

Date: 11/14/2018

2:00 – 4:00 p.m. Boardroom

College Council Minutes Draft – November 14, 2018

Attendance:

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

Subjects	Agreements Reached and Actions Taken
Opening	
Introductions and updates	Council Chair/Vice Chair meetings are scheduled for January 16, February 20, and April 17, 2019 at 2 p.m.
Confirm December date	The December meeting will be held on December 12.
Review/Approval of Agenda	The agenda was approved. Jarrell gave a brief update of the work of the Learning Council. The Council is putting together a work plan and reviewing relevant policies and procedures.
Review and Approval of 06 13 2018 and 10 10 2018	Kelly moved to approve the minutes from the October 10, 2018, College Council meeting. Taylor seconded. The minutes from the June 13, 2018, meeting were quite lengthy. Discussion was held regarding maintaining all of the information in the minutes and whether or not College Council meetings can be recorded. The committee decided to highlight decisions and to summarize the minutes for each topic to emphasize key points and decisions. Alvarado agreed to summarize the minutes and will send them out prior to the next College Council meeting. The question was raised whether or not there are minutes from last year's All Council meeting. Donna Zmolek will look to see if she can locate them.

Current Topics	
Review 2 nd reading of policy	<p>The committee reviewed the Use of Facilities and Public Spaces proposed policy. A robust discussion was held regarding whether or not this policy applies only to outside groups. Several revisions were suggested.</p> <p>The following changes were proposed:</p> <hr/> <p>Lane [and Lane Board of Education?] believes that freedom of expression is essential to the fulfillment of our mission, values, and goals. As an inclusive educational institution Lane commits to protecting and creating the opportunity for expression by all in a manner that fosters inquiry, debate and understanding.</p> <p>At the same time Lane strives to maximize utilization of its facilities and public spaces in order to serve the College's comprehensive mission, The needs of the educational programs of the College are to be given first priority in determining facilities' use. how and when facilities, including public spaces and equipment will be used and by whom.</p> <p>Use of College facilities must be approved through established scheduling and usage procedures [link]. The College reserves the right to manage the time, place, and manner of expression of events on campus in order to fulfill the educational purpose of the College. Upholding this interest means that the College may define the use of campus-controlled its spaces, may establish the times when spaces are used for a particular purpose, and may designate the types of allowable activities in a specific space.</p> <hr/> <p>The committee will discuss the possibility of having separate policies for internal and external groups at the December meeting.</p>

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	<p>Bahret reminded the group that campus schedulers need to be informed of the guidelines for scheduling once a decision is made.</p>
Chair/Vice Chair meeting	<p>The minutes from the October 17, 2018, Council Chair and Vice Chair meeting were reviewed.</p>
Council Self - Evaluation questions	<p>Alvarado informed council members that Hamilton has recommended that the Councils self-evaluate by using the criteria from Board Policy BP 325 https://www.lanecc.edu/board/policies/bp325</p> <ol style="list-style-type: none">1. Clarity;2. Wide and explicit communication;3. Effectiveness;4. Efficiency and timeliness;5. Processes that encourage employee and student participation in problem solving and decision making;6. Processes that assure that decisions are made at the appropriate level, by the appropriate group with the needed expertise; and7. Recognition of the support needed for employees and students to participate and contribute meaningfully. <p>Andrade moved that the Councils wait until the Governance Taskforce has finished their work and use the same principles for self-evaluation. No second was made.</p> <p>Mitchell moved that Councils, the Budget Development Subcommittee, and Faculty Council evaluate their progress and write a report and evaluate their work with the criteria set by the board. Alvarado seconded.</p> <p>Discussion included that Councils can use the criteria as best they can to interpret the broad categories, and that Faculty Council, which predates the Governance System and has a separate role, will use the criteria as a guideline for a self-evaluation.</p> <p>Motion failed.</p> <p>Some council members felt that the criteria set by the</p>

