

Governance Council Meeting
 Sept 26, 2025
 2:30-3:30 PM, STC-182, REMOTE via Zoom
 Minutes

Attendance- J. Klauber, V. Beache, A. Miller, E. Byers, S. Cameron, E. Boward, D. Drooger, D. Leisher, B. Kirkpatrick, I. Gomez, C. Ohl-Gigliotti, C. Ranalli, K. J. D’Ambrisi, V. Stein, J. Schramm, H. Soeffker-Culicerto, R. Hazen, D. Schoenenberger, R. Hill

Absent- T. Shank, L. Manilla

Called to order- 2:30 p.m.

1. Approval of minutes from May 2, 2025 meeting
 - Motion to approve: Doug L.
 - Seconded by: Dawn S.
 - Outcome: Motion carried unanimously.
2. Remarks from the Chair
 - Recognized a distinguished service award from the chamber for HCC.
3. Policy updates
 - Most policies recently readopted without significant changes.
 - Student Athlete Meal Money Plan reintroduced.
 - Updated to Policy 8068 (Freedom of Expression) recommended by Jamie. Adjustments made campus event.
 - All policies available online.

4012	Acceptance of Pass or Satisfactory Grade Transfer Credits	May
4014	Discontinued Credit Programs	May
4015	Multiple HCC Credentials	May
4020	Student Grade Point Average Calculation	May
4026	Academic Program Review	May
4034	Student Athlete Meal Money Plan	May
4045	Code of Integrity	May
5052	Contact Hour to Academic Credit	May
3005	Admissions	Sept
4041	Student Drug and Alcohol Abuse	Sept
4043	Hazing	Sept
4061	Athletic Grievance	Sept
8030	Alcohol, Tobacco, Opioids, and other Drug Awareness	Sept
8068	Freedom of Expression	Sept

4. Review of policies and research requests (*previously called charge proposals*) (attached)

- Policy 5-year review (see [Board Policy Manual](#))
- Committees responsible for reviewing, updating, deleting, or drafting new policies as appropriate.
- Policy 6010 (The Opportunity Fund) reassigned from Admin/IT to Student Affairs Committee, at Christine’s request.

6010	Opportunity Fund	Admin & IT
6035	Cash Receipts Policy	Admin & IT
6040	Investment Policy	Admin & IT
8075	Information Technology Hardware and Software Standards	Admin & IT
3006	Entry Assessment and Course Placement	Academic Stand
4018	Independent Study Credit Courses	Academic Stand
4025	Alternative Methods for Earning College Credit	Academic Stand
7080	Dental Education Clinic Patient Bill of Rights	Academic Stand
3040	Student Residency Tuition Policy	Student Affairs
4035	Intercollegiate Athletic Programs	Student Affairs
8050	Parking and Traffic Policy	Safety C
4022	Online Degree, Certificate, and Letter of Recognition Programs	Teaching & Learning

- C. Ranalli- Campus Safety Committee position
 - i. Motion to permanently add newly hired coordinator of environmental health & safety to the Campus Safety Committee
 1. Motion to approve: Carlee R.
 2. Seconded by: Eric B.
 3. Outcome: Motion carried unanimously.
- H. Barnhart- best practices to increase attendance at athletic events
 - i. Operational suggestions noted for implementation outside of shared governance.
 - ii. Chair willing to facilitate ticket waivers as needed.
- V. Beache- T&L input on the purchase of a syllabus management tool
 - i. Academic Affairs reviewed products for electronic syllabus management, prompted by federal accessibility requirements.
 - ii. Efforts to centralize syllabus updates and make previous syllabi accessible to students and Student Services.
 - iii. Faculty input to be solicited before unit planning; no formal charge required.
- C. Ranalli- college-wide impairment policy
 - i. Formal charge already submitted.
- C. Baer- credit transfer
 - i. Motion made to review institutional policies for accepting transfer credits, especially between accredited and non-accredited institutions.

1. Motion to approve: Dawn S.
 2. Seconded by: Christine O-G.
 3. Outcome: Motion carried unanimously.
- K. J-D- audit courses
 - i. Academic Standards Committee tasked to develop and submit a definition for “audit” for catalog inclusion.
5. Committee Reports
- Teaching & Learning Committee (Vidda Beache, Jeff Schramm)
 - i. Met September 25:
 1. Set agenda for reviewing software tools and held member introductions.
 2. Preparing for syllabus and policy review; no ongoing charges from the previous year.
 - Academic Standards Committee (Kathleen Jordan-D’Ambrisi, Shannon Cameron)
 - i. Met September 25:
 1. Discussed committee roles, expected new policy review charges, and held member introductions.
 - Curriculum Development & Review Committee (Dawn Schoenenberger, Robin Hill)
 - i. Met in September:
 1. Introductions held, tools discussed (Watermark tool), website and curriculum manual reviewed.
 2. Next meeting scheduled for October.
 - Student Affairs Committee (Christine Ohl-Gigliotti, Dawn Drooger)
 - i. Met September 11:
 1. Introductions, review of policies recently approved by the board.
 2. Recap of previous year’s productive activities, planning ahead.
 3. Identified the vice president for student government.
 4. Will continue to use Zoom for meetings.
 5. Discussed questions regarding Key of David visit.
 - Administrative & Information Technology Services Committee (Heike Soeffker-Culicerto, Doug Leisher)
 - i. Meeting scheduled for next week.
 - ii. Committee will examine record retention policies (last reviewed 2012), especially as pertains to insurance and finance.
 - Campus Safety Committee (Eric Byers, Lori Manilla)
 - i. Met September 11:
 1. Elected a note-taker.
 2. Focused on impaired student management guidelines; coordination with Student Affairs to advance this.
 3. Scheduled meetings through December.

4. Will review Policy 8006 (Criminal Background Checks for Employees) for probable deletion, as state guidance has changed since original adoption.
- Faculty Affairs Committee (Dawn Schoenenberger, Amanda Miller)
 - i. Met September 25:
 1. Introductions, review of faculty observation form (pending soft docs implementation).
 2. Orientation to team and shared governance resources.
 3. Identified need to revise the committee's description.
 4. Finalized and prepared update for policy 5053 (Team Teaching Contact Hours) to submit for October board meeting.
 5. Discussed and clarified the process for completion of timesheet/attendance forms for DSS students; confirmed new process exists via Student Affairs.
 6. Suggested spring training session for faculty on student athlete forms and retention alerts.
- Assessment Committee (Carlee Ranalli, Emily Boward)
 - i. Met September 25:
 1. Orientations and new member welcomes.
 2. Discussed watermark software implementation, including documentation and upcoming November trainings.
 3. Ongoing monitoring of the new software and faculty needs.
 4. Reviewed plans for institutional surveys.
- Staff Council (Ryan Hazen)
 - i. Met September 17:
 1. Introductions and officer elections.
 2. Opened conversation for staff questions, concerns, and suggestions for the new academic year.

 6. Student Government Update
 - Training held on September 25 for executive officers and senators.
 - Primary goals for the year to increase student engagement and fundraising.
 - First general meeting scheduled for Thursday, October 2nd.
 - First club meeting scheduled for October 9th.
 7. Old Business-
 - None
 8. New Business/Questions/Discussion-
 - None
 9. Concluding Remarks
 - Next Meeting: Jan 30, 2026
 - Adjourned 2:55