Date: 03/13/2019
2:00 – 4:00 p.m. Boardroom

College Council Minutes – March 13, 2019

Attendance:

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

Subjects	Agreements Reached and Actions Taken
Review/Approval of Agenda	The agenda was revised to remove the item pertaining to the Freedom of Speech and Facilities Use policy due to Brian Kelly's absence and to move the Governance Review item to the first item on the agenda. Taylor moved to approve the agenda. Jarrell seconded. Motion passed unanimously.
Review/Approval of Minutes	Two revisions were made to the February 13, 2019 meeting minutes: Budget Development Subcommittee "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 ~~$290~~ **$209** million." Policy Subcommittee "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." Hamilton moved to approve the February 13, 2019 meeting minutes with the suggested revisions. Andrade seconded. Motion passed unanimously.
Current Topics	
Student Affairs Council Charter Revisions – Second Reading	Council members held a second reading on the Student Affairs Council charter revisions: 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: • 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.** Discussion was held whether or not to include the standard numbers. Jarrell noted that it would be beneficial for the Student Affairs Council to note the accreditation standard numbers in the charter. Schmidt moved to approve the revisions as written. Jarrell seconded. Motion passed. Andrade voted sideways.
Governance Review Update	The high priority recommendations for governance were presented: 1. Reaffirm commitment to shared governance; 2. Intensive governance training for Chairs/Vice Chairs, governance professional development for all council members; 3. Convene Policy and Procedure team with support to clean up the policy and procedure system; 4. Support adequate compensation/release time for governance participants and other substantive work; 5. Provide administrative support for each council – maintain agenda, minutes, etc.; 6. Council planning on held except AMP, BMP, SEMP; 7. Review all college-wide committees and realign within governance where appropriate; 8. Reaffirm commitment to accountability for implementation of council work; 9. Create and Accreditation Steering Committee under College Council 10. Create a communication process for governance, including campus wide notification of new and updated policies.

	Mitchell noted that this list is not intended as exhaustive but first in terms of priority and immediate. Jarrell explained that the governance subcommittee had identified the low hanging fruit and issues that need to be addressed. Some of these recommendations, such as the need for training, may already be in the governance manual but are not being followed. Further meetings of the subcommittee are scheduled to review other ideas that may take longer to implement. Members noted the need for evaluating implementation and suggested the following revision to number 8: "8. Reaffirm commitment to accountability for implementation **and evaluation** of council work;" Matthews pointed out the need for clarity around decision making. The group noted that this could be added as number 11. Hamilton moved to recommend support for numbers 1 through 11 to greenlight the subcommittee to continue their work. Taylor seconded. Members discussed the need to flesh out the clarity on decision making, not only within the councils and where is should happen, but what types of decisions and who makes them. The subcommittee will make the suggested revisions and bring recommendations back to the next College Council meeting. Motion passed unanimously. Hamilton requested that potential models be brought to College Council.
Budget Dev Sub Committee	Mitchell provided an update on the work of the Budget Development Subcommittee, which will be shared at the Board of Education meeting. The projected deficit is large than anticipated – from $6.8 million to now $8.5 million. The subcommittee had a preliminary discussion on how to relieve the additional gap,

	perhaps by adjusting the enrollment projection. Jarrell explained that the projected deficit changed so radically because it assumes the continuing services of the Titan Store and Food Services. Hamilton stated that it is possible that the board will not vote to outsource those two services, in which case we will need to consider programs. Jarrell explained that the additional gap is also due to a revised percentage to Lane from the Community College Support Fund.
Policy Sub Committee 3:00-3:15 10 min each policy	Alvarado provided suggested revisions to the Freedom of Inquiry and Expression policy. Mitchell requested that Alvarado send this to College Council members to review for the next meeting. Matthews suggested showing the suggested revisions on the document and also adding line numbers so members can refer to revisions by the line number. Alvarado will send revisions out before the next meeting for discussion at the April meeting.
Decision Making Protocol	Members reviewed the decision-making matrix, which is on the governance website. https://www.lanecc.edu/sites/default/files/governance/college-council/governance-decision_making_protocol-approved_12-8-2016.pdf There are two charts – one for process and the other is for substantive issues. The question was whether the matrix has been formally adopted by College Council. Andrade explained that there was an issue in 2014 that caused the councils to develop the chart, which follows the language in the governance manual. Councils strive for consensus, and if they cannot reach consensus other methods are explored or the responsible administrator makes the decision and brings it to College Council, noting the minority and majority reports. Discussion clarified that each council does not have

	decision-making authority but brings recommendations to College Council. Council agreed to follow this matrix until after the governance review is complete, which may call for an updated process. However, the language in the governance manual does not distinguish between process and substantive issues. We may just need one process, but that would need to be updated on the diagram. In addition, the language in the last three bullets needs to be considered. Andrade, Mitchell and Matthews will work together to review the language on the chart and in the governance manual and bring recommendations to the April meeting.
Progress on College Council Work Plan	Council members reviewed the College Council work plan. It was noted that numbers 1, 3, and 8 are related items. 1) Review COPPS – Matthews/Andrade 2) Evaluate the role of College Council within the governance system – Governance Sub Committee 3) Review of policy vs. procedure in its current definition – Matthews/Andrade 4) Orientation for other councils – Should include governance system onboarding? What are the next steps? 5) Review governance system and recommendations for changes – Governance Sub Committee 6) Budget process – Budget Dev SC 7) Review the work plan from 2017-18 to see what was accomplished – IEC report - Alvarado 8) Policy subcommittee or task force will work to develop standards for website and college practices regarding COPPS. Also working to determine which policies should be under which governing council.
Future Agenda Topics	Freedom of Inquiry and Expression policy Decision making language. Budget Development Subcommittee recommendations. Governance Review Guidance on a travel policy for students

	Andrade and Matthews requested clarification on the policy taskforce. Mitchell noted that recommendation #3 of the governance review is to convene a policy and procedure team with support to clean up the policy and procedure system. However, some of the policies are in dire need of review and revision. There are some policies assigned to College Council that belong in other areas. Some policies will need to be looked at by the responsible area and others will need College Council review.
Next Meeting: College Council	April 10, 2:00 p.m. Boardroom
Next Meeting: Chairs/Vice chairs	The next meeting of the Chairs and Vice Chairs will be held from 2 – 3:30 p.m. on April 17 to allow time for the Technology Council to hold their meeting. The question arose whether to hold an all-council meeting. Andrade suggested inviting all members to the meeting. Andrade moved for the April 17 meeting to be an all-council meeting with chairs and vice chairs offering a report. Hamilton seconded. Motion passed. Taylor voted sideways.