

# ICL BOARD MEETING MINUTES

**April 14, 2015**

**Ken Panck** called the meeting to order at 3:45 p.m., April 14, 2015

**Present:** **Ken Panck** – *Executive Director*; **Gary Beck** – *Past Executive Director*; **Charlene Robbins** – *Director, Financial Services*; **Hardin King** – *Director, University Support Services*; **Peter Ronai** – *Co-Director, Information Services*; **Eunice Porter** – *Co-Director Membership Services*; **Jyl McCormick** – *Secretarial Services*.

**Excused Absence:** **Tom Zook**, **Louise Schroeder**, **Elsa Nichols**, **Meike Mieke Visser**, **Sharon Dearman**, and **Bob Muir**

**Guests:** **Mark Kasoff**, **Karen Trucke**, **Henrietta Griffitts**, **Alice Sorensen**, **Franca Hernandez**, **Betty Kasoff**, **Mark Kasoff**, and **Mako Hayashi-Mayfield**.

The minutes from the March meeting were approved.

## **Financial Report:**

**Charlene Robbins** said the budget is well within projections. There is about a \$12,000 balance for the year. At the beginning of the year, there was a \$14,000 balance. This year less money was spent on speakers, as we had more volunteer presentations. This year the \$300 per student for the Hanni Scholars was increased to cover the amount of money taken out of students' checks for taxes. This increased the amount to \$1,964.92 rather than the \$1,800 allocated. The April field trip will cost \$1,634 for the bus, entrance fees and lunches. These costs may change slightly. The cost of \$30 per person should cover this amount if all the seats for the bus are filled.

A report by the Diversity Committee was presented to the Board. A draft for a brochure to be handed to interested people was also given to the Board. The Committee also made some suggestions to make changes the website. The ICL pages are difficult to access from Willamette University's main web site. More information describing classes needs to be changed as to the location of classes. The-Membership Application Form should be accessed from the Membership Policies/Procedures page.

Under Policies and Application – The first paragraph of the current introduction to be moved to the Home Page. A small change to the policies before applying for membership should also include "After reading the Policies".

The Qualifications has a few changes:

1. (a) have an interest in continued learning.  
(c) are willing to, add "share your knowledge and skills by contributing"

(d) new topic – agree to provide support to achieving the goals of ICL as expressed in the Willamette University mission and goals.

2. Limit on Size – “Due to the size of the lecture halls, we must limit ICL membership to 160.
3. Internet Access – add “as this provides a means of communication to all members.”
4. Application Process - have the link added here.
5. Waiting List – add “except as noted below” at the end of the sentence
6. Attendance as a guest – “eliminate as a guest of an existing ICL member.”
7. Annual Contact – no changes
8. Notification of Change – after Membership Co-Director, add “provided upon application.”
9. Admission of New Members (b) Active members who are called away owing to extended family responsibilities or a significant extended personal illness and (also see #13 below.
10. Pre-Admission Process – (a) delaying membership: membership may be “ delayed. Last line, They will rejoin the “waiting” list (b) after be informed of, change the rest of the sentence to “helpful information such as parking, lunch, getting around, etc.
11. Reminder of Requirements – either change or eliminate.

18. Conduct Unbecoming – eliminate the word “mission” change to “policies” and policies/procedures.

21. Eliminate section 21.

**Mako Hayashi-Mayfield** said they have a list of possible speakers on diversity and have scheduled one Willamette University assistant professor to speak on services for student disabilities in the fall. They have a possible presentation by Pat Courtney Gold, a member of the Wasco Nation, on her book “Native Women’s View of Lewis and Clark.”

Discussion followed about the proposed changes. **Ken Panck** said he is still concerned about the waiting list. **Eunice Porter** said there are 70 applicants on the list now. **Betty Kasoff** asked if a minority applicant would be jumped to the top of the list as is now done if there is an emergency need that cannot be satisfied from the ICL membership. **Gary Beck** said if people on the list were bumped, it would cause some hard feelings by others on the waiting list. He also stated the brochure needed to have the WU logo or something showing more connection to Willamette. **Karen Trucke** indicated that it would be especially hard for a person to come in as a minority. **Ken** stated that instead of an individual, it might be beneficial to let in a group of people. **Betty** said if we start with speakers, they would be in a better position to let others know about ICL. **Eunice** said that other than color, there was quite a bit of diversity in ICL. **Ken** is still concerned that we are not doing all we can to encourage diversity. He would like a long-term plan to bring in minorities. **Mark Kasoff** said the brochure was a good start. He mentioned that he knows some minority people from meeting them in the locker room that might be interested in joining, but having the brochure would let him tell them more about ICL. **Betty** said it was a way to

generate interest in the program. **Ken** asked the committee to try to meet with different group leaders who are already involved in diversity. **Mako** said they have been working on these ideas but have not had enough time to contact several groups. They will continue to brainstorm and work on outreach programs.

