

Date: 06/12/2019

2:00 – 4:00 p.m. Boardroom

College Council Agenda – June 12th, 2019

Attendance:

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

Subjects	Agreements Reached and Actions Taken
Announcements/Minutes	Announcements and approval of minutes 5/08/19
Current Topics	
Summer changes 2:05-2:15	Ed Radza – Change from Groupwise to Google mail
Bias Policy 2:15 to 2:30	Anna Kate Malliris and Sarah Lushia second reading See attached draft 2.
Tech Council – Matt Danskine 2:30-2:45	COPPS policies that need reviewed and approved
Freedom of Expression and Inquiry Policy revision 2:45 to 3:00	Follow up and revised draft - Jessica Alvarado, Margaret Hamilton, Grant Matthews, Christopher Renn, Brett Rowlett, and Craig Taylor. See attached.
Governance Review/Priorities 3:00 to 3:10	Immediate recommendations from High Priority list <ul style="list-style-type: none"> • Onboarding training for Chairs/Vice Chairs • Council plans on hold except – Academic Master Plan, Facilities Master Plan and Strategic Enrollment Master Plans.
President role 3:10 to 3:15	Margaret Hamilton and Paul Jarrell https://www.lanec.edu/governance/governance-system-manual See Governance Manual V a and D Council Structure
College Council Chair 3:15 to 3:25	Need to elect College Council Chair for 19/20 academic year. From the Governance Manual: "Chairs shall be faculty, classified staff or students." https://www.lanec.edu/governance/governance-system-manual See Council Structure
Student Government Policy 3:25 to 3:35	Student Affairs Council – Kyle Schmidt https://www.lanec.edu/copps/documents/student-government original. See attached for revised.
Process question 3:35 to 3:40	Learning Plan/Framework reflection on process – Paul Jarrell
Hours on Campus 3:40 to 3:50	Second reading – Brian Kelly
Reports 3:50 to 4:00	
Next Meeting: 10/9/2019	2 to 4 p.m.

College Council Minutes – May 08, 2019

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	X	Elizabeth Andrade Classified	X	Diego Wilson Student	Guests: Anna Kate Malliris, Sarah Luschia, D'Ante Carter	
X	Paul Jarrell VP ASA	X	Kyle Schmidt Classified	X	Nick Keough Student	Dennis Gilbert, Tammie Stark, Robin Geyer,	
X	Craig Taylor Assoc Dean ALS	X	Adrienne Mitchell LCCEA President	X	Recorder: Donna Zmolek	Jen Steele, Steve McQuiddy	

Subjects	Agreements Reached and Actions Taken
Approval of Minutes 4/10/19 and 4/17 All Council Meeting	<p>Taylor pointed out that Alen Bahret was listed as vice chair of the Facilities Council on the All Council meeting minutes; he is Chair.</p> <p>Hamilton moved to approve the April 10 College Council minutes and the April 17 All Council minutes as amended. Taylor seconded.</p> <p>Motion passed. Mitchell abstained.</p>
Current Topics	
Accreditation Opportunities	<p>Tammie Stark announced that there is opportunity to participate in the Accreditation Leadership Team and the Accreditation Communication and Engagement Team. Information on how to submit a letter of interest can be found on the website at https://www.lanecc.edu/accreditation.</p>
Bias Policy	<p>Rosa Lopez, Anna Kate Malliris and Sarah Lushia presented the Lane Community College Bias Incident Policy for review. The Diversity Council developed the draft policy to address significant bias incidents that happen on campus.</p>

