

Date: 02/13/2019

2:00 – 4:00 p.m. Boardroom

College Council Minutes – February 13, 2019

Attendance:

	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	X	Elizabeth Andrade Classified	X	Diego Wilson Student	Guests: Jen Steele Bill Schuetz Barbara Barlow Powers	
	Paul Jarrell VP ASA	X	Kyle Schmidt Classified		Michael Gillette Student		
	Craig Taylor Manager IRAP	X	Adrienne Mitchell LCCEA President	X	Recorder: Donna Zmolek		

Subjects	Agreements Reached and Actions Taken
Opening	
Review/Approval of Agenda	The agenda for the meeting was approved.
Review/Approval of Minutes	Kelly moved to approve the minutes from the January 9, 2019 meeting. Matthews seconded. Motion passed. Wilson and Andrade abstained.
Current Topics	
Student Affairs Council	Schmidt informed the group that the Student Affairs Council (SAC) has proposed the following change to its charter: Current charter: Purpose: The Student Affairs Council will develop, review, and evaluate plans and set directions for student affairs in accordance within the vision, mission, core values, learning principles, and strategic plan of the college. Scope of Work: <ul style="list-style-type: none"> • Develop, review, and evaluate a strategic plan for student affairs • Update the student affairs strategic plan according to the guidelines of the college-wide planning system • Set new student affairs directions that align with the mission, core values, learning principles and strategic plan of the college

- Review and provide input regarding college-wide student affairs policies
- Ensure the college's alignment with accreditation Standard 3: Students
-

Proposed revision:

Purpose:

The Student Affairs Council will develop, review, and evaluate plans and set directions for student affairs in accordance within the **vision, mission, values, core themes, and strategic directions** of the college.

Scope of Work:

- Develop, review, and evaluate a strategic plan for student affairs
- Update the student affairs strategic plan according to the guidelines of the college-wide planning system
- Set new student affairs directions that align with the **vision, mission, values, core themes, and strategic directions** of the college
- Review and provide input regarding college-wide student affairs policies
- Ensure the college's alignment with accreditation **standards 2.A.15, 2.A.16, 2.A.17, and 2.D.**

Schmidt explained that NWCCU changed the number of accreditation standards that applies to students. Members questioned whether the standard numbers should be listed. Schmidt responded that it would provide guidance for the SAC on which standards to focus on.

Kelly moved that a second reading of the revisions be held at the next College Council meeting and that the SAC confirm with Vice President Jarrell and his team ensure that the list of standards is appropriate to the charge of the SAC. Andrade seconded.

Rehn suggested revising the language to ensure that the college aligns to the applicable accreditation standards. Schmidt questioned whether the governance councils should be assuring alignment with accreditation standards, and Kelly noted that part of the scope of College Council is to shepherd the

	<p>accreditation process.</p> <p>Motion passed unanimously.</p> <p>The second proposal from SAC relates to the Scholarship and Tuition Waivers Procedure. This is the first procedure their review has led them to believe is actually a policy. SAC would like to change that procedure to a policy, and make the following changes:</p> <ul style="list-style-type: none">• Change the department from Enrollment Services to SAC (policies have councils associated with them, rather than departments)• Change contact from Helen Faith to Paul Jarrell• Change the text in the policy in the header of section 3 from "Examples of Awards" to "Examples of Awards (not an exhaustive list)" <p>Matthews proposed the following change:</p> <ol style="list-style-type: none">1. Enrollment<ul style="list-style-type: none">○ All students must be enrolled full-time or as defined by the specific award. <p>Andrade moved that a second reading of the policy be brought to the next College Council meeting with the recommended revision. Rehn seconded.</p> <p>Motion passed unanimously.</p>
Governance Review	<p>The Council discussed the governance forum and the work of the Governance Subcommittee, the Governance Task Force, and the recommendations.</p> <p>The Governance Subcommittee has been meeting on a regular basis and met last week to pull together the information generated by council reports, taskforce information, Institutional Effectiveness reports, and forums. The next step is processing the information and discussing recommendations at the next College Council meeting to provide to President Hamilton and the Board of Education.</p> <p>There was some confusion about the status of the Governance Taskforce and next steps. Jarrell has been asked to send something in writing to the</p>

