Date: 10/10/2018
2:00 – 4:00 p.m. Boardroom

College Council Minutes – October 10, 2018

**Attendance:**

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

| Subjects | Agreements Reached and Actions Taken |
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| **Opening** | |
| Introductions and updates | Student members Diego Wilson and Michael Gillette, ASLCC Senators, were introduced. |
| Review/Approval of Agenda | The meeting agenda was reviewed and approved. |
| Review and Approval of 9.26.18 Minutes | The minutes from the September 26, 2018 meeting were approved. |
| Review/Edit and Approval of FY18 minutes | The 2017-18 College Council minutes were approved with the following revisions: Change "Agenda" to "Minutes" on March 14 and May 23 meeting minutes. Change the May 23 meeting minutes to reflect references to the April 11 and 25 meetings (currently reads May 11 and 25). Minutes from the December 6, 2017, April 25, May 9, and June 13, 2018, meetings were missing. The minutes from the June 13 meeting are still being completed, and Elizabeth Andrade reminded the council that there was no meeting in December, the April 25 meeting time was used for an all council meeting, and the May 9 meeting time was replaced with a budget forum. The approved minutes will be posted on the governance website. |

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| Current Topics | |
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| Communication | The formatting for the agenda and minutes were approved.<br><br>The council reviewed the governance operations manual, including the meeting agenda process, and the role of the chair and vice chair.  Council members agreed to honor the most recent agreement on how decision making is done.<br><br>College Council meeting dates have been listed on the website. |
| Councils' Review of COPPs procedure | Governance Councils will be reviewing their assigned policies this year.  The policy subcommittee will oversee the process and ensure that all policies are reviewed, revised, and approved prior to the end of the academic year.  This will be an item on the all councils meeting agenda. |
| Status of End of Year Council Reports | Jennifer Steele reported that the governance taskforce will be asking for the end of year reports from each council, and those will be shared with College Council.<br><br>It was suggested that a report template be shared with each chair and vice chair.  The template will be sent out with the minutes. |
| Governance Taskforce report | Jennifer Steele reported that the Governance Taskforce had its first meeting on October 3.  The taskforce will be meeting twice a month.  The taskforce will be assessing the current governance system and providing recommendations to the campus community and the board for improvements in March or April.<br><br>Four groups have been identified to:<br>1) Frame questions<br>2) Look at principles<br>3) Summarize feedback<br>4) Research and provide ideas for models<br><br>The taskforce will have a blog.  The goal for the upcoming meeting is to clarify the sequence of the workplan.<br><br>Adrienne Mitchell shared faculty concerns regarding the amorphous structure and process of the governance review taskforce and that it does not |

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| | follow regular governance processes including having a chair and vice chair.  The decision making process is unclear.  The charge for the taskforce needs to be clarified with regard to purpose and scope.  The minutes should be posted on the web.  Any recommendations coming from the taskforce should come to College Council for review and voting, and the taskforce should abide by the decision of College Council.

Hamilton explained that this is a task force, not a council.  The College Council Governance Subcommittee agreed that a taskforce was needed.  One of the concerns was that the governance system is not inclusive enough and that it is critical that there is not just this one venue for input.  The taskforce will conduct forums that will be announced to the college community.  The goal is inclusiveness, but we won't be successful until we can document how inclusive the system has been.  Constituents must be reviewing the systems as well.  The taskforce does not make decisions.  Their charge is to review the governance system, do research, compile and analyze feedback and recommend possible alternative models.

Council members expressed frustration that the governance system has been undergoing a review since 2014.  Steele stated that is why there is a group in the taskforce charged with reviewing all of the previous feedback as well as that which will be gathered this year.

It was agreed that the taskforce and College Council will address the concerns at their next meetings.

The question also arose whether or not the Governance Subcommittee will continue to meet. |
| Development of a work plan | Suggestions for the College Council work plan included:

1) Review COPPS
2) Evaluate the role of College Council within the governance system
3) Review of policy vs. procedure in its current definition
4) Orientation for other councils |

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| | 5) Review governance system and recommendations for changes<br>6) Involvement in the budget process<br>7) Review the work plan from 2017-18 to see what was accomplished (Hamilton has drafted and will send out with the next minutes)<br>8) An administrative manual to develop a standard for department website and college practices  (Andrade will draft a proposal for the next meeting) |
| Agenda for Chair/Vice Chair meetings | Due to time constraints, this item was not addressed. |
| Freedom of Expression/ Request from Outside Groups to Use Public Spaces<br>Review of Policy/Procedure | The council reviewed the draft of the procedure for outside groups to request the use of LCC spaces.<br><br>Suggested revisions included:<br><br>Lane Community College 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 **uses use of** facilities, including public spaces and equipment.<br><br>Council members asked that a more welcoming statement be added to the beginning of the policy before moving into the scheduling process.<br><br>Since this is for outside groups scheduling public spaces, the title should be "Use of Facilities and Public Spaces by Outside Groups."<br><br>Alvarado will revise the statement and bring it back for one more reading. |
| Reports | December 5 will be the last meeting of the year (As opposed to the second Wednesday of December).<br><br>The student members were provided with suggestions for future report items. |
| Future Agenda Items | Update on Learning Council<br>Update on Memberships<br>End of Year Council Reports<br>Freedom of Expression/ Request from Outside Groups to Use Public Spaces |
| Next Meeting: | November 14, 2018 Boardroom |