

## ICL BOARD MEETING MINUTES

### Special Meeting, August 19, 2014 at 10:00 am

**Present:** Ken Panck, Jim Brown, Peter Ronai, Bob Muir, Peter Rasmussen, Else Nichols, Sharon Dearman, Louise Schroeder, Meike Visser, Tom Zook, and Jyl McCormick.

Ken Panck called the Special Board Meeting to discuss Peter Rasmussen's gift to Willamette University and ICL. This summer, Ken Panck, Jim Brown and Bob Muir met with Dean Marlene Moore, V.P. Academic Affairs; Jim Bauer, V.P. Administrative Services; Dennis Bergval, V.P. for Advancement; and Deborah Dancik, newly hired Associate V.P. for Academic Affairs; to discuss this gift.

Ken gave the board members some background for the use of Peter's gift. It will be used as the initial funding to make possible a substantial makeover of Goudy that would provide meeting space and seating to feed up to 400 people. A modest portion of this gift will be available to ICL to enable us to enhance our program, but the bulk of the money will be seed money for the major renovation of Goudy. When this renovation is completed, there will be a plaque acknowledging ICL that contains information about the formation of ICL and its contribution to the University.

There will be some changes to ICL this year. The first of these will be the unavailability of Ford Hall for a morning sessions during Spring Semester. (ICL will continue to use Ford Hall for morning and afternoon classes during the Fall Semester.) The reason for this the change in the Spring Semester is the Art Department is undergoing major renovations and those classes will need to meet in Ford Hall. Also, the film classes require using the Ford Hall auditorium for their programs. In the Spring Semester ICL will need to use Kaneko Auditorium at Tokyo University.

Peter Rasmussen said one of the challenges is to determine what direction ICL really wants for the future. Does ICL plan to continue the program in the same manner or change directions, and if so, what would this involve?

Jim Brown said that the current situation was not a random act because the college does consider ICL as being a "department" rather than "some group meeting at Willamette." During the talks this summer with Dean Moore, there was discussion regarding the times of classes for ICL. If ICL could change the starting time from 10:00 to 10:30 a.m., with lunch from 12:30 – 1:30 p.m., it would be possible to have Ford Hall during the afternoon. Some of the problems with using Kaneko for our classes include the seating, and the video and sound facilities. Willamette is aware of the problem with the seating, and has been looking into replacing the current chairs. Willamette will use some of Peter Rasmussen's gift to replace the seating in Kaneko.

Peter Rasmussen indicated that the portion of his gift that would be directly used by ICL could enhance the following areas:

**(1) Diversification of membership and program material.** Jim Brown said that Deborah Dancik's new position at Willamette is working toward diversifying the University and that she would be a resource to helping ICL look toward the community to enhance that diversity. There may be some way to help shorten our waiting list as part of this direction. Dean Moore has offered to provide the names of faculty members who could contribute to a more diverse curriculum. Bob Muir asked about reaching out to the larger community or integrating with other groups that might contribute to a more diversified ICL.

**(2) Small group discussion classes.** This idea has been pursued by Peter Rasmussen and has attracted responses from many ICL members. For example, a small group could be a one-time meeting for a specific interest e.g., Deborah Ehlers has talked with the Drama Department about having a few ICL people go to the costuming department to assist with an upcoming play, or assisting with lighting. This would be a one-time, very small group to participate. A larger group special class could be a Great Books group, a Writer's Workshop, Lunch with an Author, or a Toastmaster's group. In the past there was a Toastmaster's group on campus. If this were pursued, it could also involve both students and faculty from Willamette. Discussion followed about the possibility of a beforehand group who would meet and discuss an upcoming lecture session. Bob Muir suggested that on some of the topics, such as Great Decisions, it would be possible for those who are interested to meet after the presentation for further discussion. Some small group sessions will be offered in the Fall.

