

Date: 12/12/2018

2:00 – 4:00 p.m. Boardroom

College Council Minutes – December 12, 2018

**Attendance:**

X	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		Elizabeth Andrade Classified		Diego Wilson Student	X	Rosa Lopez Guest
X	Paul Jarrell VP ASA	X	Kyle Schmidt Classified		Michael Gillette Student	X	D'Ante Carter Guest
X	Craig Taylor Manager IRAP	X	Adrienne Mitchell LCCEA President	X	Recorder: Donna Zmolek		

<b>Subjects</b>	<b>Agreements Reached and Actions Taken</b>
<b>Opening</b>	
Introductions and updates	<p>Chair/Vice Chair meetings will be Wednesdays, January 16 and April 17, 2019 at 2 p.m.</p> <p>There had been a request for a second meeting in Winter term; however, with the scheduled forums a second meeting may not be necessary.</p>
Governance Sub Committee	<p>Forums scheduled are:</p> <p>Tuesday, January 22, 2019 Chair and Vice Chair panel Discuss Self Evaluation Work they have been doing Anything else to share</p> <p>Tuesday, January 29, 2019 Governance System Review Data collected to date Work done at Spring and Fall Inservice Other feedback related to Governance System</p> <p>Wednesday, February 5 Governance System Review models and components What to keep and what to change</p> <p>Information will go to the Board of Education at the February 14, 2019, meeting.</p>

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	<p>A tentative meeting of the Governance Subcommittee is scheduled for February 13, 2019.</p> <p>The Governance Taskforce will continue its work with the goal to consolidate some of its meetings. The Governance Subcommittee will collect work of the taskforce for review.</p> <p>Mitchell suggested changing the title of the forums to Governance Redesign Forums rather than Governance Subcommittee Forums.</p> <p>The timeline and workplan of the Governance Subcommittee was approved. Chris Rehn and Grant Matthews abstained.</p>
Review Agenda	<p>Kelly moved to approve the meeting agenda. Kyle Schmidt seconded.</p> <p>Motion passed unanimously.</p>
Review/Approval of Minutes	<p>The June 13, 2018, minutes had been summarized by Alvarado. Included were the letter from the Learning Council referred to in the meeting and the summary of the Bristow Square report.</p> <p>Mitchell moved to approve the minutes with the change that the pertinent information of the minutes be highlighted in the text with the summary at the end. Hamilton seconded.</p> <p>Motion passed unanimously.</p> <p>Hamilton moved to approve the November 14, 2018, minutes with the change that the council asked that the June 13 minutes be highlighted. Mitchell seconded.</p> <p>Motion passed unanimously</p>
<b>Current Topics</b>	
Diversity Council	<p>Rosa Lopez and D'Ante Carter presented an update of the Diversity Council work.</p> <p>One of the biggest challenges of the Diversity Council is connecting with College Council. One idea to</p>

	<p>improve communication is for a representative to attend College Council periodically to provide updates.</p> <p>The Diversity Council has reviewed the charter and is reviewing work plan and process in three categories: planning, policy, and advocacy.</p> <p>Potential project items for this year include:</p> <ul style="list-style-type: none"><li>Support immigrant students</li><li>Assessment of the work of the Diversity Council</li><li>Create and distribute advisory memos for inclusive bathrooms and holiday displays</li><li>Discuss the possibility of creating a policy regarding inclusive bathrooms</li><li>Perform a student engagement survey</li><li>Create a bias policy</li></ul> <p>A lead person for each item has been established. The lead person does not necessarily need to be someone on the Diversity Council, but there should be an advocate for each item on the council.</p> <p>A concern of the Diversity Council is that there should be cross representation on College Council. Lopez suggested including a Diversity Council member on College Council subcommittees, especially freedom of speech.</p> <p>The Diversity Council has created a draft of a Bias policy which was reviewed by legal counsel. Council members unanimously rejected counsel's edits. Another version will be brought to College Council with goals.</p> <p>Hamilton requested that all recommendations the Diversity Council has for the Governance System be submitted during this review.</p>
Drone Use Policy	<p>Brian Kelly presented a draft policy and proposed application on drone use at the college. Last year, Facilities Council was approached with concerns that there was no process for overseeing drone activity on campus. After reviewing policies of other institutions, FAA regulations and Oregon Revised Statutes and talking with local law enforcement agencies, the Facilities Council is recommending this policy and</p>

