

Date: 4/17/2019

2:00 – 3:30 p.m. Bldg 4. Room 106

College Councils Chair/Vice Chairs and all Council member meeting

Attendance

Council Chairs/Vice Chairs:

A	Margaret Hamilton President- College Council Vice Chair	X	Jessica Alvarado College Council Chair	X	Rosa Lopez Diversity Chair	X	Greg Evans Diversity Vice Chair
X	Brian Kelly Facilities Vice Chair	X	Alen Bahret Facilities Vice Chair	X	Bill Schuetz Technology Vice Chair	A	Barbara Barlow Powers Tech Chair
A	Paul Jarrell VP ASA Learning Vice Chair	X	Laura Pelletier Learning Chair	X	Dennis Gilbert Finance Chair	X	Greg Holmes Finance Vice Chair
X	Recorder: Donna Zmolek	X	Kyle Schmidt Student Affairs Chair	X	Helen Faith Student Affairs Vice Chair		

Other Council Members in attendance:

College Council:
Elizabeth Andrade
Adrienne Mitchell
Chris Rehn
Nick Keough
Diego Wilson
Craig Taylor

Diversity Council:
Anna Scott
Deborah Butler
Cameron Santiago
Mark Harris

Learning Council:
Adrienne Mitchell
Patrick Blaine
Ian Coronado

Facilities Council:
Jennifer Frei

Technology Council:
Brandon Gibson
Mira Mason-Reader

Finance Council:
Kenny Ascheri
Tracy Weimer
Patrick Blaine

Others in attendance:
Anna Gates Tapia
Nancy Wood
Kate Sullivan
Jenn Kepka
Steve McQuiddy

Subjects	
Announcements and updates	Each Council was asked to have a representative provide updates, accomplishments and work plan next steps.
Diversity Council	Rosa Lopez, Diversity Council Chair, shared the Diversity Council's workplan and project management document. Any member can list an item. Advocates for items on the workplan

	<p>need not be a member of the council.</p> <p>The items worked on this year:</p> <ul style="list-style-type: none">• Governance assessment• Bathroom policy• Bias Policy• Assessment of how we are serving first gen immigrants and undocumented students and how supported at other colleges<ul style="list-style-type: none">○ policies, procedures, and planning will be recommended after assessing support for these students at an upcoming event• Student engagement survey (this item is on hold)• Review COPPS policies <p>Mark Harris shared plans to create an affinity group. Historically, Lane and bargaining units are lacking in carrying out the defined duty of fair representation. Members of color should be protected against attack, and that is not happening.</p>
Facilities Council	<p>Alen Bahret, Facilities Council Chair, shared that the Facilities Council is more of a “brick and mortar” council. The council ensures that each of Lane’s five centers or campuses – main campus, downtown campus, Cottage Grove, Florence, and the airport facility - has a safe and suitable learning environment.</p> <p>Facilities Council works with other councils on projects; for instance, they will be working with Diversity Council on the upcoming bathroom policy. They engage with three major committees that report back to the council – sustainability committee, emergency preparedness team, and safety committee – on anything that needs to be addressed.</p> <p>Projects worked on this year include:</p> <ul style="list-style-type: none">• Facilities Master Plan• Training recommendations from Safety Committee• Hours policy for the 30th Avenue campus• Consolidate use and rental of space on all campuses• Follow last two bond projects• Thermal array at the Downtown Campus• South elevator replacement/repair• Strategic Conversations<ul style="list-style-type: none">○ w/LTD on route changes○ w/City of Eugene Parks and Open Spaces on the

	new park across the road from main campus
Finance Council	<p>Dennis Gilbert, Finance Council Chair, shared the focus of the Finance Council work this year.</p> <ul style="list-style-type: none"> • Ongoing: Review monthly Cash Flow document • Projects: White paper on Data and Impact of Lane Student FTE on Related Income Sources with an Accompanying 5-year prediction tool on: <ul style="list-style-type: none"> ○ LCC FTE ○ Total Oregon CC FTE ○ Colleges' % of total FTE, yearly and rolling average used in distribution formula ○ Ongoing analysis of period since enrollment peak at Oregon CCs ○ Related revenue streams – CCSF, and property taxes (with equalization explicit) (comments provided regarding mechanics) • Project work comments: Meet monthly as a whole group and in (voluntary) workgroup meetings. • Tension in demands for staff time, with regard to short-term yearly budget analysis and discussion and building infrastructure for long term financial planning. This is holding back work on FTE White paper, but data generated by the BDSC will be mined for the next White Paper on Staffing. • We will be raising the possibility of working over the summer. <p>Rosa Lopez commented that the college needs to be collecting and reporting FTE for staff trainings.</p>
Learning Council	<p>Ian Coronado, Learning Council member, shared Learning Council 2018-2019 work plan updates, accomplishments, and next steps.</p> <ul style="list-style-type: none"> • Learning plan development: our work plan goal was to complete and approve the learning plan by spring 2019 and forward to College Council. <ul style="list-style-type: none"> ○ LC was able to revise and approve the learning plan by April 12, 2019 and has since forwarded the LP to College Council for review and approval. • Review and recommend current and relevant policies and procedures: LC has been looking at three COPPS policies which include:

