

## Governance Council Meeting Minutes

May 27, 2022

2:00-3:00 PM, STC 182 & Zoom

Attendees: Dr. Klauber, Amanda Miller, Sean Wynkoop, Melinda Howell, Harald Jazdziewski, Dan Ryan, Tanda Emanuel, Christine Ohl-Gigliotti, Carlee Ranalli, Heike Soeffker-Culicerto, Theresa Shank, Michelle Shank, Eric Byers, Beth Kirkpatrick

The meet was called to order at 2:05 pm

1. Minutes from January 28, 2022 meeting approved through motion by Theresa Shank seconded by Dan Ryan.
2. Carlee provided an overview of the policies that have been reviewed by the Board since the last meeting. All policy revisions can be found in the updated policy manual at [https://www.hagerstowncc.edu/sites/default/files/2022-05/2022-05-01-board-policy-manual\\_0.pdf](https://www.hagerstowncc.edu/sites/default/files/2022-05/2022-05-01-board-policy-manual_0.pdf)
3. Two charge proposals forms were discussed - 21.7 and 21.8. Academic Standards has already started work on the proposal to study the number of programs a student can declare. The Student Affairs Committee will review the charge proposal to examine probation for student athletes.
4. Each Committee gave a final report about their activity for the year.
  - a. Teaching and Learning- 2 new products are being tested to potentially replace Proctor Track
  - b. ASOAC- SLOA work has continued with updates to the COG and POG forms. The SLOA guidebook has been updated. The Committee would like to examine the number of active programs a student can pursue at one time.
  - c. CDRC- There will be an updated deadline for the catalog in the future (March). The Committee mentioned the charge on freeing up credits in a program as well as the manual for curriculum.
  - d. SAC- completed the 2 charges; no change to the refund policy and the charge regarding feminine products in the restrooms was studied and forwarded to the VP for Finance and Administration who is already working on it.
  - e. Admin & IT- discussion about car access and insurance. A question was raised about policy compliance- Carlee is happy to take any questions, comments, or concerns.
  - f. Campus Safety- Chemical storage in the STEM building was mentioned and is something that will be rolled into the Chemical Hygiene plan. A question was raised about the CDC guidelines and HCC procedures. The College is using county metrics to help determine procedures.
  - g. Faculty Affairs- continued work on the policy regarding promotion to full professor
  - h. IAC- there is a vacancy on the committee, a student attended the most recent meeting, several surveys were discussed along with the Strategic Plan. Assessment will be a topic for a future Dean's meeting.
  - i. Staff Council- a Staff meeting was held in December where KRONOS, the Strategic Plan and Shared Governance were discussed. 19 people attended in person and 51 through Zoom.

5. New Business/Questions
  - a. The committee discussed adding a policy steward to the policies where it would be appropriate in order to have oversight between reviews.
  - b. Carlee will be preparing the annual report on shared governance for the June Board meeting.
  - c. Carlee will work on the new committee memberships for FY23, she will work with Eric Schwartz to determine the faculty members.
6. Dr. Klauber provided remarks.
7. Concluding Remarks- tentative next meeting date- September 23, 2022, STC 182
8. There was a motion to adjourn at 3:07 p.m.