	<p>The original draft policy was drafted by the Diversity Council and sent to the college's legal counsel for review. Diversity Council members found the attorney's recommendations unacceptable because the policy took no position after those revisions. The Diversity Council reworked the policy and the draft was approved to move forward to College Council.</p> <p>Andrade moved to accept the policy as written. Keough seconded.</p> <p>Discussion included whether incidents would be identified by name in reports to the Board of Education. Concern was raised about personnel matters not being protected. It was suggested that the summative information (not including names) be provided each month. It was suggested to add some kind of brief objective to help better communicate what the policy is trying to accomplish and to revise the statement:</p> <p>College Council members felt that it would be more appropriate to consider this a first reading.</p> <p>Andrade withdrew her motion.</p> <p>Jarrell moved to table the policy for a second reading after adjustments have been made. Taylor seconded.</p> <p>Motion passed unanimously.</p> <p>The Diversity Council will work on revisions and bring the policy back for a second reading in June.</p>
Learning Plan	<p>Laura Pelletier, Learning Council Chair, and Paul Jarrell presented a draft of the Lane Community College Strategic Learning Plan.</p> <p>Jarrell recommended that the document be called a framework since it will be used to develop a full teaching and learning plan.</p> <p>Schmidt moved to approve the Strategic Learning Framework 2017-2021. Rehn seconded.</p>

	<p>Motion passed unanimously.</p>
<p>Governance Review</p>	<p>Alvarado reported that majority and minority reports were given to President Hamilton at the end of April since College Council members were not able to reach consensus on the governance recommendations. Hamilton accepted the majority and minority reports for consideration as the process moves forward for her ongoing review.</p> <p>Hamilton suggested adding item number 12 to the recommendations along the lines of increased representation using the equity lens throughout the entire governance system.</p> <p>A question was raised about governance “reaffirming commitment to shared government.” It was not clear to this person and additional council members regarding the college’s current position related to the term “shared governance.” Since the intent of the discussion was to focus on High Priority recommendations the focus was shifted.</p> <p>Next steps are to bring the recommendations to the board and then develop a team to develop a work plan for College Council approval.</p> <p>Regarding item 9 and the Accreditation Leadership Team – clarity on this needs to be resolved. The end result is that an liaison needs to be designated from the Leadership Team to ensure accountability to College Council for regular updates and monitoring.</p> <p>Schmidt presented a sample governance model and explained revisions from the previous sample model. This model shows four main councils that report up to College Council:</p> <ul style="list-style-type: none"> Equity and Social Justice Student Retention and Success Faculty Council Infrastructure Council <p>The Board of Education will be updated on the recommendations, a governance forum will be held on May 23, and the current strategy was to work on</p>

Date: 05/08/2019

2:00 – 4:00 p.m. Boardroom

	<p>implementation and a work plan over the next years.</p> <p>Mitchell requested that the work begin in the fall rather than summer to allow for faculty involvement.</p> <p>More discussion will be held at the June meeting.</p>
Freedom of Expression and Inquiry Policy revision	<p>Alvarado presented a draft of revisions of the Freedom of Inquiry and Expression policy. Council members suggested revisions and moved the policy to the policy subcommittee. Hamilton recommended that Brett Rowlett be asked to join the subcommittee for discussion on this policy. Alvarado will also participate.</p>
Campus Hours	<p>Kelly presented a draft of the campus hours for the 30th Avenue main campus as drafted by the Facilities Council.</p> <p>Discussion included whether or not to state that the college is primarily open Monday through Friday as that might limit the opportunity for weekend classes. However, noting the Monday through Friday hours might help the community understand that operations such as Enrollment Services do not operate on the weekend.</p> <p>Andrade moved to table the policy and hold a second reading in June. Keough seconded.</p> <p>Motion passed unanimously.</p>
Reports	<p>Keough reported that ASLCC elections will be held May 13 – 15. ASLCC is getting the word out to try to get a better turnout than in past years. The students will be holding a vigil for an LCC student who recently passed away.</p>
Next Meeting: June 12 2-4 p.m. Boardroom	<p>Adjourned at 3:45 p.m.</p>

Bias Incident Policy

Type Policy

Category Institutional Integrity

Governance Council Diversity Council

Contact Email hamiltonm@lanecc.edu

Responsible Executive Authority College President

Narrative

Lane Community College encourages all students, staff and faculty to refrain from committing or engaging in any bias incident on College property, at College-sponsored events, or when engaged in College activities and business (in person, by phone, or online), on or off campus.