- Non-standard grades, which is being worked on in Faculty Council
- Credit for prior learning which is in a review and recommend sub-committee chaired by Ed Earl.
- Instructor hours on campus which has gone to Faculty Council where revisions were made and is now back to Learning Council for review and approval and will be addressed at our April 26 meeting.
- There is ambiguity regarding what should be policy versus procedure and what entity is in charge of COPPS and the review of COPPS.
- LMS review: it has been several years since an LMS review has been completed and with the end of our Moodle contract coming up it is timely that a review is done.
 - Ian Coronado recommended a sub-committee for the review.
 - An LMS sub-committee has been convened and is in the process of creating the scope of work and timeline for the review.
 - Faculty council has been a partner to set the composition of the committee.
 - The LMS review committee will be checking in with both Learning Council and Faculty Council
- Review of regular and substantive interaction (RSI) for online delivery and review of regulatory changes: due to DOE Title IV audits at Oregon schools, we need to look at Lane's procedures to address RSI for online courses.
 - Ian Coronado presented information to LC and has started the conversation about next steps.
 - We will continue working on this topic and the possibility of developing a distance education policy.
- Clean LC team drive: our goal was to review documents to be archived, organize current working documents for easier access.
 - The reorganization of the team drive has been completed.
 - Older documents, not currently being used have been archived.
 - Working documents are easily accessed by members.
 - A review of team drive members was completed and updated to current membership.

	<ul style="list-style-type: none"> • Work Plan next steps: <ul style="list-style-type: none"> ○ Continued updates on the LMS review process. ○ Continued work on COPPS review and creation. ○ Addressing RSI next steps. ○ Begin work on the next 5-year Learning Plan
<p>Student Affairs Council</p>	<p>Kyle Schmidt, Student Affairs Council Chair, shared the 2018-19 work of the Student Affairs Council.</p> <p>Updates & Accomplishments</p> <ul style="list-style-type: none"> • Bryant Everett joined us as a second student member • Voted to add Dawn Whiting, registrar, as member by position • Voted to add Donyel Hill, director of student engagement, as a member by position • Updated our charter to reflect changes in accreditation standard numbering • Updated the student records policy • Discovered that the Scholarship Procedure is really a policy. Had it changed to a policy. • Recommended updates to the Student Communications Policy to Tech Council • Put considerable work into a student travel policy, before becoming convinced that the travel policy had a scope much larger than student affairs, and referring the policy to College Council for guidance. Policy has since been referred to Paul's office, and we look forward to working with him on that policy in the future. • Reviewed about half of the procedures in our area to see if they're actually policies, or if they're appropriately procedures. <p>Next Steps:</p> <ul style="list-style-type: none"> • Finish our procedure review. • Update our Student Government Policy before the end of the year.
<p>Technology Council</p>	<p>Bill Schuetz, Technology Council Vice Chair, shared the following 2018-19 work and updates of the council:</p> <p>Strategic Technology Plan 2020 - 2025</p> <ul style="list-style-type: none"> • We have researched multiple styles of technology plans from various colleges and universities. • Development Process for Strategic Technology Plan <ul style="list-style-type: none"> ○ In-Depth conversations with Information Technology <ul style="list-style-type: none"> ■ Internal SWOT analysis has been

completed

- External view SWOT analysis is scheduled for end of April 2019
- Formulation of initial plan will be developed end of April 2019 through end of May 2019 and will be informed by in-depth conversations with Information Technology, the SWOT analyses and results from the survey performed this fiscal year by the Technology Council.
- Final review of initial plan will be completed by the end of June 2019
- Initial plan will be vetted with departments, councils, and president's cabinet
- Report will be completed by February 2020, incorporating recommendations from constituents
- Final approvals for our next Five Year Strategic Plan due by end of March 2020
- Planning to ensure our Five Year Strategic Plan is incorporated into Information Technology's work will occur between March and June of 2020 and will occur annually between March through June.
- The 2020-2025 Strategic Plan will begin July 1, 2020.

Technology Related Policies (COPPS)

- All Technology-Related policies were reviewed by our COPPS review sub-committee
 - Minor typographical/error correction updates were made to the following policies:
 - Hardware Acquisition
 - Added/updated links
 - Changed "may not be supported" to "will not be supported"
 - Software Purchasing and Requests
 - Added accessibility statement to policy
 - Technology Use Rights and Responsibilities
 - Added/updated links
 - Wondering if the Enforcement part of this policy should be generalized, called out, and made part of either President's office or College Council policies? Perhaps called "Policy Enforcement"

