College Council Minutes
October 10, 2017, Boardroom 2-4 pm

Item	Notes
Present	Jim Salt, Marge Hamilton, Dawn DeWolf, Brian Kelly, Craig Taylor, Sara Fox, Casandra Rhay, Jessica Alvarado, Lori Wamsley, Victoria Rodriguez, Wilgen Brown.
Minutes	Will be sent after the meeting
Agenda review	Added: - *Recent Bristol Square display* President Hamilton apologized for the way it unfolded, explained that she was not informed that they were coming to campus, and that the college doesn't have clear procedures for the use of their spaces. Members also expressed their frustration and gave suggestions on how the governance system should be involved. - *Budget calendar* Brian Kelly presented the budget calendar that will be used this year, and it will be presented to the Board at tomorrow's meeting. (Attached below)

College Council Kick off	*Meetings*
	Change meeting from 2nd /4th Thursdays, 2-4pm. to 2nd /4th Wednesdays, 2-4 pm.
	Proposal: Vote on this change and revise it later if absent members have a conflict.
	Voting: All in favor
	
	Subcommittees (Budget Development, Governance, Planning)
	Members discussed the membership for these subcommittees, its objectives and timelines for their work. There was confusion on the roles of each subcommittee, Jim Salt read from a 2004 document the scopes of work delineated for these subcommittees. He'll send later the entire document.
	
	A. Governance Subcommittee
	Scope of Work:
	   ▪ Steer and assess the college system of governance
	   ▪ Coordinate and integrate the work of governance councils
	   ▪ Assign scope of work to councils
	   ▪ Review and approve adjustments to council charters
	   ▪ Monitor work of councils
	   ▪ Formulate policy in collaboration with the governance councils
	Other Responsibilities:
	   ▪ Integrate existing college committees with the college governance system
	
	B. Planning Subcommittee
	Scope of Work:
	   ▪ Monitor the college planning system
	   ▪ Develop and update college strategic plan
	   ▪ Shepherd the accreditation process
	   ▪ Develop criteria for prioritizing initiatives in plans
	   ▪ Receive and review recommendations for priorities in plans
	   ▪ Monitor college's program for institutional effectiveness

	C. Budget Development Committee
	Scope of Work:
	  ▪ Develop criteria for budget allocations
	  ▪ Receive and review budget allocation recommendations
	Responsibilities:
	  ▪ Establish Proposed Budget Assumptions for Board consideration
	  ▪ Develop criteria for budget allocations
	  ▪ Coordinate Governance Council review and recommendations of Unit Plans

Chair and vice chair meetings	*Proposed dates (3pm start time)* *Fall, November 8, 2017* *Winter, January 24, 2018* *Spring, April 25, 2018* *Agenda Development (volunteers needed)* Proposal: First meeting on November 8, 2017, starting time 3:30 pm. At that meeting, the Winter and Spring term meetings would be schedule. Voting: All in favor
All Councils meeting	*Proposed date: February 28, 2017, 3 – 5 pm.* Change it to February 21, due to conflict with Technology Council. Chair will contact TC to confirm. *Introduction to governance system*? Members discussed what to include regarding this item to present at the all councils meeting. Craig Taylor and Jim Salt agreed to work on a program for an introduction training. Member suggested to invite other staff members not only council members, it should be an opportunity to recruit for the councils.
Governance web pages	*Member pages* Changes have been done to the governance web page by webmaster without consultation with College Council. Some of the changes are related to ADA regulations. And the other changes had to do with note takers updating the members of their councils. Elizabeth Andrade will work with webmasters on a new format that has everything in one page. College Council decided to continue with current process that only Elizabeth Andrade will be the person updating the membership page.
Work plan	*Requests from councils by November 1st (note governance operations manual lists by December 10)* Members agreed to have request the councils to have their work plans by the end of the term, or at least by the first chair-vice chair meeting. Chair will send a message to councils. *Template* Chair presented a work plan template that she has putted together per President Hamilton request. Members discussed the format and the use of the template. **Proposal:** list the categories or components that College Council like to see in the work plan when submitted, and have it lined with Chair's suggestions **Voting**: All in favor *College Council work plan* Member notice that CC have not have a plan since 2004. He will send the last work plan to Chair and Vice chair of the council.

COPPS plan	*Snapshot* *Archive* *Tracking* *Review Plan for Councils. Policy and Plan Delineation* This item was not discussed, moved to next meeting
Institutional Effectiveness Committee (IEC)	*College Council representative* *Institutional Effectiveness Report* This item was not discussed, moved to next meeting
Reports	ASLCC, working on how to help students with events like the recent display. And working on OSA campaign. ET, getting ready for accreditation visit is on October 24. FC, no report LCCEA, working on appoint representatives for governance councils. Jim Salt has been appointed by Patrick crane to the transfer work group for bill HB2998 LCCEF, elections coming up in November MSC, has finished determine who will be serving in the councils
Adjourn	4:10 pm

2017-2018 LCC Budget Development Calendar

Fall

Sept 30: Core Theme indicators published

October: Standard data elements updated and published

Budget Development Subcommittee convened

Budget Development Subcommittee feedback on prior year process

Oct 12: Funding outlook & institutional priorities

Nov 9: Budget outlook/initial projections

Winter

Jan: List of potential program and service reductions

Jan 11: Budget update

Feb 8: Budget update

Feb 28: Categorical funding decisions

Mar 8: Planning projection

Mar 8: Investment options and recommendations

Mar 30: Program/Service change and investment decisions

Spring

April 1: Budget Development Subcommittee budget recommendations to College Council

April 12: Administrative balancing options (if needed)

May 1: Final day minority report submissions will be accepted by the Board of Education

May: Budget Committee meetings commence