

ICL BOARD MEETING MINUTES

October 2014

The October Board meeting was held on October 9, 2014.

Order: Director **Ken Panck** called the meeting to order at 3:15 p.m.

Members Present:

Ken Panck – Executive Director; **Gary Beck** – Past Executive Director; **Tom Zook** – Co-Director, Curriculum Services; **Louise Schroeder** – Co-Director, Membership Services; **Eunice Porter** – Co-Director, Membership Services; **Hardin King** – Director, University Support Services; **Charlene Robbins** – Director, Financial Services, **Sharon Dearman** – Co-Director, Social Services, **Else Nichols** – Co-Director, Social Services; **Mieke Visser** – Co-Director, Information Services.

Bob Muir who is acting as Co-Director of Curriculum Services, **Jim Brown** and **Don Gallagher** were also present.

Excused Absence: **Peter Ronai** – Co-Director, Information Services; **Jyl McCormick** – Director, Secretarial Services

The minutes of the May and September meetings were approved as written.

Director's Reports:

Treasurers Report: **Charlene Robbins** referred to the Treasurer's report sent to the Board. There were no comments on the report.

Information Services Report: **Mieke Visser** said that Peter Ronai has been handling the updates for the fall term. She will be doing the updates for the spring term. Meanwhile, Peter will continue to handle all of the other Information Services functions. Mieke asked Ken to check if the Historians Committee is planning a session to identify people in the website photos for the University Archivist.

Curriculum Services: **Tom Zook** said that the fall schedule is complete. The spring term is being worked on. There are currently 54 out of the 80 slots filled for Willamette University and outside speakers and 35 out of the 40 slots filled for ICL speakers. **Jim Brown** questioned if anyone would be tracking diversity lectures. **Ken Panck** stated this will be handled by the proposed Special Projects Team, to be discussed later in the meeting.

University Support Services: **Hardin King** reported that he arranged permission to loan/unload bus for 10/14 field trip at WHC parking lot. He met with Scheduling Coordinator **Liesa Kister** regarding second semester class room assignments. He sent out ICL's Call for Presentations by CLA faculty (10/2) and had four responses, 3 science, 1 theatre. He informed the Safety Office

(Sheri Martin) of two unsafe steps in Ford 122 and they were repaired. Sixty-one Willamette Heritage Center parking permits were sold to ICL members. WHC donated a couple of parking permits to be used by occasional outside presenters to ICL. He is working on procedures to distribute/collect the permits as needed/used. No continuing problems with ICL ID cards have been reported.

Membership: Eunice Porter and Louise Schroeder reported that a full refund will be given to the Seelys who have not been able to attend. There are six open spots and six ID cards that were never picked up. They are watching to be sure new members show up. Invitations will go out to the next 10-12 people on the waiting list in mid-November to alert them there may be a space for them in January. There have been no new requests for ID cards. The waiting list is now 65.

New Business:

Ken Panck stated that he had met with **Debra Dancik**, Associate V.P. for Academic Affairs. He must send a report at the end of the school year, which Debra needs for the accreditation report.

Special Projects:

Ken Panck proposed the formation of a Special Projects Team. **Bob Muir** made a motion to accept the following proposal and it was approved by the Board.

In light of the opportunities that have presented themselves recently due to the generosity of Peter Rasmussen, and in the interest of expediting them as much as possible, I would like to propose the following standing committee reporting to the ICL Board of Directors.

This committee would be titled the Special Projects Team. It would consist of a Team Leader and as many project leaders as there are special projects to be undertaken. These project leaders would report to the Special Projects Team Leader. This team would have the charter to continually explore ways of improving ICL's program. I propose that the Diversity program activity, the Small Group Forum programs, and the plans underway for a special facilitated off-site meeting, all fall under the Special Projects Team. Any ideas arising from the facilitated meeting intended to take place in January will also be the responsibility of this group.

The Special Projects Team would be expected to explore new ideas, and bring the ideas they support to the ICL Board for approval. Once approved either the Special Projects Team or the ICL Board will implement approved ideas until which time they become a routine part of the ICL program. Funds would be made available (approved by the Board) to the Special Projects Team Leader as necessary to support their activities.

Further, I propose that Jim Brown be appointed Special Projects Team Leader. The Special Projects Team Leader would be an ad-hoc member of the ICL Board without the right to vote. Jim and subsequent Team Leaders would be expected to report each month on the progress of projects being developed under their supervision.

Discussion on the proposal: **Bob Muir** questioned who should implement new ideas once approved. Wording was changed in the proposal per the consensus of the Board. **Charlene Robbins** asked about defining diversity. **Ken Panck** said that the Diversity Project Team will do that. He has asked **Mako Hayashi-Mayfield** to head up that team. They will work with **Jackie Balzer**, Associate Dean of Campus Life, who is a member of Willamette's Council on Diversity and Social Justice.

Peter Rasmussen is heading up the Small Groups Project and **Don Gallagher** is heading up the Off-site Meeting project.

Hardin King asked for clarification of the status of the Hanni scholarship, since **Jim Brown** had been heading that up. **Ken Panck** said that is it still directly under the Board and not part of the Special Projects, since it is not a new idea to be developed. **Jim Brown** will lead both the Special Projects team and the Hanni scholarship.

January ICL Off-site Meeting:

Don Gallagher presented an update to the Board on the Off-site meeting plans. Still in the early planning stages. Site is not yet known. He expects 4 – 6 fairly intense sessions with box lunch delivered. There will be a facilitator and break-out groups. University chaplain **Karen Wood** has been proposed as possible facilitator. The meeting will cover more than just special projects. Other topics may include how we operate, the board, the waiting list, the schedule, and what do we want ICL to become. The date of meeting will depend on the facilitator's schedule; it could be a Saturday in January. Room availability is also in question; we need room for 80 and areas for break-out sessions.

Old Business:

Spring Class Location:

Ken Panck let us know that Willamette plans to spend \$80,000 to renovate Kaneko by leveling floors, ramping up the audio-visual, and installing new chairs. This will all be done by January 2015. He asked for the Board's final decision on where we will hold afternoon classes in the spring term. We need to make a decision to either use Ford 122 or Kaneko in the afternoons. **Charlene Robbins** stated she has mixed feelings since Kaneko seems removed from the main campus, but there could be a problem moving between buildings each day. **Eunice Porter** suggested discussing this with the membership for their input. **Hardin King** pointed out that the screen will not be the same in Kaneko as what we are used to now. It was pointed out that we do not know how Kaneko will be after the renovation. **Bob Muir** said we need to have a guarantee of how Kaneko will be after renovation. **Ken Panck** said we need a decision today since things are being held up without having a decision.

Decision by the Board is to use Ford 122 in the afternoons in the spring term of 2015. **Tom Zook** will be in contact with the Facilities person while **Ken Panck** is out of town.

February 3 and 5 we cannot use Kaneko, so we will use Montag.

Fall Field Trip

Tom Zook stated that there are 15 – 20 spots still open. Discussion included the comments that the field trip needs more announcements and more encouragement to attend.

Meeting adjourned at 4:30 p.m.

The next Board meeting is scheduled for November 13, 2014

Respectfully submitted,

Mieke Visser