

Item	Notes
Present	Dawn DeWolf, Brian Kelly, Susan Carkin, Brooke Taylor, Michael Weed, Craig Taylor, Jim Salt, Bob Baldwin, Mary Spilde
Agenda review	No changes
Approval of prior Minutes	<p>Minutes of: October 17, October 31, November 14, 2013, and January 1, January 23, February 13, February 13, February 27, March 13, May 8, May 22, June 12, October 9 and November 13, 2014, are pending for approval</p> <p>Action: none</p>
Debrief on All Council meeting	<p>Ongoing review/assessment of Governance system</p> <p>Members had a conversation including the following topics:            Discussion took place regarding the effectiveness of the meeting and how frequent it should take place in the future. Further discussion included a focus on communication between councils and that CC should keep track of the work of the councils. It was stated that having a document (<i>attachment 1</i>) unilaterally proposed by the administration was not appropriate; CC should have approved the process;            It was suggested that people want a more defined sense of the governance system; organize the structure of the meeting; remind members of the governance manual; next step, what process is needed to improve the governance system; last year a proposal that perhaps each employee group appoint members to do that work and bring it to the CC did not reach consensus. It was stated that this course of action would have a balance of representatives, internal and external, and that having the people sitting around the table will not lead to a critical analysis of the work; based on the survey done last year by 253 people, it is completely necessary to have a system where people can contribute and not feel badly treated; it is essential that we establish cultural values and behaviors that help us work together when we come to disagreements.</p> <p>Action: none</p>
Reactivation of Finance Council	<p>Discussion of FY 15 budget development process</p> <p>Jim Salt reported on the task assigned regarding the Finance Council (<i>attachment 2</i>). The scope of the FC should include some of the CC's Budget subcommittee work. The charter looks good; there is a need some sort of transition between the FC and the Budget subcommittee and to have a clear division of the responsibilities of each group.</p> <p>Members had a discussion including the following:            Why FC was suppressed and why we want to bring it back? Finance Council was not working well because President was not part of FC and a lot of the work was done in the Budget subcommittee.</p> <p>Proposal: approve recommendation presented in the last page of the document.            Seconded</p>

	<p>Voting: All yes, 1 no by President Spilde attending via phone conference, she declined because could not see the document.</p> <p>Members took a straw poll on the proposal to bring back FC. President Spilde was asked if she was in agreement to the concept of bringing FC, she answered yes.</p> <p>Action: Subcommittee will continue working on FC charter and membership.</p>
College Council Work plan	<p>Members agreed to work on the following items this year:</p> <ul style="list-style-type: none"> <li>- Review of governance system</li> <li>- Strategic planning and assessment</li> <li>- Scope of councils work, review that in alignment with strategic planning</li> <li>- Monitoring work of councils, checking and redefining</li> <li>- Cultural Competency policy</li> <li>- Accreditation</li> <li>-</li> </ul>
Reports:	<p>ASLCC: Working on phone banking for ballots. Students are happy with system they are using. Senate was happy to participate in 50<sup>th</sup> anniversary. Will participate with homelessness committee at UO and Mayor Piercy. Will go to OCEA. Next month is the Oregon Students Assistant Commission –OSAC- conference at Lane.</p> <p>MSC: representative absent</p> <p>ET: planning on Workforce ending grant. Working on ending fund balance. Preparing for board retreat. Academic calendar for next year.</p> <p>LCCEA: no report</p> <p>Faculty Council: discussing the No Show Drop regulation, i.e. during snow closures. Trying to fill vacancies in councils.</p> <p>LCCEF: no report.</p>
Adjourn	3:20 pm next meeting November 13, 2014

**RESPECTFUL COMMUNICATION AND THE GOVERNANCE SYSTEM**

The college's core value of Integrity includes fostering "an environment of respect, fairness, honesty and openness." The college also values and supports freedom of expression.

As the college becomes more diverse in terms of staff, students and faculty, college employees need to develop skills and strategies for working effectively across culture, age, race, sexual orientation, gender and other forms of difference.