	Taskforce.
Budget Development Subcommittee	<p>The Budget Development Subcommittee (BDS) has been meeting weekly and has prepared the following statement to be read at the next Board of Education meeting.</p> <p>-----</p> <p>“We are making a statement on behalf of the Budget Development Subcommittee. The committee is meeting weekly, working collaboratively, and developing a balanced budget proposal based on a \$590 million state allocation to the Community College Support Fund.</p> <p>Our guiding principle throughout our discussions is supporting students and their success.</p> <p>The committee is considering various scenarios that would include personnel expense reductions that would offset 28% of the projected deficit, primarily through vacancies and retirements in order to obviate involuntary reductions.</p> <p>The committee members unanimously support a tuition increase of at least \$6, realizing there will be impacts to programs and services even with that increase. A \$6 tuition increase would mitigate only 18% of the projected budget deficit.</p> <p>Our ultimate goal is to present a balanced budget proposal that will minimize the impact of any program and service reductions on students. In addition, we continue to analyze the overall fund structure to identify potential long-term recurring savings for future years.</p> <p>As far as we can see, the only way to mitigate a \$6 tuition increase would be through a state allocation of significantly more than \$590M to community colleges.”</p> <p>-----</p> <p>The BDS has been considering possible scenarios to come up with a balanced budget proposal. BDS</p>

	<p>discussion includes capital outlay, materials and services, major maintenance funding, vacancies, separation incentives, increasing gifts, and other ideas to mitigate the gap. This includes \$1 million from the ending fund balance and looking at how to get away from use of one-time funding, the Titan Court debt, and bond money. The BDS proposal does not include the service reductions that the administration is currently proposing.</p> <p>The BDS has been looking at the fund structure. Usually when considering the college budget, we are talking about funds 1 and 9, which is about \$88 million. The overall budget is around \$209 million.</p> <p>Kelly noted that, while he does agree with most of the suggestions and most align with the administration proposals, he does not support the suggestion of using one-time funds. Board policy requires the college to maintain an unrestricted General Fund Ending Balance equal to or greater than 10% of total expenditures and transfers. For the upcoming budget proposals, the board has asked for:</p> <ul style="list-style-type: none">No one-time funding useNo involuntary layoffsInvestments in student success <p>The administration is trying to build a proposal that hits all of those. He noted that the tuition recommendation will be a difficult board conversation.</p> <p>Mitchell appreciated Kelly's information on the fund structure. It has helped move the thinking forward. The BDS is looking at long-term sustainability with an eye toward the future.</p>
Policy Sub Committee	<p>Andrade and Matthews reported that they met with Marleena Pearson to review policies. The inconsistencies made review difficult. The group looked at all policies under College Council and identified inconsistencies, such as relevance of policies, responsible authorities, separating policy from procedure, dates of last review, originating body, consistency in format, responsible staff person, hyperlinks, ORS numbers, previous versions, etc.</p>

	<p>(get presentation)</p> <p>Schmidt explained that Drupal does keep a copy of the previous versions, but sometimes the reason is not provided, and the ORS numbers have been revised, and COPPS is still catching up to those revisions.</p> <p>The policy committee recommended that a taskforce be created to create the correct structure for policies, review COPPS in a meaningful way, and create a clear directive of the work required from each stakeholder group. Andrade noted that the policy subcommittee cannot continue the work until this is sorted out. Alvarado offered to take the suggestion of creating a taskforce to the Governance Subcommittee.</p> <p>It was noted that the originating body is not necessarily the responsible body, and that can be changed right away.</p> <p>Schmidt moved to change “originating body” to “responsible body.” Rehn seconded.</p> <p>Motion passed. Mitchell and Kelly voted sideways.</p>
<p>Next Steps – Freedom of Speech and Facilities Use – Policy and Procedures</p>	<p>The Bristow Square report that was done last year by the subcommittee included the following recommendations for COPPS policies:</p> <p>Use of Public Spaces: Time, Place, and Manner (similar to Linn-Benton’s policy) Freedom of Expression Speakers on Campus</p> <p>The Use of Facilities policy has been approved by College Council and is being added to COPPS. The group discussed whether it is necessary to develop a policy for internal groups. If the event was non-work related, internal individuals should use the policy for external groups. A separate policy could be developed, but the council decided not to pursue it at this time unless otherwise directed.</p> <p>According to the Bristow Square report, the next steps are to review the college’s Freedom of Expression and</p>