The college ensures that each bias incident ([link to the definition inserted here](#)) is investigated and addressed appropriately.

A summary of all verified bias incidents will also be publicly reported to Lane's Board of Education.

Nothing in this policy restricts academic freedom, protected speech, or lawful protest.

This policy provides guidance for individuals who believe they have been witness to or victims of bias acts and encourages these individuals to report them.

This and other policies and procedures in place require the college to respond to different kinds of incidents, attending to the health and safety of members of the College community, managing individual complaints or grievances, and adjudication possible violations of college policies and referring possible violations of local, state, and federal laws and regulations to the appropriate authorities.

Related Policies, Procedures, and References

- [Student Rights and Conduct Procedure](#)
- [Affirmative Action Guidelines and Complaint Procedure](#)
- [Disabilities: Americans With Disabilities Act Complaint Procedure](#)
- [Harassment Based on Race or Ethnicity or National Origin: General Policy](#)

- [Harassment Based on Sexual Orientation, Gender Identity, Gender Expression, Religion or Disability Policy](#)
- [Harassment, Sexual: General Policy](#)

Definitions

Bias Incidents: A bias incident is an act of bigotry, harassment and discrimination, or intimidation committed based on age, color, creed, disability, gender identity, gender expression, race, religion, nation/ethnic group, sex, sexual orientation, immigration status, or veteran status. This includes, but is not limited to, slurs, graffiti, written messages, physical touching or gestures, clothing, or images that harass or intimidate individuals of groups because of their membership in the above listed protected classes.

Hate Crimes: A hate crime for purposes of this policy means conduct prohibited by ORS 166.155, ORS 166.165, or conduct reportable as a hate crime under the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (the “Clery Act”) and other applicable law. Under the Clery Act, a hate crime is an otherwise reportable offense that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

Date Adopted ????

Date Last Reviewed ????

What is a Bias Incident? Moravian College <https://www.moravian.edu/diversity/bias-response>

A bias incident is an act of bigotry, harassment or intimidation committed by a member of the Moravian College community against another member of the Moravian College community based on actual or perceived race, color, sex, religion, ancestry, genetic information, national origin, sexual orientation, gender identity or expression, familial status, marital status, age, veteran status, mental or physical disability, use of guide or support animals and/or mechanical aids, or any other basis protected by applicable federal, state, or local laws. This includes, but is not limited to, slurs, graffiti, written messages, or images that harass or intimidate individuals or groups because of their membership in the above listed protected classes.

1 Freedom of Inquiry and Expression

2 Type

3 Policy

4 Category

5 Institutional Integrity

6 Governance Council

7 College Council

8 Contact Email

9 hamiltonm@lanecc.edu

10 Responsible Executive Authority

11 College President

12 Purpose

13 Lane Community College serves college learners by providing programs of learning that enable
14 students to pursue and achieve their educational and vocational goals. Free inquiry and expression
15 are indispensable to the pursuit of these objectives. This policy describes the specific actions which
16 are supported in the interests of academic freedom.

17 Narrative

18 Lane Community College serves college learners by providing programs of learning that enable
19 students to pursue and achieve their educational and vocational goals. Free inquiry and expression
20 are indispensable to the pursuit of these objectives. The transmission of knowledge, the search for
21 truth and the development of the student depends upon appropriate opportunities and conditions in
22 the classroom, on the campus and in the community. In order for the college to provide conditions
23 that are conducive to the effective performance of its purpose, it acknowledges a commitment to
24 those purposes and to the principles of democratic freedom for itself and others.