These respectful communication protocols are developed to support a respectful and inclusive governance system environment that recognizes the value and dignity of all employee, faculty and student voices. It is only through genuine dialog, that is, dialog that reflects principles of respectful communication, that the full and meaningful participation of all stakeholders in the process will be achieved.

Through adoption of our Labor Relations Principles, we have made a commitment to interact with each other and build relationships based upon trust, honesty, openness and mutual respect. We have agreed to consider different points of view in order to improve our ability to craft options that meet the interests of each stakeholder.

By engaging in genuine dialog, recognizing ground rules for Governance work, and by stakeholders' continued, conscious practice of the principles of respectful communication, the Governance System will become a community of stakeholders where people can be themselves; everyone is viewed as important; and our differences make us better.

**Board Statement and Plan of Action on Expectations for Professional Behavior**

In light of the board of education's concern for the deterioration in public discourse at the national, state and college levels, we wish to be clear about our expectations and provide direction to the president.

1. We recognize everyone's right to free speech
2. We are committed to the college values of Integrity and Diversity which "foster an environment of respect, fairness, honesty and openness" and "cultivate a respectful, inclusive, accessible working and learning environment."
3. We take seriously our responsibility to assure civil dialogue that reflects Board Policy A.100: "Integrity [that] is demonstrated by conduct that is honest in word and actions, and promotes respect, fairness and openness."
4. We expect that everyone take responsibility to exhibit professional behavior that reflects college values and board policies.

- 7) Take turns.

Cessation of work in progress. In the event that any individual conducts himself or herself, while engaged in Governance work, in a manner that does not comport with the genuine dialogue guidelines or the ground rules for Governance work, the Chair or Vice Chair may end the meeting or work being performed. The person who ends the meeting or work is responsible to reschedule the work for another time, and to provide notice to all participants of the date and time for the renewed effort to engage respectfully to accomplish Governance work.

5. We expect communication at all levels of the college and at the board table to be civil, respectful and professional.
6. We expect the focus to be on issues, not individuals and we will not tolerate personal attacks on specific college employees.

Further, we request that the president do the following:

1. Consider an initiative that calls Lane employees to develop, participate in and model systems that promote respectful and professional communication. We believe that this kind of engagement in this very important issue will not only benefit the people who work at Lane but also will be a clear signal to our students and the community that Lane is committed to our core values and to constructive problem solving and dialogue.
2. Where appropriate, develop policy language for the board consideration that further reflects these expectations.

**Ground Rules for Respectful Communication**

Genuine dialogue requires that we

- listen and speak without judgment
- speak for oneself
- acknowledge the speaker and respect differences
- suspend certainties
- suspend role and status importance
- focus on learning from your counterpart
- seek next level of understanding in order to expand the inquiry
- release the need for specific outcomes
- balance speaking and listening
- operate in a mode of inquiry
- focus on issues not people

Governance Council and Committee work will be conducted using the following ground rules:

- 1) Listen for understanding, even if you disagree.
- 2) Avoid personal attacks.
- 3) Criticize the idea, not the person.
- 4) Use "I" statements.
- 5) Do not interrupt.
- 6) Be brief.

PENDING

NOT APPROVED

DRF

# Attachment 2

## FINANCE COUNCIL

Revised to reflect the 2012-2013 budget year. Finance Council members identified from College Council  
 Approved by the Board of Trustees, Finance Council

### Finance Council Decision Matrix

#### Charter

##### Purpose:

- Develop college-wide financial and budget policies
- Develop the long-range financial plan
- Evaluate the financial performance of the college
- Monitor the results of policy, planning and the annual budget process, recommending changes as necessary

##### Scope of Work:

The Finance Council is responsible for college-wide budget and finance policy and for long-range fiscal strategy and planning. The Vice President for College Operations is responsible for applying procedures to implement policy. The Finance Council is responsible for evaluating financial performance and evaluating the results of implementation of policy and plans.

