Dawn Schoenenberger, Olu Bamiduro)
 - i. Reviewed English and Math requirements for programs to clarify preferred and/or required courses.
 - ii. Biotechnology was inactivated as its own program; it will become a pathway within the biology concentration.
 - d. Student Affairs Committee (Christine Ohl-Gigliotti, Alicia Henson)
 - i. Three meetings so far this spring
 - ii. SGA handbook will be reviewed by the Board.
 - iii. 4041 Drug and Alcohol policy under review
 - iv. 4011 Involuntary course withdrawal policy under review
 - v. 4036 Student Organization policy: brought for review because other policies have been raised for review that relate.
 - e. Administrative & Information Technology Services Committee (Heike Soeffker-Culicerto, Greg Betz)
 - i. Ten policies reviewed; some modifications made and others kept
 - ii. Inventory control policy: Threshold increased to \$10,000; Bidding threshold changed to \$100,000. Survey was conducted with affinity group to make sure the thresholds were logical.
 - f. Campus Safety Committee (Eric Byers, Margaret Yaukey)-

- i. Chemistry and Biology Lab Safety Hygiene plans have been drafted
 - ii. Next task will be lab safety plans for other labs, such as welding
 - iii. Material Safety Data Sheets are available for use on the website. Refining and completing the dataset within the software is ongoing.
 - iv. Intersection at Academic and Scholar will change to help protect pedestrians; signage is being sourced
 - g. Faculty Affairs Committee (Dawn Schoenenberger, Lore Kuehnert)
 - i. Reviewed and revised task lists and role responsibilities for lead faculty, program coordinators
 - 1. Some responsibilities, such as hiring adjuncts, were moved to the Division Director
 - 2. Paper copies of the task list were distributed during this meeting
 - 3. Faculty Assembly and Dr. Klauber have approved the document
 - 4. Vote for approval by Shared Governance Committee. Approved by show of hands.
 - h. Institutional Assessment Committee (Carlee Ranalli, Tanda Emanuel)
 - i. No research requests.
 - ii. Reviewed the status of various campus-wide surveys, include the Sexual Assault and Campus Climate survey, Faculty and staff survey, professional development reviews
 - iii. Student diversity survey will be administered in the fall.
 - i. Staff Council (Kelly Jacobs)
 - i. Meetings are every other month
 - ii. Next election is July 2025
 - iii. Currently working to find staff to fill committee vacancies
 - j. Ad Hoc Review of Shared Governance (Dawn Schoenenberger, Veronica Stein)
 - i. Guide to Shared Governance 2024: Revisions were completed, executive summary was completed with a list of changes.
 - ii. Section 3.2: Request for changes to Assessment committee reporting to include VPAASS.
 - iii. Request for edits to correct grammatical errors.
 - iv. Request for revision add faculty members to assessment committee to represent each division, bringing total faculty to 7
 - v. Motion made to adopt changes to section 3.2, grammatical changes, and add three faculty to Assessment committee to bring total to 7. Motion approved.
6. Old Business-
 - a. Ad hoc Faculty Advising Committee: Final report was submitted to Dr. Ranalli. It will be posted on the website.
7. New Business/Questions/Discussion
 - a. Committee updates for 24-25
 - i. Document with personnel updates distributed to Governance Council via email.

- ii. Additional faculty and staff will need to be added to fill all open positions and new positions created in the revised Shared Governance Manual.
 - b. Annual Committee Reports
 - i. Co-Chairs: please compile and submit reports to Dr. Ranalli, so those can be reported to the Board in June.
- 8. Concluding Remarks
 - a. Next meeting- Sept 2024, tentative dates will be posted on the website

Meeting Adjourned at 3:20pm.