



Lincoln Land Community College

Shared Governance Council Meeting Minutes

Meeting Date: Jan. 20, 2017	Location: VP Conference Room
Meeting Time: 2-3 p.m.	Chair: Craig McFarland
Purpose: To conduct business	Vice Chair: Karie Longhta
Required Materials: see notes	Preparation: N/A
Membership: Full Shared Governance Council	Attendees: Craig McFarland, Colleen Pittman, Janelle Murphy, Rebecca Klatt, Leslie Ross, Karie Longhta, Shanda Byer, Carrie Darr, Anne Armbruster, Gailyn Draper, Chelsea Vance, Lynn Whalen, Colleen Pittman

Item	Time	Desired Outcomes
1. Welcome new members	5 min	
2. Elect Vice Chair	5 min	
3. Review bylaws, guidelines, portal	15 min	
4. Discuss scope of SGC	15 min	
5. Other business?		
6. Wrap up and adjournment	2 min	
Notes:		
Please bring agenda and attachmenets to review and discuss		

The Shared Governance Council (SGC) meeting was called to order by Chair Craig McFarland at 2:01 p.m.

1. The meeting started with an introduction of new members and outgoing members. New members in attendance were Anne Armbruster, Karie Longhta and Rebecca Klatt. New member not present was Ashley Miller. Outgoing members present were Shanda Byer and Chelsea Vance.
2. Elect Vice Chair: Craig and Shanda explained the duties of the Vice Chair, including that the Vice Chair becomes Chair the following year. Karie nominated herself. Janelle made a motion to approve, Anne seconded the motioned. All were in favor.
3. Discuss scope of SGC: Outgoing SGC member Dave Cox, discussed at the December meeting his perception that there is uncertainty on how decisions are made at the college and what decisions involve Shared Governance. Shanda at that time explained SGC as an umbrella team to all the other teams of the college. The other teams can come to SGC with any questions, issues or recommendations and SGC can provide guidance as to where they should go to resolve these items. There is also a cabinet liaison of SGC who can take these items to cabinet meetings. Craig explained that

recently there has been some confusion and concerns as to what SGC is responsible for and that is why there is a need for this clarification. In December it was discussed that Shanda and Craig would draft a statement requesting clarification from Cabinet about the scope of SGC. After reviewing all the documents governing SGC, it has been decided that this statement is unnecessary because the scope of SGC is contained in SGC bylaws and guidelines. This discussion lead into the next agenda item.

4. Review bylaws, guidelines and portal: Every member brought a copy of the guidelines and bylaws with them. Craig pointed out the sections where it explains what should be expected from SGC and what should not be expected. Colleen also gave a short tutorial of how to navigate to the Shared Governance page through the employee portal on the LLCC website. It was explained here people can find past agendas and minutes of SGC as well as those of other teams. Carrie Darr asked how the student representative would be able to have access to this page. Craig made note of the concern and said he would contact IT to see what could be done about it. Leslie Ross also wanted to know if there was a place on the portal where information was kept of past issues that had been brought to SGC and which groups or sub groups would have handled the issues. Craig and Colleen said they would look into that as well.
5. Other business: One new member of the council is unable to meet on the third Friday of the month from 2-3 p.m. Craig proposed that we change the meeting times to the fourth Friday of the month from 2-3 p.m. All were in agreement.
6. The meeting was adjourned at 2:37 p.m. on a motion by Craig McFarland and seconded by Carrie Darr. Motion carried.