Governance Council Meeting Minutes

June 24, 2013

Present: Guy Altieri, Anna Barker, Mike Harsh, Barb Macht, Deb McClain, Bernie Murphy, Theresa Shank, Tammy Strite, Dave Warner

A. Possible ad hoc committee assignments were discussed. As a result of discussion, two ad hoc committees were named and charged by the President:

**Revisit the Ad Hoc Governance Committee Report (2003) on Faculty Load, Promotion, And Tenure (FLPTC) Document**

Originally convened in 2002-2003, the Faculty Load, Promotion, and Tenure Committee (FLPTC) was charged with reviewing and making recommendations for the revision of HCC’s policies and procedures that define faculty responsibilities and duties, as pertains to work load and the criteria pertinent to retention, promotion, and tenure decisions. The Committee reported its findings to the President via a report in November 2003 for implementation in FY05. There have been minor revisions since that time, but no major review. The President and the Governance Council agreed that it is time to do so.

Next steps:
1. Representatives from every division will convene to develop a consensus of issues for discussion/review. Part-time faculty will be included and there will be administrative representation.
2. Scope of work, which will become the charge to the committee, will be drafted by President Altieri and Vice President Warner.
3. Over the past year, Dr. Rosemary Nickerson led a faculty work group that examined issues related to FLPTC and presented their findings in the spring to the Faculty Assembly. She will be asked to review the scope of the charge to insure that all faculty concerns and the results of the work group are covered.

**Campus Safety and Security Ad Hoc Committee**

Dr. Altieri and Anna Barker will develop the charge to this ad hoc committee, with consideration given to these points:

1. Review of what is currently done campus-wide in the area of safety/security. Note that this is not a performance evaluation of any staff.
2. Faculty are concerned about a lack of procedures to address late nights and weekends. There are problems of “dead zones” for cell phones, along with locations/hours and who to contact as identified by full and part-time faculty, as well as the SGA.
3. Best practices are to be included. Dr. Altieri made it clear that he expects full and part-time safety and security personnel to be out of vehicles when patrolling campus. There
needs to be greater visibility in buildings to help build relationships with students and employees.
4. Lack of continuous training for employees and gaps for who has information/training within departments/units.
5. Safety and security website must be enhanced.
6. HCC’s emergency plan must be revisited and strengthened.
7. Emergency flip-charts (Anna) giving instructions for dealing with safety situations will be placed in every room over the next few months.
8. Miscellaneous discussion:
   a. AED equipment training and CPR/first aid training desired
   b. Campus and building maps need to be updated
   c. As a deterrent, add signage regarding video surveillance in use

B. Updates
1. Assignments – See individual committee assignments updates on web site.
2. Committee memberships
   a. There are 19 faculty terms and nine non-faculty terms that expire for FY1. Faculty Assembly will have re-appointments and replacements named in the fall. Dr. Altieri will make non-faculty appointments by then as well.