

Date: 09/26/2018

2:00 – 4:00 p.m. Boardroom

**College Council Minutes – 2<sup>nd</sup> Wednesday each month/4<sup>th</sup> Wednesday work sessions**

**Attendance:**

X	Marge Hamilton President- Co-Chair	X	Jessica Alvarado Faculty Council Co-Chair	X	Grant Matthews Manager	A	Chris Rehn Manager
A	Brian Kelly VP College Services	X	Elizabeth Andrade Classified		Student	X	Jennifer Steele Guest
X	Paul Jarrell VP ASA	X	Pat Griffin Classified		Student		Guest
X	Craig Taylor Manager IRAP	X	Adrienne Mitchell LCCEA President	X	Recorder: Donna Zmolek		Guest

<b>Subjects</b>	<b>Agreements Reached and Actions Taken</b>
Announcements and updates	Introductions. No new members
Agenda	Reviewed and no additional items
Minutes to Approve	It was noted that most of the FY18 minutes were not uploaded to the governance web site. It was also noted that many of last year's minutes were not approved by the committee and need to be approved before they can be uploaded. Marge noted that she would work with staff to attach all minutes to the October 10 <sup>th</sup> Agenda so that they could be reviewed prior to the next meeting for their approval. Minutes will be reviewed for content, not format.
<b>Current Topics</b>	
Communication	It was agreed that the College Council would send out Agendas the Wednesday before each meeting. In addition, it was agreed that agenda items had to be sent to the co-chair (Jessica) three days before the agenda goes out- (end of day Friday prior to the Wednesday agendas are to be mailed.
Council COPPs procedure review	COPPS policies should be reviewed on a 3 -year cycle by the Council which originated the policy. A list of all policies and procedures is on the COPPS website <a href="https://www.lanecc.edu/copps">https://www.lanecc.edu/copps</a> along with a designation of the responsible Council. It was decided that each Council should be responsible for review of the appropriate policies. A copy will be attached to the October 10 <sup>th</sup> Agenda for review and discussion at the next meeting.
Reports from each Council	Marge will check with staff to identify what End-of-Year Council Reports were received. A reminder email will go to the Council Co-Chairs who have not yet submitted end of 17/18 reports.
Governance Sub-Committee	Jennifer Steele is leading the Task Force for the Governance Sub-Committee <a href="https://blogs.lanecc.edu/governance/">https://blogs.lanecc.edu/governance/</a> . The Task Force is continuing to solicit input from the college community at every venue- including Fall In-service, where an Appreciative Inquiry was conducted. An October meeting is scheduled. Jennifer will update College Council each month. Currently the Task Force is working on schedule according to their original work plan.
Work Plan	Goals for 18/19 academic year will be discussed at the October meeting. It was suggested that College Council wait until after the Chair-Vice Chair

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	meeting to finalize their work plan. The group suggested that the Councils be given the date of November 1 to submit their work plan to the Council. Work plan format will match IEC format.
Plan Chair/Vice Chair meetings	<p>It was agreed that a Chair/Vice Chair meeting would be scheduled October 17<sup>th</sup> from 2 to 4 pm in the Board Room. The President's office will send an email invitation of the meeting to the Chairs and Vice Chairs with an agenda that includes: Introductions, Discussion of the FY19 Work Plans, and discussion about updating COPPs. Plan to have one Chair/Vice Chair meeting per term.</p> <p>Current Chair/Vice Chairs are as follows: College Council: Marge Hamilton, Vice Chair and Jessica Alvarado, Chair Faculty Council: Jessica Alvarado and Lee Imonen, Co-Chairs Facilities Council: Alen Bahret, Chair; Brian Kelly, Vice Chair Diversity Council: Rosa Lopez, Chair; Greg Evans, Vice Chair Technology Council: Barbara Barlow-Powers, Chair; Bill Schuetz, Vice Chair Learning Council: Chair is vacant; Paul Jarrell, Vice Chair Student Affairs Council: Kyle Schmidt, Chair; Helen Faith, Vice Chair Finance Council: Chair is vacant; Greg Holmes, Vice Chair</p>
Freedom of Expression	A draft of a policy and a procedure was distributed. The group was asked to review both the policy and the procedure for the next meeting and to come with their edits ready to propose. Draft provided to review.
Open forums	The group agreed to identify what forums we should conduct after meeting with the Chairs and Vice Chairs.
Subcommittees	<p>A discussion was held identifying the current subcommittees:</p> <p>Budget Development Subcommittee: Current members are Paul Jarrell, Adrienne Mitchell, Pat Griffin, Robin Geyer, Brian Kelly, Greg Holmes, Phil Martinez. It was recommended that Zach Evans, Budget Director, be added as an ex-officio member. Vacant positions are two student members, a faculty member, and a management member.</p> <p>Policy Current members are Elizabeth Andrade and Grant Matthews</p> <p>Planning and Governance Current members are Margaret Hamilton, Jessica Alvarado, Paul Jarrell, Adrienne Mitchell and Pat Griffin</p>
Reports	It was agreed that at the end of every meeting, anyone representing any group who had an update that related to College Council work would provide an update, announcement or report. Administration updates of role changes were provided. Student Affairs leadership changes were provided.
Future Agenda Items	<ol style="list-style-type: none"><li>1) Paul will work with Learning Council to determine the status of the Learning Plan and next steps for their Work Plan this year.</li><li>2) A plan to approach accreditation</li><li>3) Institutional Effectiveness Committee Update</li><li>4) COPPS policy update</li><li>5) Governance subcommittee update</li><li>6) Use of public spaces policy discussion</li></ol>
Next Meeting:	October 10 at 2 pm in the Board Room.

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