**Information Services** – **Peter Ronai** said he will need bios for the new Board members so he can post them on the “ICL Board 2015-6” page of the ICL web site. **Ken Panck** asked how difficult it would be to change the website with those changes that were suggested by the Diversity Committee. **Peter** said he thought some of them would be simple, but he would need to review the suggestions in detail.

**Membership Services** – **Eunice Porter** said the new application form has been filled out by many of the members. She and **Louise Schroeder** have had a database for new applicants and it should remain separate from the database on members, rather than merging them as suggested by Dave MacMillan. Their jobs are really getting busy now with contacting new applicants and the interview process.

**University Support Services** – **Hardin King** handed out his report that included: Information about parking at Willamette Heritage Center for the field trip; the possibility that ICL will be able to use Ford 122 all day next year, and information regarding CCTV’s willingness to film some of our lectures to rebroadcast on their station. He stated that CCTV is willing to train several ICL members to do the filming and editing for these programs.

**Secretarial Services** – **Jyl McCormick** had nothing to report.

**Social Services** - **Henrietta Griffiths and Ruthann Panck**, who are nominees for the Social Committee, have been accepting money for the End-of-Semester Luncheon, as the Co-Directors of Social Services are out of town. Henrietta has collected from 80 people already. There is only space for 117 people for the luncheon, and we will have three guests from Willamette University.

**Old Business:**

**Ken Panck** discussed the term limits that were voted on by the Board last month. **Hardin King** asked if a Board Member who had reached the term limit could reapply for the Board after a year. It was the general consensus that this would be allowed. **Peter Ronai** will draft the appropriate change in the Constitution, if the Constitution change is approved by the membership at the AGM on April 30.

**Ken Panck** brought up the subject of the donations that will be given by ICL to different groups at Willamette. The Hudson Book fund that had been started many years ago, then forgotten for a while, has been supported again in the amount of \$1,500. Last year, they distributed \$1,604 to students to help them with the purchase of textbooks. The book fund received \$1,860 in income last year, and has \$32,285 in the balance that they can draw upon. In addition, ICL donates

\$1,500 to Willamette Academy. This leaves the additional \$1,500 to go to some other area of Willamette. There were several areas that could be helped according to Beth Norris who is with “Gifts and Donations” at Willamette. These are: (1) Liberal Arts: unrestricted donation to be used wherever they need it, (2) Faculty Resource Fund: to help faculty to attend and present at various conferences or for additional needs, (3) the Music Department, (4) the Theatre Department, and (5) the Library and Archives. **Ken** suggested an increase from \$1,500 to \$2,000 for the Hudson Book fund and the Willamette Academy. **Charlene Robbins** indicated that if ICL were to maintain the \$10,000 cushion in the budget, it would not be feasible to increase these amounts at the present time. The Board voted to fund the Faculty Resource Fund this year. **Ken** will write a letter to Beth Norris indicating this. **Charlene** asked him to send her a letter to authorize these gifts so she will be able to process them.

**Ken Panck** will write a letter to Debra Dancik with his report to Dean Marlene Moore with the information on ICL to be included in the accreditation process for the University. He will mention the off-site diversity meeting of self-review and the directions ICL is planning to take toward this goal. **Franca Hernandez** said that CCTV had given a significant contribution to ICL in the filming of the lectures. **Ken** said he believes that ICL is still not developing a plan on outreach that has to be measureable. Some discussion followed. **Ken** will talk with Debra Dancik about obtaining more of their faculty members to talk to ICL.

**Ken Panck** has received the Historians’ report for this year to be incorporated in the website.

Meeting adjourned at 5:15 pm.

Respectfully submitted,

Jyl McCormick