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	Inquiry policy and to work on a policy for Speakers on Campus.
Chair/Vice Chair meeting	The next meeting of the governance council chairs and vice chairs meeting is April 17. College Council members discussed possible topics for that meeting, including results of the governance review recommendations, outcomes from the forums, and the Institutional Effectiveness report.
College Council Self Evaluation	Members reviewed the College Council self-evaluation. Comments from members have been captured in the evaluation but not summarized. Review of own College Council self-evaluation
IE Report	Members reviewed the College Council Institutional Effectiveness report completed by Alvarado and President Hamilton.
Decision Making Protocol	This item was not addressed due to time constraints.
Progress on College Council Work Plan	<p>Council reviewed progress on the following College Council Work Plan:</p> <ol style="list-style-type: none">1) Review COPPS – Matthews/Andrade2) Evaluate the role of College Council within the governance system – Governance Sub Committee3) Review of policy vs. procedure in its current definition – Matthews/Andrade4) Orientation for other councils – Should include governance system onboarding5) Review governance system and recommendations for changes – Governance Sub Committee6) Budget process – Budget Dev SC7) Review the work plan from 2017-18 to see what was accomplished – IEC report - Alvarado8) An administrative manual to develop a standard for department website and college practices (Andrade to draft a proposal) <p>Andrade stated that a large part of the administrative process she was referring to includes standards College policies and procedures (COPPS). Most of this work would be done by the taskforce recommended by the policy committee.</p>

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Reports	Wilson noted that there are a lot of moving parts in ASLCCSG. They are trying to fill all of the senator seats and get another student for College Council as Gillette is no longer on the Council. ASLCCSG Officers now have new my.lanecc.edu e-mail addresses and a new communications director.
Future Agenda Topics	<p>Learning Council Instructor Hours on Campus Academic Progress Standards Update Identify two policies for review</p> <p>Rather than table the review of policies, the policy subcommittee will bring the Freedom of Inquiry and Expression (also review Linn-Benton's policy) and Travel policies for review at the next meeting. The council will still consider the creation of a taskforce to focus on major discrepancies. Many of the policies assigned to College Council actually belong in another area. Council will review the policies assigned to College Council to determine appropriate ownership and whether to recommend revisions or go to primary stakeholders for revisions.</p>
Next Meeting:	March 13, 2019, 2:00 p.m. Boardroom

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Scholarships and Tuition Waivers

Type Procedure

Category Students

Department Enrollment Services

Phone (541) 463-5266

Primary Contact Helen Faith

Contact Email faithh@lanecc.edu

Responsible Executive Authority Vice President, Academic and Student Affairs

Purpose

This procedure describes the general requirements for eligibility for Lane scholarships and provides examples of awards.

Narrative

1. Enrollment

- All students must be enrolled full time or as defined by the specific award.

2. Eligibility and Selection

- All students must maintain "satisfactory academic progress," as defined by financial aid standards, in order to be eligible.

3. Examples of Awards

- International Scholarship
- Athletic Scholarship
- Performing Arts Scholarship
- Forensics Scholarship
- ASLCC Scholarship
- Wayne Shields Endowed High School and Vocational Award (Foundation)
- William and Betty Forest Endowed Scholarship (Foundation)
- Staton Scholarship (Foundation)
- Gilma Greenhoot Scholarship (Foundation)

Date Adopted Saturday, May 1, 1999

Date Last Reviewed Tuesday, December 1, 2015