Governance Council Meeting

April 18, 2014

Minutes

Present: Anna Barker; Guy Altieri; Mike Harsh; Barbara Macht; Bernard Murphy; Mary Saum; Theresa Shank; Dave Warner; Susannah Moran; Amanda Miller; Karen Weil-Yates; Beth Kirkpatrick; Julie Horton; Molly Carlson

Progress of Ad Hoc Committees:

**FLPTC**
The FLPTC and Campus Communications ad hoc committees have all had initial meetings in which charge statements were reviewed and discussed. The FLPTC requested more time to complete their assignment, which was approved by the President. Committee charges and “unofficial” tentative recommendations were highlighted by Dr. Warner.

**Ad Hoc Smoking on Campus Study Group**
Preliminary recommendations of the Ad Hoc Smoking on Campus Study Group were presented by the administrative co-chair, Dr. Molly Carlson. The committee was commended for excellent work, the functioning of which is a good example of an effective governance process. There was a clear charge statement from Dr. Altieri that included manageable tasks and a realistic timeline. In addition, they set all committee meeting dates at the first meeting, and set a deadline to finish their work before the deadline set by the President. Finally, it was easy to gain information about other campus’ smoking policies through online research and best practices in smoking policy development through the work of the Tobacco-Free College Campuses Initiative. In collaboration with PIE, the work group conducted a campus-wide survey that provided evidence of strong campus support for developing a more restrictive smoking policy. As work progressed, student and faculty representatives reported on the committee’s progress to the Faculty Assembly and Student Government Association. All feedback, both formal and informal, was welcomed. Following a final meeting with Dr. Altieri, the co-chairs presented committee our recommendation to the Board of Trustees. HCC’s Public Information Office developed a “Tobacco-Free Campus” web page and sent notification of the policy vote to faculty, staff, and students.

**Ad Hoc Campus Communications Study Group**
Recognizing communication as an ongoing concern, the president named the Ad Hoc Campus Communications Study Group (CCSG) in fall 2013 for the purpose of assessing campus communication with and among faculty, staff, and administration and providing recommendations to the President based upon campus feedback. The study group completed its work, gave its final report to Dr. Altieri in January 2014, and presented to the Council today. According to the President, the report will be presented to the Board in fall 2014.
Results of the campus communications survey indicated that email is viewed as the most effective method of communication, along with the HCC website, both of which can be positive tools in closing communication gaps. Further, the text message alert system works well for weather-related and emergency messages. The top ranked areas of concern include: administration/executive updates, and lack of pertinent information regarding human resources and personnel changes. Employees expressed concerns that they are not getting that information from the top down and suggested that the College develop an internal communications plan. The comment portion of the survey indicated that poor morale on campus is a consistent concern across all employment categories. As part of the charge a communication plan is to be developed.

**Governance Training:**

The Council provided training for the shared governance process during the workshop week on January 9. It was an informal question and answer period, which worked well with the small crowd (25 people), which included a review of the College’s decision-making chart by Dr. Altieri.