



General Library Item

Name Minutes 2002-07-17

Content

LANE COMMUNITY COLLEGE BOARD OF EDUCATION JULY 17, 2002

1\ **Attendance**

Chair Robert Ackerman called the meeting of the Lane Community College Board of Education to order at 7:40 p.m. Present were: Board Members George Alvergue, Roger Hall, Mike Rose, Kathleen Shelley, and Dennis Shine. Board Member Lucille Salmony was absent. Also present were President Mary Spilde; Vice Presidents Marie Matsen and Cheryl Roberts; Assistant to the President Tracy Simms; College Counsel Tim Harold; Lane Community College Education Association President Margaret Bayless; Lane Community College Employees Federation President Bob Baldwin; and Associated Students of Lane Community College President Greg Dunkin.

2\ **Election of Chair**

Shine moved, seconded by Alvergue, to elect Roger Hall, as chair of the Lane Community College Board of Education.

Motion passed 5-0.

3\ **Election of Vice Chair**

Alvergue moved, seconded by Rose, to elect Dennis Shine, as vice chair of the Lane Community College Board of Education.

Shelley moved, seconded by Shine, to elect Mike Rose, as vice chair of the Lane Community College Board of Education. The motion failed due to lack of support.

Motion to elect Dennis Shine vice chair passed 3-2. (No ñ Shelley, Rose)

4\ **Statements from Chair and Vice Chair**

Chair Roger Hall thanked the board for electing him chair. He praised Ackerman's dedication and service to Lane as former chair and as a legislator. Spilde presented an engraved plaque to Ackerman in appreciation for his leadership as board chair from 1999-2002. Hall stated that: "No public institution in the State of Oregon has a higher approval than the community college system. Every survey understands that higher education is a partial key, not a guarantee, but a partial key to economic success. Recent studies show that for every dollar invested here, there is at least a minimum of a 20 percent return dollar for dollar per year over the lifetime of the student." Hall pointed out the difficulties created by the state's unstable funding for institutions of higher learning, such as the direct and indirect costs to the public. He encouraged Lane to hold together, to listen to each other respectfully, to be empathetic to feelings of frustration and anger, and to be kind to each other so that we can provide the high quality of education that our students deserve and that we can provide if given the opportunity.

Vice Chair Shine thanked Ackerman for his service as former board chair. Shine also commended Lucille Salmony for the work she accomplished as former vice chair.

5\ **President's Report**

- The Governor is considering vetoing a Senate Bill that delays the community colleges' final state payment into the next biennium. Lane could face an additional \$8 million reduction in the current year. This would be a devastating blow for the college on the heels of recent budget reductions. Lane needs a chance to stabilize funding this year while planning for a state level \$1.4 billion shortfall in the next biennium.
- Spilde and three community college presidents plan to meet with the Governor to explain the impact additional cuts would have on Oregon's community colleges. Students were encouraged to attend the public hearing at the Capitol on July 19. The Governor has until August 9 to make his final decision.
- As a result of Diane Dann's retirement and elimination of that position, the following reassignments have been made: Grants moved to the Foundation, Publications moved to Curriculum and Scheduling, and Marketing and Public Relations moved to the President's Office under the leadership of Tracy Simms.
- The Executive Team is developing a report on the president's Work Plan, setting priorities for the year ahead, and developing a budget calendar.
- On July 14, seventy students began participating in Lane's Rites of Passage Summer Academy. The program was featured in July's issue of Black Issues in Higher Education. Graduation will be held August 2, 6:30 p.m., in Forum 308-309.
- In spite of the tuition increase, enrollment in summer credit classes increased 10.9 percent. The number of sections offered declined 32 percent, yet Lane's overall enrollment declined only 2.2 percent, suggesting improved productivity and cost effectiveness.

- Phi Theta Kappa will join an American Cancer Society fundraising walk in hopes of raising \$3,000 for the ACS.
- Spilde attended the American Association of Community Colleges Presidents' Academy. The program focused on academic leadership, board/president relations, ethics, and teambuilding.
- On July 1, Spilde became president of the American Association of Women in Community Colleges. AAWCC is a council of the American Association of Community Colleges and represents the women-faculty, staff, and students in the community college.

Margaret Bayless, outgoing president of the Lane Community College Education Association for the past five years, was presented with an engraved plaque in recognition of her contributions at board meetings and dedicated work on collegewide committees and councils.