25 Discussion and expression of all views within the college shall be limited only by civil and criminal
26 law.

27 In the classroom, the instructor has the responsibility of maintaining an environment conducive to the
28 learning of the subject, but this authority must not be used to suppress the expression of views
29 contrary to those of the instructor. It is the responsibility of the student to support the instructor's
30 efforts to assure freedom of expression and to maintain order.

31. Students are responsible for learning the content of any course for which they are enrolled.
32 Instructors shall provide for the student every available opportunity for the accomplishment of this
33 goal.

34. Requirements of participation in classroom discussion and submission of written exercises are
35 consistent with this section.

36 Members of the campus community shall have the right to freely and peaceably assemble and
37 demonstrate in accordance with the exercise of constitutional rights, so long as such activity does
38 not impede the rights and freedom of others.

39 Lane Community College employees and students shall have the right to be interviewed on campus
40 by any lawful organization desiring to recruit at the college. Lane employees and students may
41 protest against any such organization provided that protest does not interfere with any other
42 individual's right to have such an interview, and does not interfere with the privilege of the recruiting
43 personnel to hold the interview.

44 Lane employees and students may invite any person(s) of their choosing to the college.

45 **Date Adopted**

46 Tuesday, August 1, 2000

47 **Date Last Reviewed**

48 Monday, September 1, 2003

All highlighted items represent changes or additions

1 **Freedom of Inquiry and Expression**

2

3 **Type**

4

5 Policy

6

7 **Category**

8 Institutional Integrity

9

10 **Governance Council**

11 College Council

12

13 **Contact Email**

14 hamiltonm@lanecc.edu

15

16 **Responsible Executive Authority**

17

18 College President

19

20 **Purpose**

21

22 **Lane Community College strives to be an inclusive**
23 **teaching and learning community that values and seeks**
24 **to uphold the freedom, dignity, and the potential of each**
25 **of our members. We provide programs and services that**
26 **enable students to pursue and achieve their educational**
27 **and career goals. *Supporting a collaborative, courageous***
28 ***context for learning is a high priority at Lane and the***
29 ***purpose of this policy.***

30

31 **Narrative**

32

33 Free inquiry and expression are indispensable to affirming the
34 central tenant of higher learning. **This success depends on**
35 **freedom of thought, the freedom to explore and express**
36 **new ideas, the promotion and practice of critical**
37 **thinking, and the ability to contribute to and expand**
38 **collective knowledge.**

39

40 **This institution has a responsibility to support our**
41 **educational mission and to uphold our values; therefore,**
42 **the college reserves the right to manage the time, place,**
43 **and manner (create a link to procedure) for diverse**
44 **forms of expression. Protected expression does not**
45 **preclude the college's ability or options to respond to**
46 **expressions that disrupt the work or learning**
47 **environment. The First Amendment also does not prevent**
48 **Lane from responding to expression that interferes with**
49 **the safety of our community members.**

50

51 Members of the campus community shall have the right to
52 freely and peaceably assemble and demonstrate in accordance
53 with the exercise of constitutional rights, so long as such
54 activity does **not infringe on the rights of others, through**
55 **the damages of property, personal threats, and that such**
56 **expression does not interfere with the primary**
57 **educational purpose of the institution.**

58

59 **Nothing in this policy restricts academic freedom,**
60 **protected speech, or lawful protest.**

61

62 In the classroom, the instructor has the responsibility of
63 maintaining an environment that is conducive to the learning of
64 the subject, but this authority must not be used to suppress the
65 expression of views contrary to those of the instructor. It is the
66 responsibility of students to support the instructors' efforts to
67 assure freedom of expression.

68

69 1. Students are responsible for learning the content of any
70 course for which they are enrolled. Instructors shall provide for
71 the student every available opportunity for the accomplishment
72 of this goal.

73

74 2. Requirements of the participation in classroom discussion
75 and submission of written exercises are consistent with
76 supporting learning the content of the course.

All highlighted items represent changes or additions

77

78 Date Adopted

79

80

81 Date Last Reviewed