

Date: 01/09/2019

2:00 – 4:00 p.m. Boardroom

College Council Minutes – January 9, 2019

Attendance:

X	Margaret Hamilton President- Vice-Chair	X	Jessica Alvarado - Chair Faculty Council Co-Chair	X	Grant Matthews Manager	X	Chris Rehn Manager
X	Brian Kelly VP Operations		Elizabeth Andrade Classified	X	Diego Wilson Student		Shawn Parrish Guest
X	Paul Jarrell VP ASA	X	Kyle Schmidt Classified		Michael Gillette Student		
X	Craig Taylor Manager IRAP	X	Adrienne Mitchell LCCEA President	X	Recorder: Donna Zmolek		

Subjects	Agreements Reached and Actions Taken
Opening	
Introductions and updates	Chair/Vice Chair Winter and Fall meetings will be January 16 and April 17, 2 p.m.
Governance Sub committee	Forums are scheduled for January 22, 29, and February 6, 2019
Review/Approval of Agenda	Hamilton moved to approve the agenda. Kelly seconded. Motion passed unanimously.
Review/Approval of Minutes	Schmidt moved to approve the December 12, 2018, minutes. Taylor seconded Motion passed unanimously.
Current Topics	
Drone Use Policy	College Council held a second reading of the Drone Use Policy. Hamilton inquired about insurance liability for drone use on campus. Kelly informed the council that the college is insured if the drones belong to Lane. Otherwise, Lane reserves the right to ask for liability insurance. Hamilton noted that the policy would be reviewed by legal counsel. Kelly reminded the council that this is a new policy created in Facilities Council. Shawn Parrish from Flight Technology was in attendance as a content expert. The intent of the policy is to regulate drone use to protect students, staff, and community members. It is not the intention of the college to

	<p>obstruct instruction.</p> <p>Parrish indicated that the policy is forward thinking in approaching drone use. He recommended appropriate signage as well. One concern he addressed was to protect the instructor and the students. Others outside instruction would fall more into line with what this policy addresses. There are FAA regulations to consider, but this is so that the general public understands the safety concerns.</p> <p>Concerns of council members included perhaps creating a separate policy for faculty—both flight and other disciplines—and their students; the need to consider sporting events occurring at time of use; and the challenge for faculty needing to notify Public Safety each time they use drones. Courses with a clear curriculum for UAV use should have a streamlined process. The policy could be put in place and evaluated in a year. If implemented, there needs to be intentional communication with all faculty about this policy.</p> <p>Parrish clarified that most of the training is on the field in wide open areas. Kelly felt that a blanket approval could be instituted for that as Public Safety does look at the schedule for those classes. Exception could be made for campus events.</p> <p>Mitchell requested that instructors utilizing drones in flight classes be routinely granted permission without an unduly burdensome process.</p> <p>Matthews offered the following language:</p> <p>Courses with a clear curriculum need for drone and UAV use will be authorized to use drones and UAVs during course hours and under the supervision of the instructor unless credible event or circumstances prevent safe flying conditions as expressed by College Services. Other exceptions may be made for institutional, research, or teaching use (including courses with occasional curriculum enhanced by drone and UAV use), provided the use complies with Public Law...Interested parties may submit an application for use or contact the office of the vice president of college services.</p>
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	<p>Mitchell moved to accept the policy language suggested by Matthews. Hamilton seconded.</p> <p>Motion passed unanimously.</p>
<p>Student Records Policy</p>	<p>Schmidt informed the council that the Student Affairs Council recommended a revision to the existing Student Records COPPS policy:</p> <p>https://www.lanec.edu/copps/documents/student-records</p> <p>The revised second paragraph would read:</p> <p>XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX</p> <p>Schmidt moved to accept the revision to the policy. Alvarado seconded.</p> <p>Motion passed. Mitchell voted sideways.</p>
<p>Next Steps – Freedom of Speech and Facilities Use – Policy and Procedures</p>	<p>The approved Use of Facilities policy will be added to COPPS. Alvarado will review the Bristow Square report and identify next steps.</p>
<p>Chair/Vice Chair meeting</p>	<p>The next council chair/vice chair meeting is scheduled for January 16, 2019. Agenda items include preparing for the panel at the upcoming governance forum, reviewing Board Policy BP325, and discussing council self-evaluations.</p> <p>Hamilton noted that the council self-evaluations and providing honest reflection are a critical part of the governance review process.</p> <p>Alvarado and Hamilton will work together to create the agenda and send it to chairs and vice chairs.</p>
<p>College Council Self Evaluation</p>	<p>Alvarado shared a table for gathering feedback on the College Council Self Evaluation. Council members provided some feedback (attached). They were asked to provide additional comments to Donna Zmolek by January 21, 2019. Comments can include all work of College Council, including the taskforce, subcommittees, accomplishments, challenges, etc.</p>
<p>Policy Committee Update</p>	<p>The policy subcommittee consists of Grant Matthews and Elizabeth Andrade. Matthews stated that Jim Salt previously chaired the subcommittee, and with him leaving College Council, it is time to recruit another member and identify a new chair.</p>