Bond Report ñ Bob Mention

On October 10, Lane received a conditional approval for a wastewater plan from the Department of Environmental Quality. Seismic bracing of light fixtures began in the Library. The board was asked to authorize the president to award and execute the competitive bid contract for the prep kitchen equipment in the Workforce Training Center providing the lowest bid is within the budgeted amount of \$149,636. This became agenda item 4-H.

LASR Report

Linda DeWitt, Stan Barker, and Steve Pruch recognized the contributions made by Lane staff on the Banner Finance implementation. They included: College Finance ñ Stan Barker, Alan Feldmayer, Terry Grove, Bill Kyker, Sue McDonald, Meg Rowles; Budget Office ñ Tasha Drake, Kay Malmberg; Purchasing ñ Lloyd Rain; Computer Services ñ Sue Iverson, Thwing Havens; Enrollment Services ñ Darlene Baker; and Others ñ Accounts Payable Team, Funded Projects Team, Accounting Team, Operations Team in Enrollment Services, Finance User Interface Team, and everyone in Computer Services, especially ñ Jan Kleminsky, Lee Hallin, Ron Rourke, Rodger Gamblin; and the Training Team ñ Tasha Drake, Alan Feldmayer, Lloyd Rain, Chuck Appleby, and James Brunner.

Spilde welcomed former employee Dave Keebler as the new division chair of Advanced Technology.

Consultant John Brown reviewed an evaluation report on real property owned by Lane Community College. Matsen recommended a more detailed analysis of several properties.

6\ Statements from the Audience

- Dennis Gilbert, faculty, advocated for a change in nursing admissions procedures and distributed information on financial models.
- Clifford Fountain, community member, advocated for the reinstatement of the 50 percent senior discount tuition.
- Mike Meyer and LouAnn Lachman, students, advocated for the reinstatement of the Chemical Dependency Counselor Training Program.

7\ Consent Agenda

Rose moved, seconded by Shelley, to approve the Consent Agenda, consisting of the following:

Minutes of the June 12, 2002, board meeting.

To appoint Devon Budz, faculty, English, Foreign Language and Speech, Level 1, Step 1, effective September 12, 2002;

To appoint Lynn Chowdhury, classified, student advisor 1/Career Development Specialist, Training and Development, Level 8, Step 4, effective June 10, 2002;

To appoint Susie Cousar, faculty, Health and Physical Education, Level 1, Step 8, effective September 12, 2002;

To appoint Cheryl Hankinson, project specialist 2, Training and Development, Level 12, Step 8, effective July 8, 2002;

To appoint Sharrie Herbold, faculty, Health & Physical Education, Level 1, Step 8, effective September 12, 2002;

To appoint Allen Laskey, special appointment, temporary position, faculty, fabrication and welding, Advanced Technology Division, Level 3, Step 6, effective September 12, 2002, to June 30, 2003;

To appoint Geri Meyers, classified, student advisor 1/Career Development Specialist, Training and Development, Level 8, Step 8, effective June 10, 2002;

To appoint Elaine Pray, faculty, Academic Learning Skills, Level 2, Step 11, effective September 12, 2002;

To appoint Susan Reddoor, faculty, Academic Learning Skills, Level 1, Step 6, effective September 12, 2002;

To appoint Robert Rose, classified, electrician, Bond Project, Level 13, Step 8, effective June 19, 2002;

To appoint Cristina Simoni, faculty, Academic Learning Skills, Level 2, Step 3, effective September 12, 2002;

To appoint Pamela Soine, classified, project specialist 2/Job Search Specialist, Training and Development, Level 12, Step 4, effective June 17, 2002;

To appoint Daniel Timberlake, management, director, Counseling, Band 4, Level B, effective July 29, 2002;

To regretfully accept the letter of resignation for the purpose of retirement from Randee Blomquist, classified, administrative support specialist, Cooperative Education, effective June 30, 2002;

To regretfully accept the letter of resignation for the purpose of retirement from Janice Brown, classified, Cooperative Education and The Torch newspaper, effective June 30, 2002;

To regretfully accept the letter of resignation for the purpose of retirement from Robert Cudmore, classified, property control coordinator/procurement specialist, Purchasing Department, effective June 30, 2002;

To regretfully accept the letter of resignation for the purpose of retirement from May Fogg, faculty, catalog librarian, Library, effective June 30, 2002;

To regretfully accept the letter of resignation for the purpose of retirement from Steve Hamilton, faculty, Business Department, effective June 15, 2002;

To regretfully accept the letter of resignation for the purpose of retirement from Patricia John, management, division chair of Academic Learning Skills, effective June 30, 2002;

To regretfully accept the letter of resignation for the purpose of retirement from Charleen Maclean, project coordinator, Womenís Program, effective June 30, 2002; and

To regretfully accept the letter of resignation from Penny Palmer, classified, instructional specialist, Mathematics Division, effective June 30, 2002.

