



General Library Item

Name Minutes 2003-11-12

Content

LANE COMMUNITY COLLEGE
BOARD OF EDUCATION
Minutes - November 12, 2003

Although board member Dennis Shine attended the Executive Session and Strategic Conversation, he did not attend the regular public meeting due to illness.

1) Attendance

Chair Mike Rose called the meeting of the Lane Community College Board of Education to order at 6:35 p.m. Present were: Board Members Jay Bozievich, Roger Hall, Paul Holman, Larry Romine, and Kathleen Shelley. Also present were President Mary Spilde; Vice Presidents Marie Matsen and Cheryl Roberts; Executive Assistant to the President Tracy Simms; College Counsel Tim Harold; Lane Community College Education Association President Jim Salt; Lane Community College Employees Federation President Bob Baldwin; and Associated Students of Lane Community College President Rebecca Hill.

2) President's Report

- Earlier in the day, the board, executive team, and LCCEA, LCCEF, and ASLCC presidents held a Strategic Conversation with Lane County school superintendents and their board chairs. Fifteen out of seventeen school districts were represented.
- Although Lane's budget gap has been closed and existing service levels can be maintained for this year and the next two, there are still many uncertainties ahead. Among other things, continuing progress is needed on deferred maintenance and equipment if financial stability is to be achieved. A projected deficit in 2007 necessitates planning and wise use of resources for the next two years to avoid that deficit.
- Last year, in an agreement with LCCEA, 28 faculty positions were held vacant as an alternative to cutting the budget and as a bridge to see if the budget situation would improve. Due to an improved budget situation, it is the intention of the college to fill these positions. Discussion and data research are being conducted to revitalize the Appropriate Levels of Full Time:Part Time Faculty Committee.

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Andrea Henderson, executive director, Oregon Community College Association, and David Bridgham, vice president of the Oregon Community College Association's Executive Committee and board member at Southwestern Oregon Community College, provided an update of the recent legislative session and reviewed and received input from the board on OCCA's draft goals for 2003-04.

3) Board Agenda Review/Changes

A discussion of KLCC property was added as agenda item 4-D. Agenda item 4-C, Management Employees working Conditions for 2003-04, was deferred to a future meeting.

4) Statement from the Audience

Michael Cunningham, student, spoke in favor of reinstating Lane's volleyball program.

5) Consent Agenda

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

- Approval of the October 14, 2003, Minutes
- Personnel

Motion passed 6-0.

Policy Review

6) Board Duties and Responsibilities: Educational Program, B.030

The board conducted a first reading of Board Policy B.030, Educational Program, at the October 14 meeting. A second reading was held.

RECOMMENDATION:

To approve Board Policy B.030, Educational Program, as revised below:

POLICY NUMBER: B.030

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARD DUTIES AND RESPONSIBILITIES: EDUCATIONAL PROGRAM

The board of education shall:

1. ~~Act on the curricular offerings of the college after recommendation by the president.~~ Approve all major academic, vocational, and technical programs of study, degrees, certificates, and diplomas. Approve major substantive changes in the college's mission, policies, and programs.
2. Require ~~certain~~ reports and consider other presidential reports concerning the programs of the college.

ADOPTED: November 9, 1998

Romine moved, seconded by Shelley, to approve the second reading of Board Policy B.030, Board Duties and Responsibilities: Educational Program.

Motion passed 6-0.

7) Board Duties and Responsibilities: Appraisal and Evaluation of Operation, B.040

The board conducted a first reading of Board Policy B.040, Appraisal and Evaluation of Operation, at the October 14 meeting. A second reading was held.

RECOMMENDATION:

To approve Board Policy B.040, Appraisal and Evaluation of Operation, as revised below.

POLICY NUMBER: B.040

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARD DUTIES AND RESPONSIBILITIES: APPRAISAL AND EVALUATION OF OPERATION

The board of education is ultimately responsible for the quality and integrity of the institution. It establishes broad institutional policies and delegates to the president the responsibility to implement and administer these policies.

~~The board of education shall be responsible for appraisal, through examination and study, to determine the effectiveness of the operation of the college and the quality of the educational program in terms of the mission and goals of the college and stated objectives of the program. To aid in attaining program objectives, provisions shall be made for an institutional research program within the administrative structure of the college.~~

The board of education shall:

1. Regularly review and approve the college's vision, mission, and core values and ensure that they guide the operation of the college.
2. Evaluate the performance of the organization and the quality of the educational program in terms of the vision, mission, and core values of the

college.

3. Ensure that the necessary resources are in place to provide for effective institutional research, evaluation, and planning processes.

ADOPTED: November 9, 1998

Romine moved, seconded by Bozievich, to approve the second reading of Board Policy B.040, Board Duties and Responsibilities: Appraisal and Evaluation of Operation.

