

## Governance Council Meeting Minutes

January 27, 2023

2:00-3:00 PM, STC-182, REMOTE

Attendees: Dr. Klauber, Dr. Warner, Amanda Miller, Vidda Beache, Eric Byers, Tanda Emanuel, Carlee Ranalli, Laura Renninger, Eric Schwartz, Heike Soeffker-Culicerto, Michelle Shank, Beth Kirkpatrick, Theresa Shank, Lore Kuehnart, Sonjarae Cross, Alicia Henson

The meeting was called to order at 2:01 p.m.

1. Approval of Minutes from September 30, 2022 meeting – motion by Eric Schwartz, Eric Byers
2. Dr. Klauber welcomed everyone back
3. Dr. Klauber provided an update on policies reviewed by the Board
  - a. September 2022- Firearms policy (#8096)
  - b. January 2023- Bloodborne Pathogens (#8040)
4. Committee Reports
  - a. Teaching & Learning Committee (Vidda Beache, Sonjarae Cross)- this committee has no charges and has not met
  - b. Academic Standards & Outcomes Assessment Committee (Laura Renninger, Amanda Miller)- This committee has no charges but has been working on assessment. They reviewed the CCSSE survey. Also working on the implementation of policy #4006. Will be working on updating policy #4025 to reflect changes from MHEC. This involves changes in prior learning test scores.
  - c. Curriculum Development & Review Committee (Sean Wynkoop, Dave Warner)- Approved the sonography program and put out a call for a faculty member to replace the current chair.
  - d. Student Affairs Committee (Christine Ohl-Gigliotti, Alicia Henson)- Working on the charge to review academic probation. HCC gpa requirements exceed those of NJCAA. Changes will go into effect in FY24. Will be reviewing several other policies next.
  - e. Administrative & Information Technology Services Committee (Heike Soeffker-Culicerto, Ed Sigler)- reviewing the travel policy to include a revision regarding reimbursement for faculty travel.
  - f. Campus Safety Committee (Eric Byers, Harald Jazdzieski)-
    - i. The Hazard Communication Plan was approved to be submitted to the Board for review (Eric S. and Beth K.)
    - ii. Moving ahead with purchase of software to manage college chemicals.
  - g. Faculty Affairs Committee (Dave Warner, Lore Kuehnert)- this committee has no charges and has not met
  - h. Institutional Assessment Committee (Carlee Ranalli, Tanda Emanuel)- Reviewed the SLOA report and discussin institutional assessments. Also reviewed the MSCHE standards as they relate to assessment. Discussed assessment our assessments.
  - i. Staff Council (Michelle Shank)- Dr. Klauber will be taking questions about collective bargaining at the next meeting.

- j. Ad Hoc Faculty Advising (Eric Schwartz, Mike Martin)- Committee has met 3 times. Things are moving ahead with training. There was an email to faculty about mandatory software training in February.
5. Old/Continuing Business
    - a. Carlee has submitted website updates for the Shared Governance site to the webmaster; please continue to send minutes to be posted
    - b. Eric S. and Carlee will be working on committee rosters to be finalized by summer
    - c. Please send any revisions or questions about the Guide to Shared Governance to Carlee for updates
  6. New Business/Questions/Discussion-
    - a. Lore asked about the academic calendar and faculty contract dates
    - b. Eric Schwartz told the committee that DJ Madron suggested to Faculty Assembly that the D&I Committee be transitioned to a formal Shared Governance Committee. Dr. Klauber suggested that DJ submit a charge for further study
    - c. Carlee gave an update on Middle States and the updating Self-Study Preparation visit by our VP. A survey will be sent to all employees regarding committees and the suggested priorities
  7. Concluding Remarks, next meeting- May 2023

The meeting adjourned at 2:46 p.m.