



General Library Item

Name Minutes 2004-01-14

Content

LANE COMMUNITY COLLEGE
BOARD OF EDUCATION
Minutes - January 14, 2004

1) Attendance

Chair Mike Rose called the meeting of the Lane Community College Board of Education to order at 6:30 p.m. Present were: Board Members Jay Bozievich, Roger Hall, Paul Holman, Larry Romine, Kathleen Shelley, and Dennis Shine. Also present were President Mary Spilde; Vice President Cheryl Roberts; Executive Assistant to the President Tracy Simms; College Counsel Meg Kieran; 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. Vice President Marie Matsen was absent.

2) President's Report

- Former faculty and board of education member, George Alvergue, passed away on January 12 after a lengthy illness. A Social Science conference room was named in his honor last October, and a Foundation endowment related to teacher education has been established in his memory.
- After the State Board discusses the funding formula this week, budget projections will be reviewed to assure that we are using the best number for state revenue.
- Snow days presented a number of challenges at Lane's main campus and nearby centers. Public Safety and grounds staff, particularly Frank Drengacz, assisted during very early hours to clear parking lots and sidewalks. Everyone who contributed during these difficult days were thanked. Staff will soon receive a memo on how decisions are made regarding the closure of the college during inclement weather.
- Foundation update: Scholarship funds have increased \$86,000 over last year; a donor has agreed to allocate \$50,000 for art projects on main campus; and plans are underway to transform the fountain area on the west side of campus. Lane's first endowed chair for a \$1 million donation in trust has been received, to be available on the death of the donor who wishes to remain anonymous at this time. The combined United Way/Foundation campaign, led by Wendell Butler, coordinator, General Services, raised \$68,000 from retirees and staff. A scholarship booklet has been published. Following a speech given by President Spilde, the Cottage Grove Community Foundation developed a scholarship in her name for a student attending Lane.
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3) Board Agenda Review/Changes

4-C, LCC and LCCEA Economic Agreement, was postponed to a special telephone board meeting on Tuesday, January 20. Remaining Discussion/Action items were reversed in their order and moved to follow the Consent Agenda.

4) Statements from the Audience

Frank Merrill, coordinator, Native American Student Association, spoke about how much the Native American Program has meant to him and his family. He described the impact the program has had on former and current students and looked forward to future students attending Lane. He advocated for Long House support and continuation of fundraising goals. The Chair thanked Merrill for his contributions to the Native American Program, its students, and

the college.

5) Consent Agenda

Romine moved, seconded by Holman, to approve the Consent Agenda, as amended, consisting of the following:

- Approval of the December 10, 2003, amended Minutes. Board member Shine recommended adding additional language to the statements from international students.

Motion passed unanimously.

6) Long House

Romine moved, seconded by Shelley, to extend the Long House fundraising deadline indefinitely.

Motion failed 6-1 (Larry Romine – Yes)

Hall moved, seconded by Holman, to extend the Long House fundraising deadline to April 1, 2005.

Motion passed unanimously.

Romine moved, seconded by Shine, that the board transfer \$100,000 from board contingency to the Long House fund.

Motion failed 5-2 (Romine, Shine – Yes)

Shine moved, seconded by Holman, to request that the administration investigate applications for grants and approach casino tribes for contributions to the Long House.

Motion failed 5-2 (Hall, Shine – Yes)

7) Strategic Planning

Spilde reported that work has been ongoing since September 2003 to accomplish Phase II of the Strategic Planning process. The Strategic Directions were recently sent to the college community, and the next Phase is to develop specific goals under the Directions.

Hall moved, seconded by Shelley, to approve the Strategic Directions.

Motion passed unanimously.

The board took a five minute break at 7:45 p.m.

Policy Review

10) Second Readings

Romine moved, seconded by Shelley, to approve the second readings of the following policies:

Motion passed unanimously.

POLICY NUMBER: A.040

POLICY TYPE: EXECUTIVE DIRECTIONS

POLICY TITLE: FINANCIAL PLANNING AND BUDGETING

Financial planning for any fiscal year or the remaining part of any fiscal year shall reflect the board's ends priorities, avoid fiscal jeopardy, and shall be derived from a multi-year plan.

Accordingly, the president shall assure budgeting that:

Complies with Oregon Local Budget Law.

Contains sufficient information to enable credible projections of resources and expenditures as presented in the Budget Document in accordance with Oregon Local Budget Law.