Motion passed 6-0.

8) Second first reading: Board Duties and Responsibilities: Personnel, B.050

Although a first reading of Board Policy B.050, Personnel, was held at the October 14 meeting, additional revisions were recommended at the November meeting. A second reading will be held in December.

RECOMMENDATION:

To approve Board Policy B.050, Personnel, as revised below:

POLICY NUMBER: B.050

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARD DUTIES AND RESPONSIBILITIES: PERSONNEL

The board of education shall:

1. Select, appoint, and regularly evaluate the president.
2. Ensure the college is organized and staffed to reflect the mission, size, and complexity.
3. Approve an academic and administrative structure or organization to which it delegates the responsibility for effective and efficient management.
4. **Be informed of the hiring of** ~~Appoint all other management and all~~ contracted employees upon the recommendation of the president.
5. **Be informed of** ~~Consider the dismissal of other management and all~~ contracted ~~faculty~~ employees upon the recommendation of the president.

ADOPTED: November 9, 1998

Shelley moved, seconded by Bozievich, to approve Policy B. 050 as revised above.

The board recommended that B.050 be amended as follows:

4. ~~Be informed of the hiring of all contracted employees upon the recommendation of the president.~~
5. ~~Be informed of the dismissal of all contracted employees upon the recommendation of the president.~~
- 4. Request that the president inform the board of all contracted hirings and dismissals.**

Romine moved, seconded by Bozievich, to approve the amendment.

Motion, as amended, passed 6-0.

Original motion, as amended, passed 6-0.

9) First Reading: Board Duties and Responsibilities: Budget Making, B.060

As part of the review of all board policies, the board will review the following policy. The edits in bold reflect a change in placement. A second reading will be held in December.

POLICY NUMBER: B.060

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARD DUTIES AND RESPONSIBILITIES: BUDGET MAKING

The board of education shall:

1. ~~Adopt the annual budget.~~ **Adopt the annual budget before July 1 of the budget year.**
2. Act as the levying board in the budget process.
3. Assist in presenting the needs of the college to the public and assist in the adoption, through the formulated

budget process, of a budget that will address these needs.

4. Appoint the seven members with whom they shall serve jointly as the budget committee.

~~5. Adopt the annual budget before July 1 of the budget year.~~

5. Review student tuition rates annually.

ADOPTED: November 9, 1998

10) First Reading: Budget Officer, B.080

The board reviewed the revisions below. A second reading will be held in December.

POLICY NUMBER: B.080

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BUDGET OFFICER

The president or designee shall serve as budget officer. The budget officer shall be responsible to the president for preparation and maintenance of the budget document ~~and shall assist in the preparation of the budget message.~~ in compliance with Local Budget Law (ORS 294).

ADOPTED: November 9, 1998

11) First Reading: Budget Preparation and Adoption, B.090

The board recommended the revisions in bold. A second reading will be held in December.

POLICY NUMBER: B.090

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BUDGET PREPARATION AND ADOPTION

At the direction of the board of education, the ~~administration~~ **president** shall study budget needs and prepare recommendations on programs and services for budget committee consideration. The recommendation of advisory committees and interested citizens and organizations within the college district shall be considered by the ~~administration~~ **president** in developing the budget document.

The college budget shall be prepared and adopted in compliance with Oregon Local Budget Law [ORS 294]. ~~If it is necessary to increase the amount of tax levy over the authorized amount, the board shall call an election in compliance with state election law.~~

ADOPTED: November 9, 1998

12) First Reading: Board Duties and Responsibilities: Appraisal and Evaluation of Operation, B.100

The board recommended the revisions in bold. A second reading will be held in December.

POLICY NUMBER: B.100

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: OFFICERS OF THE BOARD OF EDUCATION

The board of education shall have as officers a chair and a vice chair to be elected by the board at its annual organizational meeting. The board shall then appoint the college president as the clerk of the district. Deputy clerks may also be appointed at this time to perform such duties as recommended by the president.

ADOPTED: November 9, 1998

The board took a 10-minute break at approximately 8:30 p.m.

Discussion/Action Items

13) Fiscal Year 2004-05 Budget Assumptions and Projections

Spilde pointed out that, although Lane is on its way to financial stability, planning needs to be done for the deficit in 2007.

Romine moved, seconded by Holman, to approve the budget assumptions and projections for fiscal year 2004-05.

Motion approved 6-0.

14) Lane Community College Employees Federation Contract on Economic Subjects for 2003-08.

Romine moved, seconded by Shelley, to approve the Classified Contract on Economic Subjects for 2003-2008 between the Lane Community College Employees Federation and the Lane Community College Board of Education.

Motion approved 6-0.

