

College Council  
5 November 2004

Present: Sheila Broderick, Sonya Christian, Marie Matsen, Bob Mention, Andrea Newton, Ted Romoser, Jim Salt, Marcia Sexton, Mary Spilde, Craig Taylor, Mary Jo Workman

1. Meeting Minutes

Salt distributed minutes from September 23, October 1, and October 12. Members will review these. Approval is deferred to November 19. Salt noted two revisions to the notes from October 12.

2. Agenda Review

Item 5a2, Budget Assumptions, is moved to follow 4a, Romoser's Report, because some council members must leave early.

3. Chair's Report

Salt received a request from Facilities Council Chair Mason Davis to revise the Facilities Council charter. The governance subcommittee will review the request with any charter changes to be approved by the whole college council.

4. Ted Romoser Report

- Spilde will find a date to meet with council chairs and vice chairs.
- Romoser is working with Ted Lay on a potential meeting facilitation workshop that will fit Lane schedules. At Mention's suggestion, Romoser will determine whether the Lay workshop would also include training in meeting dynamics to increase sensitivity and positive interactions among council members.
- Romoser will meet with Human Resources staff to establish a process to pay faculty and classified staff for committee work.
- Romoser is working with Craig Taylor to develop benchmarks for assessment.
- Romoser expects Information Technology staff to open a college governance website soon.
- OISS staff are developing a council note-taking template.

5. Budget Development Subcommittee Report. 2005-2006 College Budget Assumptions Executive Summary (handout)

Matsen reviewed the assumptions which provide the basis for budget projections. She will recommend that the Board of Education approve the assumptions on November 16 and the projections on December 8.

Spilde reported that Governor Kulongoski has asked for an education budget reduction of 10%. Prevailing opinion is that the reduction will be closer to 7%. The governor's budget is published in December and must be approved by the legislature.

Because of the uncertainty in state revenue and in the community college funding formula, Lane's budget office uses at least four scenarios to forecast revenues for the 2005-2007 biennium. Time constraints prevent a closer analysis of the budget assumptions this year. Questions related to the budget assumptions should be directed to Vice President Matsen.

6. Governance Subcommittee Report.

- a. Training. The immediate need is training for chairs and vice chairs. Eventual training for all council members would be ideal.
- b. Standing Committee Review. Salt and Romoser have taken a preliminary look at the existing standing committees. Along with the other members of the subcommittee, they will continue to identify the potential future status of those committees. Administrators, committee members, and governance councils are also initiating discussions on this subject.
- c. College Council Relations with Governance Councils (revised proposal, November 5, 2004) (handout). **Unanimous agreement to adopt this proposal.**
- d. Bob's Rules. The subcommittee is working on rules to guide meeting processes.

7. Governance Council Matrices

The governance subcommittee will develop proposals to revise the matrices to:

- Change the code "N" because anyone can initiate an idea. Drop the "N" or change it to "PA" for prepare and analyze. Drop "initiate" and let the "N" stand for "analyze and prepare".
- Incorporate "assessment" into each matrix

8. Planning Subcommittee Report

The planning subcommittee has met and is preparing a report.

9. Planning, Governance, and Budget Development Integration Taskforce Progress Report – Tabled for future discussion

10. Consultation/Outcomes Assessment Discussion

- According to the April 14, 2004 Governance Update, the councils have the authority to consult with responsible administrators regarding implementation, and to assess implementation at least annually
- Each council needs to determine how they will incorporate this responsibility into their work
- Important to establish a systematic method of assessment
- Effectiveness could be measured by a governance subcommittee and at the operational level
- Councils should have a strong, up-front role in determining what the assessment is meant to accomplish
- Measurement criteria may change due to implementation logistics

- Communication between the councils and staff who implement policy will keep the councils apprised of progress toward implementation.

Further discussion is postponed to the next college council meeting.

#### 11. Future Agenda Items

- Outcomes Assessment
- Subcommittee reports
- Communication with other governance councils – invite chairs and vice chairs.

Meeting adjourned: 5:05 pm

Recorder: Mary Bolton