	<p>application be established. This includes teaching use, but the main focus is on the community at large. The policy requires College Council approval.</p> <p>The application requires 72 hour notice of anyone planning to fly a drone on campus which will give the college ample time to communicate to others. This would apply to all college campuses and centers.</p> <p>Council members suggested changing 72 hours to 3 business days. Also suggested was adding some language about privacy and safety concerns to the policy.</p> <p>Council members were concerned that this may limit an instructor's ability to use a drone in a last minute lesson plan and asked that language be added that would allow a process for instructors who were not able to provide 3 days' notice.</p> <p>Hamilton moved to approve the policy and application with the proposed language changes. Alvarado seconded. Mitchell amended the motion to approve as a first reading.</p> <p>The policy and application will get a second reading at the next College Council meeting after Facilities Council receives feedback.</p> <p>Hamilton requested that Kelly check on insurance liability with regards to drones on campus.</p> <p>The amended motion passed unanimously.</p>
Budget Development SC	<p>Mitchell recently assumed the role of chair of the Budget Development Subcommittee (BDS). Kelly and Mitchell presented the BDS timeline. The subcommittee has been meeting regularly and is on schedule with their ambitious timeline.</p> <p>The budget calendar integrates the work of the BDS with the overall budget development process. They are working with several numbers as state funding has not yet been determined.</p> <p>The Board of Education had recently requested a</p>

	<p>timeline of the BDS work. The BDS can develop a budget that includes tuition dollars outside of the board decision. The board would like to know what an increase in tuition would fund.</p> <p>Hamilton moved to approve the BDS calendar. Taylor seconded.</p> <p>Motion passed unanimously.</p>
<p>Review 3<sup>rd</sup> reading of policy Use of Facilities Policy-Outside</p>	<p>The Council held a third reading of the proposed policy regarding use of facilities. Discussion was held on whether the policy is for use of external and internal groups or just external. Hamilton noted the reasons for external groups in that there currently is no policy in place. A separate policy can be created for staff and students.</p> <p>Alvarado moved that the policy be established for external groups. Mitchell seconded.</p> <p>Motion passed unanimously.</p> <p>The Council reviewed Linn Benton Community College's policy on free expression.</p> <p>The following revisions were suggested:</p> <p>Paragraph 1 Lane believes that freedom of expression is essential to the fulfillment of our mission, values, and goals. As an inclusive educational institution, Lane <del>commits to protecting and creating the opportunity for expression by all in a manner that</del> fosters inquiry, debate and understanding.</p> <p>Paragraph 2 <b>In accordance with Board Policy BP 105, Facilities – Global Directions</b>, 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 facilities' use.</p> <p>Mitchell moved to adopt the policy as amended. Taylor seconded.</p>

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	<p>Motion passed unanimously with one sideways vote by Kelly.</p> <p>Processes will be identified at a later date as to time, place and manner. The “Bristow Square Packet” contains several examples.</p>
Chair/Vice Chair meeting	<p>The next meeting of council chairs and vice chairs is January 16, 2019. Agenda items will include a summary of their work, self-evaluation, and preparing for the January 22, 2019, forum. Alvarado will send the date and agenda items to the council chairs and vice chairs.</p>
Council Self - Evaluation questions	<p>It was previously approved to use the seven criteria from Board Policy BP 325. <a href="https://www.lanecc.edu/board/policies/bp325">https://www.lanecc.edu/board/policies/bp325</a></p> <p>College Council has not yet completed its self-evaluation. Members should be prepared to provide feedback at the next meeting. Alvarado has done a summary of College Council work from the last three years and will send that out.</p>
Policy Committee update	<p>Matthews informed the Council that the policy committee has not met. Current members include Grant Matthews and Elizabeth Andrade. The committee will provide information as to which policies belong to which councils at the next College Council meeting.</p>
Policy/Procedure processes	<p>Alvarado presented the College Council policy and procedure matrix including revisions, new policies, and updates. The question arose regarding the history of the matrix and why it was established. None of the Council members present knew the history. It was suggested that members study the matrix so as to better understand the intention. It was suggested that part of the review of the council system could include ways to adhere to the matrix.</p>
Decision Making Protocol	<p><a href="https://www.lanecc.edu/sites/default/files/governance/college-council/governance-decision_making_protocol-approved_12-8-2016.pdf">https://www.lanecc.edu/sites/default/files/governance/college-council/governance-decision_making_protocol-approved_12-8-2016.pdf</a></p> <p>The Council reviewed the decision making protocol</p>

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	<p>which was said to have been approved in at the May 2016 meeting. Mitchell stated that it was not approved on that date and recalled that Andrade had thought it had been approved at a different time.</p> <p>Discussion was held as to whether councils are using this model. It appears to have been put in place as a process to follow if consensus is not reached. If it has not previously been approved, the Council needs to review it and decide if they want to adopt it.</p>
Next Meeting:	January 9, 2019, 2:00 p.m. Boardroom