**(3) An off-site meeting to enhance ICL planning for the future.** Peter Rasmussen stated that there is value in meeting for an annual retreat that allows a few hours to discuss how to further enhance the classes and the Mission Statement. This might also lead to new ideas. Ken Panck said a retreat got people away from the day-to-day issues to be able to concentrate on other directions for ICL. Jim Brown suggested an outside moderator would help to facilitate discussions. Willamette has a business program that deals with non-profit management and they might be able to suggest a moderator from their students with help from the faculty. Bob Muir said that in his experience, this type of off-site meeting energizes and excites the group to re-evaluate how to improve the program.

**(4) Expanding ICL's role in the community.** This item will be addressed after the Board members have time to research ideas that might be applicable.

Ken Panck asked for action by the Board regarding both the time change proposal and the use of Kaneko for meetings. Sharon Dearman asked about those members who take the bus and how it they might be affected by a time change. Bob Muir asked if all members of ICL should consider the proposed time change. Peter Ronai said this has been proposed before and he has all the comments that were received at that time. There were only a few members who had written and objected to any time changes, but he would get those responses to the Board. Louise Schroeder asked if this would affect outside speakers, especially those professors who had scheduled classes. Tom Zook indicated he would need to know very soon as he is working on the scheduling for Spring Term Semester. After further discussion, Louise Schroeder moved that the time change for starting classes at 10:30 a.m. take place for Spring Semester, Peter Ronai seconded the motion. Motion passed.

The location for Spring Semester was discussed. Jim Brown asked about the disabled parking on State Street. If Kaneko auditorium were used, how would this affect those who park on State Street? The cafeteria at Kaneko would be available for those who wanted to eat there (the food service at Kaneko is also by Bon Appétit). There are several issues that Ken Panck will discuss with Willamette before the move to Kaneko. Discussion continued on the use of Kaneko for the morning sessions and Ford Hall for the afternoon sessions. Because of the better audio-visual equipment in Ford Hall, it was decided to split the day. Ken Panck will check with Willamette University to see if this is still an option. Tom Zook asked about parking for visiting speakers. Currently, they can park in the lot at the southwest corner of campus. This would be a long walk to Kaneko. Jim Brown suggested the possibility of ICL purchasing several parking permits for the Willamette Heritage Center parking lot and sending the cards to the visiting speaker. Tom Zook said there would be a problem getting permits to the speaker and getting them back. Jyl McCormick suggested a paper permit that was for a limited time and date, and that could be discarded after use. If Willamette Heritage Center would agree to ICL's purchase of such permits, it might be a solution to the parking problem. Jim Brown said there is not much parking available at Kaneko. Meike Visser asked if it would be possible for a shuttle to take people from Kaneko to Ford. Peter Rasmussen said that a shuttle was implemented before but had no riders. Ken will ask Hardin to look into parking issues for the Spring Semester including visitor parking and handicapped parking.

Regarding the small focus group size, it would depend on the leader of the group to make that decision. Peter Rasmussen will work with those individuals who have indicated an interest in leading a group and help arrange for a meeting room for them. These groups may choose to meet on a different day than the day regular classes are held. Bob Muir asked if participation in these small groups would meet the requirements of attendance for ICL. This would count the same as attending the larger classes. Ken also indicated that workshops might be held on Saturdays at Willamette. Bob said the University encouraged use of their facilities on weekends and evenings.

Discussions with Jim Bauer and Marlene Moore resulted in a clarification of the reporting relationship between ICL and the university. ICL reports into the Deans office through Deborah Dancik. Ken Panck will meet regularly with Deborah Dancik, and Tom Zook will meet with Kathleen Kellay to work out space and classroom issues.. This should greatly enhance the communication between ICL and the university. Peter Ronai said he will not be here for opening day, but Meike Visser will pick up the new Membership Directory books and deliver them to Montag for the morning meeting on September 4. Ken Panck will talk about the changes for Spring Semester at the meeting and Louise Schroeder and Eunice Porter will introduce the new members during the first hour before Dean Moore's address on the upcoming academic year at Willamette University.

The next regular Board meeting will be held on Tuesday, September 9.  
Meeting adjourned at 11:20 a.m.

Respectfully submitted,  
Jyl McCormick