To appoint President Mary Spilde as District School Clerk and to appoint Marie Matsen, vice president for College Operations, Cheryl Roberts, vice president for Instruction and Student Services, Stan Barker, accounting manager for College Finance, and Lloyd Rain, director of Purchasing Services, as Deputy Clerks for the 2002-03 fiscal year;

To appoint Roger Hall to serve as the Lane Community College representative to the Foundation for 2002-03;

To appoint Dennis Shine to serve as the Lane Community College representative to the Lane Council of Governments for 2002-03. Alternate: George Alvergúe

To appoint George Alvergúe to serve as the Lane Community College representative to the Senior Companion Program for 2002-03;

To appoint Mike Rose to serve as the Lane Community College representative to the Oregon Community College Association for 2002-03;

To appoint Kathleen Shelley to serve as the Lane Community College representative to the Centro Latino Americano for 2002-03.

Motion passed 6-0.

8\ Benchmarks

Craig Taylor reviewed the following Benchmarks from July:

- Budgeted Contracted Employees and Student FTE
- General Fund Revenue Sources ñ Percent of Revenues by Source

9\ Resolution 475, Reaffirming Membership, Lane Council of Governments

Shine moved, seconded by Shelley, to approve Resolution 475, Approving the Charter and Agreement of the Lane Council of Governments. Resolution 475 is filed with the original minutes.

Motion passed 6-0.

10\ Second Reading: Board Policy B.010, Membership on the Board of Education

Rose moved, seconded by Alvergúe, to approve Board Policy B.010, Membership on the Board of Education, as revised. Board Policy B.010 is filed with the original minutes.

Motion passed 6-0.

11\ Direct and Indirect Costs of Instruction

Matsen reviewed information regarding direct and indirect costs of instruction. The board agreed to discuss this topic at the August 26 retreat.

12\ Travel Policies and Procedures

The draft of the Travel/Expense Reimbursement procedure was discussed as well as findings from exploring the use of one travel agent. The board consented to the administrationís recommendation of using the State of Oregon Contract for Travel Services for all airline ticket purchases by the college, handled by one agency, Azumano/Away Travel.

Reports from them will identify travel volume and other information. This will be evaluated after a year of experience, and a decision will be made whether to go out to bid for this service.

The board discussed the policy on Frequent Flyer Miles earned by employees while on college business as a form of employee compensation. The original policy used language adapted from the University of Oregon. During the course of the year, the administration has requested opinions from legal counsel on this matter. Hall read a statement from Salmony. Spilde read additional remarks from Salmony. It was noted also that airlines allow accrual of Frequent Flyer Miles only to the individual. The administrative costs of trying to recoup the miles likely outweighs the benefit.

After summarizing the issues, Spilde asked Legal Counsel to comment. Legal Counsel Tim Harold recommended the boardís affirmative action in establishing Frequent Flyer Miles as a part of the staffís compensation. After further discussion, Spilde asked the board to consider a motion so that the administration could have clear direction.

Ackerman moved, seconded by Rose, that Frequent Flyer Bonuses earned by employees traveling on college business are part of the employees benefit compensation package, and may be used by employees as they choose, unless the terms of a grant or sponsorship do not permit. Since Frequent Flyer Bonuses are now considered a form of compensation, any change in the current policy will be subject to negotiation with the appropriate union representatives.

Motion passed 6-0.

At 10:00 p.m., the board took a 10-minute recess.

13\ Business Administration and Business Technology Programs

Steve John credited Chuck Appleby, interim chair of Computer Information Technology, for providing information on the current status of Business Administration and Business Technology programs. John reviewed the report and suggested it be shared with high school counselors.

14\ Parking Permit Program

After Sandy Ing-Wiese reviewed the Parking Permit Program proposal, Spilde recommended delaying implementation until 2003 so that collegewide discussions could be held and implementation of Banner completed. The board concurred and requested a future report.