- Printer and Copier Management
 - Added one word - “support”
- Major changes were made to the following policies:
 - Banner User
 - title changed to Banner User Account Management
 - changed Banner INB to Banner Admin to reflect current product name
 - Removed references to Skills Support and Training program
 - Minor typographical and word changes
 - Student Communications
 - Added reference to Google Apps for Education Student Privacy Pledge and provided a link
 - Spelled out what FERPA stands for (Family Educational Rights and Privacy Act)
- New policies were developed:
 - Digital Sign Policy
 - Data Classification Policy
 - Critical Systems Policy
 - Technology Accessibility
- Additional policies whose changes are still under review
 - Administrative Computer System Baseline Modification
 - Wireless Communication
 - Bring Your Own Device (BYOD) Wireless Access
 - Employee Communications
 - Virtual Private Network (VPN)
- All policy changes will be submitted to the College Council for review by mid-May 2019
- Final versions of all updated and new policies will be publicized via COPPS and through notice in the Weekly by the end of June 2019

Charter Review and Updates

- The Technology Council charter was reviewed. No changes were recommended for this year.

Council Participation

- Toward the end of last year, we piloted the idea of having all members meetings once per month, and sub-committee work groups meeting once per month versus our previous habit of having two all members meetings per month. We tried this idea to see if we were able to accomplish more by providing a designated sub-committee work time each month. This year, we followed this idea and have found that this model facilitates improved completion of technology council work. We plan to continue this model next year and will continue to track its effectiveness.
- Participation in Technology Council meetings was improved over this past year, with more interest and input provided by student representatives than in the previous few years.
- As with most years, participation by some members was problematic as teaching schedules and other issues prevented some members from attending regularly.
- The Chair and Vice-Chair attended multiple meetings this year outside of the standard Technology Council meetings.
 - We participated in the Council study discussions
 - We have participated in the chair/vice chair meetings
 - We have attended some of the College Council meetings

Survey

- The survey developed last year was implemented and we have performed some analysis of the subsequent results.
 - The survey was available to students and employees at Lane.
- All information provided by the survey will be integrated into the strategic technology plan.

Link Strategic Technology Plan to Core Themes and Strategic Priorities

- This work will be completed once the Strategic Technology Plan is completed.

Assist Learning Council with technology-related aspects of the Learning Plan

- We worked collaboratively with the Learning Council and there are mutually agreed upon elements that have been added to the Learning Plan.

	<p>Schuetz brought up the issue that there are currently no consequences to policy violation. Gilbert reminded the group that any enforcement of policies would need to be negotiated through collective bargaining.</p> <p>A discussion was held among Schuetz and attendees regarding changes to the e-mail system. This is not the work of the Technology Council; Schuetz asked those who have questions to call the HelpDesk.</p> <p>Santiago asked about changes in Banner to address LGBTQ concerns. Schuetz responded that this will likely be addressed by several councils.</p>
College Council	<p>Jessica Alvarado, College Council Chair, shared 2018-19 updates, accomplishments and next steps:</p> <p>Updates/Accomplishments</p> <ul style="list-style-type: none">• ASLCCSG President Nick Keough has joined College Council in place of Senator Michael Gillette for Spring term.• College Council has met once per month• Budget Development Subcommittee proposal vetted/approved through College Council• Student Affairs Charter revisions proposed/approved• Student Affairs Scholarship/Tuition Waiver Policy revision/approved• All minutes from 2017-18 were reviewed, approved and posted• All Agenda and Meeting notes were posted within timeframes per operations manual• Reviewed all council self-evaluation and IEC reports• Policy approved: Use of Facilities and Public Spaces for External Groups• Policy approved: Drone Use Policy• Revision approved: Student Records Policy• Hosted three Chair/Vice Chair meetings per operations manual to coordinate work of the governance councils• Reviewed Decision Making Policy as posted in Governance Manual will use until revised• Governance Review – by Governance Taskforce and Governance Subcommittee• Hosted three forums in Winter term:

	<ul style="list-style-type: none">○ Chair/Vice Chair Forum○ Data Synthesis Summaries○ Model/Components <p>Next Steps</p> <ul style="list-style-type: none">• Policy: Freedom of Inquiry and Expression – revise and update• Work with Facilities Council: Incorporate recommendations from Bristow Square Task Force report 2/18• Governance Review – write up majority/minority report for High Priority Recommendations. Continue to vet model proposal and solicit feedback• Develop onboarding/training for leadership and new members• Determine support/compensation for leadership and new members• Policy/Procedure work• Decision Making process – solidify agreed-upon process
Governance Review	<p>Alvarado explained that the Governance Subcommittee did a deep dive into the work of the governance taskforce, the feedback collected, and the information from the governance forums. The priority recommendations were then brought to College Council. College Council did not reach consensus on approval of the priorities due to one “no vote.” The Governance Subcommittee also had shared an example of a governance model with College Council on which they were not asked to vote.</p> <p>Alvarado questioned council members in attendance to determine if they felt the recommendations and sample model should be shared even though College Council did not approve them, as it may be helpful in order to solicit feedback. After a lengthy and detailed discussion, it was agreed that the information should not be shared if it had not been approved by College Council.</p>