	<p>The question arose regarding Board Policies and whether the policy subcommittee should be looking at these. Hamilton responded that the college works with legal counsel and Oregon Community College Association on board policy review.</p> <p>College policies are overseen by the governance councils, and College Council has eight of those policies. Members agreed to review two policies at each of the next meetings.</p> <p>Matthews will meet with Andrade to discuss membership and identify the two policies for the next agenda.</p>
<p>Decision Making Protocol</p>	<p>Members reviewed the decision making matrix which is on the governance website:</p> <p>https://www.lanecc.edu/sites/default/files/governance/college-council/governance-decision_making_protocol-approved_12-8-2016.pdf</p> <p>The matrix lists the responsibilities of each council. Members discussed adding “create policy” to the college council responsibilities and “introduce policy to college council” for the other councils.</p> <p>It does seem that College Council is following this decision making protocol and now needs to decide whether to officially endorse this for councils to follow since it is on the website.</p>
<p>Governance Work</p>	<p>Alvarado distributed a Governance System Review calendar displaying upcoming meetings, forums, and a timeline for making recommendations for potential revisions to the governance system. The governance subcommittee will review the work of the taskforce, the feedback from the forums, the surveys and evaluations, and the proposed models and make a recommendation to the president by March 14.</p>
<p>Progress on College Council Work Plan</p>	<ol style="list-style-type: none"> 1) Review COPPS 2) Evaluate the role of College Council within the governance system 3) Review of policy vs. procedure in its current definition 4) Orientation for other councils 5) Review governance system and recommendations

	<p>for changes</p> <ul style="list-style-type: none">6) Involvement in the budget process7) Review the work plan from 2017-18 to see what was accomplished8) An administrative manual to develop a standard for department website and college practices (Andrade will draft a proposal) <p>Council members reviewed the 2018-19 work plan. Work has begun on numbers 1, 2, 5, and 6. There is a need for governance training and council orientation—number 4--but members felt that should be tabled until the governance review is completed.</p> <p>Schmidt moved to delete number 8 and bring it back next year. Alvarado seconded.</p> <p>The motion was tabled to wait for Andrade’s input.</p>
Reports	<p>Mitchell reported that the Budget Development Subcommittee has a rigorous meeting schedule and is meeting every Wednesday. The subcommittee is making good progress and there are good plans for approaches to the budget. There is currently no student attending; Wilson will look into student participation.</p> <p>Mitchell reported that LCCEA is working with college administration to meet with legislators to advocate for increased funding and additional revenue. They have asked the board to consider a resolution that is part of a statewide effort for sufficient funding for community colleges.</p> <p>Alvarado reported that Faculty Council voted to suspend the use of non-standard grading notation. The non-standard work group has been charged with coming up with alternatives. The next step is looking at incompletes. The council has good cross representation from several areas but needs a new student member.</p> <p>Wilson reported that there is a student activity fee committee that needs to be established and asked for direction on next steps. Zmolek responded that she would inform the president.</p>
Future Agenda Topics	Identify two policies for review.

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Next Meeting:	February 13th, 2:00 p.m. Boardroom
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