15\ Economic Impact Study

Craig Taylor reviewed the Executive Summary report titled iThe Socioeconomic Benefits Generated by Lane Community College.î The report described the statewide effort Lane was part of to identify the economic impact colleges have on the community

16\ Workforce Training Center Prep Kitchen Equipment

Rose moved, seconded by Alvergue, to authorize the president to award to the lowest bidder the prep kitchen equipment bid for the Workforce Training Center if the lowest bid is within the budgeted amount of \$149,636. Motion passed 6-0.

17\ Reports**Board Members**

Alvergue thanked Ackerman for his work as former board chair and as a legislator and complimented Roger Hallís statement as newly elected chair. He encouraged everyone to attend the West Side Story musical, produced by Lane faculty.

Dennis Shine attended the opening ceremonies for the Rites of Passage Program, and said it was a program Lane can be extremely proud of.

Kathleen Shelley also attended the Rites of Passage ceremonies and plans to attend their graduation on August 2. Shelley participated in the Noché Cultural Fundraising event.

Roger Hall looks forward to a productive year ahead and thanked board members for their confidence in voting him chair.

ASLCC President

Greg Dunkin reported that he had spoken to Rites of Passage students telling them that staying in school allowed them greater access to the workforce and the community. Students are lobbying the Capitol, via emails and letters, in support of education. Dunkin described the frustration of students trying to obtain Financial Aid in a timely manner. He recognized the difficult position Sandy Ing-Wiese was in acting as interim director of Student Financial Services and as interim director of Public Safety, in addition to being director of Student Health Services.

LCCEF President

Bob Baldwin said the college has made a tremendous turnaround in the attitude and approach to labor relations. Baldwin complimented the administration for their problem solving approach. He hopes the coming year will solve some of the infrastructure problems in labor relations. Baldwin encouraged the board to stay focused on the collegeís long-term financial stability in helping to plan and create a climate of fiscal stability. Classified concerns include tremendous workload and workflow issues related to the Banner implementation, payroll modifications in 2003 causing hardships for employees, and issues on sick leave and health insurance policies.

LCCEA President

As LCCEAís outgoing president, Margaret Bayless gave a statement that recognized accomplishments in areas as well as frustrations in others. She said it had been a privilege to represent faculty and was most proud of the present faculty contract, although it will take time to implement the contract and to fully democratize college governance. Until we achieve the latter, Bayless said we are not making full use of the intelligence and expertise of the college. She passed on words of praise from Gary Mort, chair of the faculty insurance, for Human Resource personnel, particularly Vicki Ellison and Lyda Herburger. She encouraged a clear transparent budget process and complimented the positive formation of the Strategic Learning Initiative. Bayless plans to be on sabbatical this fall and assured the board that an excellent faculty executive board was coming on including Tamara Pinkas, Stan Taylor, and others, led by Jim Salt. Bayless thanked the board personally for their support and for their dedication to students, Lane, and the community.

Vice Presidents

Cheryl Roberts announced that Jane Scheidecker, interim executive director for Business, Workforce Development, and Extended Learning, had been selected as the Outstanding Alumna from Montana State. Nancy Hart, Disabilities Services, and Beth Frye, Academic Learning Skills, are the liaison to a project that is looking at transitioning disabled students from high school into college. This is a model program that they are hoping to take throughout the state. Marie Matsen recognized the tremendous accomplishment of everyone involved in the Banner finance implementation. She noted that KLCCís Garden Tour raised about \$22,000. Matsen said it had been a privilege to work with Margaret Bayless, and that she appreciated Baylessí comments and speaking up for what she believed. Matsen said it is important to recognize people as human beings and to respect their beliefs despite the position they may hold.

18\ Change in Regular Board Meeting Time

Chair Hall proposed a change in the regular board meeting time with work sessions beginning at 4 p.m. and regular board meetings beginning at 6 p.m. Due to possible conflicts in scheduling, an agreement to change the time was not reached. A suggestion was made to review the agenda for potential streamlining.

19\ Date, Place, and Proposed Agenda Items for Next Regular Meeting

A Work Session will be held on Monday, August 26, 2002, beginning at 8:30 a.m., in the Boardroom of Building 3, Lane Community College.

The next regular meeting will be Wednesday, September 11, 2002, beginning at 7:30 p.m., at the Florence Campus of Lane Community College.

20\ **Adjournment**

The board meeting unanimously adjourned at 11:07 p.m.

Roger Hall, Chair
Board of Education

Mary Spilde, President/District Clerk
Lane Community College

Prepared by:
Laura Tamura, Board Secretary