##### The Finance Council shall:

- Develop and evaluate college-wide budget/financial policies
- Develop the college's strategic and financial plan in support of the mission plan
- Recommend to the president assumptions and criteria for the annual budget development process
- Evaluate financial performance and budget development process
- Provide a strategic vision for budget and finance issues

##### Membership:

- VP for College Operations 1

VP for Instruction/Student Services 1

Chief Finance Officer 1

Classified 2

Faculty 2

Managers 2

Students 2

Additional members by invitation 0-4

## COLLEGE COUNCIL CHARTER

Revised to reflect the 2012-2013 budget year

Approved by the Board of Trustees, Finance Council

Revised to reflect the 2012-2013 budget year

### Name: College Council

### Purpose:

The College Council is the major college planning and policy body. Its work will focus on strategic planning, college effectiveness, and the governance system.

### Scope of Work:

- Monitor the college planning system
- Develop and update college strategic plan
- Implement the accreditation process
- Develop criteria for prioritizing initiatives in plans
- Receive and review recommendations for priorities in plans
- Monitor college's program for institutional effectiveness
- Develop criteria for budget allocations
- Receive and review budget allocation recommendations
- Convene forums for "listening" on college-wide issues
- Steer and assess the college system of governance
- Coordinate and integrate the work of governance councils
- Assign scope of work to councils
- Review and approve adjustments to council charters
- Monitor work of councils
- Formulate policy in collaboration with the governance councils
- Discuss issues performing the college
- Advise the president

### Membership:

- President 1
- Vice Presidents 2
- Director of Institutional Research, Assessment, and Planning 1
- Classified 2
- Faculty Council Co-Chair 1
- LCCEA President 1
- Managers 2
- Students 2

Governance council representatives may be invited to college council meetings to report on pertinent agenda items and participate in discussions.

College Council Charter, 10/23/14, with Finance Council input. Last revised 10/23/14. 1403 14

PENDING

### College Council Committee

#### Budget and Finance Committee

##### Purpose:

- Develop college-wide financial and budget policies
- Develop the long-range financial plan
- Evaluate the financial performance of the college
- Evaluate the results of policies, planning and the annual budget process, recommending changes as necessary

##### Scope of Work:

The Budget and Finance Committee is responsible for college-wide budget and finance policy and for long-range fiscal strategies and planning. The Chief Finance Officer is responsible for operating procedures to implement policy. The Budget and Finance Committee is responsible for evaluating financial performance and evaluating the results of implementation of policy and plans.

##### The Budget and Finance Committee shall:

- Develop criteria for budget allocations
- Receive and review budget allocation recommendations
- Recommend to the president assumptions and criteria for the annual budget development process
- Evaluate financial performance and budget development process

##### Membership:

- President 1
- VP for Instruction/Student Services 1
- Chief Finance Officer 1
- Classified (LCCEA) 2
- Faculty (LCCEA) 2
- Managers 2
- Students 2

##### Note:

The Budget and Finance Committee was established in January 2012 to assume and combine the responsibilities and roles of the College Council Budget Development Subcommittee and the Finance Council. The new committee will adhere to all procedures controlling college governance councils, including the Chair-Vice Chair structure and selection process.

College Council Charter, 10/23/14, with Finance Council input. Last revised 10/23/14. 1403 14

### Proposal to College Council 10/23/14

The chair and vice chair of the budget and finance sub-committee were asked to meet and discuss reconstituting the Finance Council. Upon review of the existing charter, we are recommending the council be reconstituted and the budget and finance sub-committee of the College Council be kept in place or be authorized during the budget review periods of the calendar year. We are also proposing no changes to the charter immediately, but would request the ability to bring future revisions to the College Council.

We would recommend the work plan for the newly reformed Finance Committee include the following for this year:

- Assess prior year process for budget development
- Develop current year process - to be posted on to the B&F subcommittee
- Develop financial strategies that support the strategic direction and goals of Lane
- Begin long range fiscal planning strategies

We are also recommending the College Council review the membership of the council and set a timeline for representative groups for assigning responsibility.

DK