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	<p>board was meant for the Governance System as a whole and would not directly apply to Councils. Another issue was that the Councils have been asked by the Institutional Effectiveness Committee to provide a report, and this would be doubling the work.</p> <p>Mitchell moved that, because the Councils have requested additional guidance, College Council convey that they are to include the criteria in BP 325 in their reports as they are able. Wilson seconded.</p> <p>Motion passed.</p>
College Council Tasks	<p>College Council tasks include:</p> <ul style="list-style-type: none">Review the end of year reportEstablish a Work PlanReview the tasks and accomplishments of the last three years based on the minutesCharter review and alignmentPlans to review College Council Policies and Procedures
Decision Making Protocol	<p>There has been some question regarding how the decision making protocol was made. https://www.lanecc.edu/sites/default/files/governance/college-council/governance-decision_making_protocol-approved_12-8-2016.pdf</p> <p>The minutes from the December 8, 2016, meeting do not provide evidence that the protocol was agreed upon. It was discussed at the May 26, 2016, meeting, but the amendment was not passed. It was not clear if this protocol differs from the language in the governance manual.</p> <p>Andrade remembered the protocol being agreed upon, and Mitchell stated that she found it in the May 2016 minutes. It needs to be compared with the governance manual.</p> <p>Alvarado moved that council members review the text in items A and C of Article 6 in Council Operations and the graphic and be prepared for a discussion in the next meeting. Taylor seconded.</p>

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	Motion passed.
Identify work outside governance system	Due to time constraints, this agenda item was not discussed.
Open Forums discussed at Chair/Vice Chair meeting	<p>Open forums were held last year on budget, governance, and public use of facilities. Suggested topics for open forums this year are:</p> <p>Diversity Governance Including consequences for policy and procedure violations Complaint Process Student Enrollment Process Barriers for students</p> <p>Jarrell stated that an enrollment forum is scheduled through for Tuesday, November 27, from 3:30 pm to 5:00 pm in the CML.</p>
Governance Sub Committee	Current members of the Governance Subcommittee include Margaret Hamilton, Pat Griffin, Adrienne Mitchell, Jessica Alvarado, Robin Geyer, and Paul Jarrell. The subcommittee met recently to identify the role of the subcommittee, the meetings times, the recommendations they will bring to College Council, and the recommendations Hamilton will make to the board.
Governance Taskforce report	Steele provided an update regarding the work of the Governance Taskforce. The Taskforce met on October 16 and 31 and have begun sketching out a detailed timeline to get draft recommendations to the board in February and March. At the next meeting, the Taskforce will discuss expanding the conversation to include broader campus community input.
Development of a work plan – What do we need to add?	<p>Prior suggestions for the College Council work plan included:</p> <ol style="list-style-type: none">1) Review COPPS2) Evaluate the role of College Council within the governance system3) Review of policy vs. procedure in its current definition

	<p>4) Orientation for other councils 5) Review governance system and recommendations for changes 6) Involvement in the budget process 7) Review the work plan from 2017-18 to see what was accomplished (Hamilton has drafted and will send out with the next minutes) 8) An administrative manual to develop a standard for department website and college practices (Andrade will draft a proposal but has been unable to meet with the appropriate personnel)</p>
Reports	<p>LCCEA conducted a survey during October and had 224 participants. The survey included a wide range of topics, including the governance system in order to gather recent feedback.</p> <p>Faculty Council has made the decision to suspend the use of NC notation. It was also decided to have the Non Standard work group continue their work. The new student Senator Adam Atman will participate remotely if needed. The work will include the appropriate administrative involvement and will be posted on the Faculty Council blog. The Council will collaborate as a group and with administration, and will continue to look for solutions to recognize the benefits of NC and look for alternatives. The goal is to have that in place by March 1, 2019. The next task is to focus on the incomplete process. The procedures in place reflect performance after a certain amount of time. Faculty Council membership is at over twenty faculty members, which is the highest number from the last 3 years. Areas not represented are the Health Clinic, Early Childhood Education, and a few smaller areas.</p> <p>ASLCC is dealing with internal conflicts which are putting their processes at a standstill. However, that was remedied in the last meeting with a unity agreement to set aside differences and demonstrate respect. The list of issues ASLCC is working on include accessibility, financial aid accountability, efficiency, the Center for Accessible Resources, awareness of microaggressions, the Food Pantry, the number of full-time instructors, and revising governing documents. On a personal note, Michael Gillette has</p>

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	been accepted into Sigma Ki Eta and is helping with engagement and recruitment. He has also been accepted into the Lane Honors Program and the Advanced Speaking program.
Future Agenda Items	Future agenda items include: Policy Subcommittee Report A report on College Council accomplishments from the last three years Decision Making Protocol Facilities Use Policy
Next Meeting:	The meeting adjourned at 3:55 p.m. The next College Council meeting will be held from 2 to 4 pm on December 12, 2018, in the Boardroom