15) KLCC Property Purchase

Romine moved, seconded by Holman, to approve that President Spilde be authorized to sign an OPTION AGREEMENT AND AGREEMENT OF PURCHASE AND SALE (Agreement) for the building located at 136 West 8th Avenue in Eugene, Oregon (Building) with the following general terms and documents to be approved by Legal Counsel.

- Option payment made at signing of Agreement shall be \$50,000.00.
- Total purchase price shall be \$925,000.00
- Lane Community College shall have up to two years from signing of Agreement to exercise said option on building.
- Should Lane Community College not exercise option on Building, the owner shall keep option payment and neither party shall have further obligation to other.
- Should Lane community College exercise the option, \$45,000.00 of the option payment shall be credited toward purchase. The remaining \$880,000.00 shall be due at closing.
- Lane Community College shall have up to 45 days from signing option to complete due diligence on Building.

The funds for purchase of this property shall be raised through donations to KLCC for this purpose.

Motion approved 6-0.

16) Benchmarks

Craig Taylor responded to board questions/comments on the Grants and Contracts by Funding Source Benchmark.

17) Accreditation

Cheryl Roberts responded to questions/comments regarding the Accreditation process. She noted that the Accreditation Steering Team is responsible for nine standards and will have a draft ready by spring quarter.

18) Governance Timelines

Earlier in the meeting, Spilde requested that the Governance Task Force be granted an extension to February, from its initial November deadline, in order to complete its work and prepare a final recommendation to the board. **The board granted an extension to February 2004.**

19) Reports

ASLCC President – Rebecca Hill

Students are working hard to increase voter registration and, if already registered, have requested that an interest card be completed. Twenty representatives attended the Northwest Student Leadership Conference in Portland, and others will be attending the Oregon Diversity Institute. Kapone Summerfield is coordinating a weekly open microphone time in the Cafeteria for students. An upcoming Clothing Stash fashion show will be combined with distribution of donated boots and clothing from Columbia Sportswear.

LCCEF President – Bob Baldwin

In recognition of the recent approval of the LCCEF Contract, Baldwin praised both the classified and management bargaining teams for their high level of professional regard for both sides of the table and their positive relationships. He congratulated Marie Matsen for being conservative and accurate with the budget forecast. Twenty percent of classified staff attended Classified Participation Day.

LCCEA President – Jim Salt

Salt emphasized the importance of the work being done by the Governance Task Force. Because some PERS retirement funds are threatened if faculty take unpaid leaves, he encouraged the board's support for all staff whose PERS retirement funds are in jeopardy. Although progress is being made in building a full-time faculty, Salt noted concerns with the status of part-time faculty and their placement within the budget. Salt will present a formal report on faculty compensation soon. His analysis shows that Lane is behind comparable schools in Oregon, including League for Innovation and Vanguard schools. He hopes the board can find a mechanism for compensating all staff in a fair manner.

Vice Presidents

Cheryl Roberts

commended the efforts of instructor Erik Land and the ceramics students, and Clive Wanstall and the Culinary Arts students, for raising more than \$1,600 for the Lane Long House Project during the Souper Bowl event in the cafeteria on November 12. Student Michael French was recognized for authoring a new Anatomy and Physiology resource book.

Marie Matsen

Matsen thanked Baldwin for his complimentary words about the budget and acknowledged that strides made over the last few years were due to the will of many people present. Matsen reported that 3,053 students and staff purchased LCC/LTD bus passes fall term 2003, compared to 2,348 passes sold fall term 2002. LTD has a new passenger counting system still in the implementation stages. They plan to conduct a two-day sampling of deboarding at the LCC station to determine ridership figures.

Board Members**Jay Bozievich**

suggested that the President's Report be distributed to board members. He cautioned an awareness of free speech amendments when considering general rules for hate speech. Bob Baldwin and the classified staff were commended for reaching agreement on a five-year contract.

Roger Hall

congratulated Baldwin and the classified bargaining unit for reaching agreement on its contract.

Paul Holman

gave reports on meetings he has attended in Florence, including Florence Futures, Lane County Chamber of Commerce, and Growing the Coast. He suggested that Lane participate in college fairs at other schools.

On behalf of Dennis Shine Kathleen Shelley reported that a Patriot Act Forum was being sponsored by the Eugene Public Library on November 20.

Kathleen Shelley

encouraged board members to begin thinking about topics for future Strategic Conversations.

Mike Rose

complimented the students of the Culinary Arts Program for the dinner provided at the Strategic Conversation and for the food presented at the Jacobs Gallery reception last week. He recognized Spilde's appointment to the Liberty Bank board..

20) Date, Place, and Proposed Agenda Items for Next Regular Meeting

Wednesday, December 10, 2003, Boardroom, Building 3, Lane Community College.

21) Adjournment

The board meeting unanimously adjourned at 9:10 p.m.

Mike Rose, Chair

Mary Spilde, President/District Clerk
Lane Community College