Discloses planning assumptions.

Limits expenditures in any fiscal year to conservatively projected resources for that period.

Maintains current assets at any time to at least twice current liabilities.

~~Maintains the estimate of unappropriated ending fund balance at no less than three percent of the general fund operational expenditure budget.~~ **[Move to Unappropriated Ending Fund Balance, E.020]**

7. Complies with budget and financial policies contained in Section E.

ADOPTED: November 9, 1998

REVISED: April 12, 2000

REVISED: January 14, 2004

POLICY NUMBER: A.050
 POLICY TYPE: EXECUTIVE DIRECTIONS
 POLICY TITLE: FINANCIAL CONDITION AND ACTIVITIES

With respect to the actual, on-going financial condition and activities, the president shall avoid fiscal jeopardy and assure that actual expenditures reflect board priorities as established in ends policies.

Accordingly, the president shall:

1. Not expend more funds than have been received in the fiscal year to date except as approved by the Board.
2. Not use any long-term reserves that are not budgeted and appropriated for expenditure.
3. Settle payroll and debts in a timely manner.
4. Assure that tax payments or other government-ordered payments or filings be on time and accurately filed.
5. Make no single purchase or commitment of greater than \$75,000 without board approval, except in extreme emergencies.
6. Acquire, encumber, or dispose of real property only with board approval, except in extreme emergencies.
7. Pursue receivables aggressively after a reasonable grace period.

8. Comply with budget and financial policies contained in Section E.

ADOPTED: November 9, 1998
 REVISED: May 12, 1999
 REVISED: April 12, 2000
 REVISED: January 14, 2004

POLICY NUMBER: A.060
 POLICY TYPE: EXECUTIVE DIRECTIONS
 POLICY TITLE: EMERGENCY PRESIDENT SUCCESSION

In order to protect the board from sudden loss of presidential services, the president shall have at least one other executive familiar with board and presidential issues and processes. The president shall periodically furnish the board with the current name or names of the executive or executives familiar with the board and presidential issues and processes. In the event of a sudden loss of presidential services, the board shall appoint an acting president of the college in accordance with board policy B.050.

ADOPTED: November 9, 1998
 REVISED: April 12, 2000
 REVIEWED: January 14, 2004

POLICY NUMBER: A.070
 POLICY TYPE: EXECUTIVE DIRECTIONS
 POLICY TITLE: ASSET PROTECTION

The president shall assure that assets are protected, adequately maintained, and not placed at risk.

Accordingly, the president shall:

Insure against theft and casualty losses and against liability losses to board members, staff, and the organization itself in an amount similar to the average for comparable organizations.

Prevent uninsured personnel from access to material amounts of funds.

Assure that plant and equipment are not subjected to improper wear and tear or insufficient maintenance.

Assure that the organization, its board, or staff, are not unnecessarily exposed to claims of liability.

Assure that every purchase (A) includes normally prudent protection against conflict of interest; and (B) of over \$75,000 includes a stringent method of assuring the balance of long-term quality and cost.

Protect intellectual property, information, and files from loss or significant damage.

Receive, process, or disburse funds under sufficient controls to meet the board-appointed auditor's standards.

Invest or hold operating capital in excess of daily requirements in accordance with ORS 294.035.

Not endanger the organization's public image or credibility, particularly in ways that would hinder the accomplishment of its mission.

Not name a building, substantial parts of buildings, or significant landscape features of Lane Community College without prior approval of the board; and, when a building has substantial support from a donor, without prior involvement of the Foundation.

ADOPTED: November 9, 1998
 REVISED: April 12, 2000
 REVISED: December 13, 2000
 REVISED: September 10, 2003
 REVISED: January 14, 2004

POLICY NUMBER: A.090
 POLICY TYPE: EXECUTIVE DIRECTIONS
 POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD

The president shall assure that the board is informed and supported in its work.

Accordingly, the president shall:

Submit monitoring data required by the board (see policy on Monitoring Presidential Performance) in a timely, accurate, and understandable fashion, directly addressing provisions of board policies being monitored.
 Keep the board aware of relevant trends, anticipated adverse media coverage, or material external and internal changes, particularly changes in the assumptions upon which any board policy has previously been established.
 Advise the board if, in the president's opinion, the board is not in compliance with its own policies on Governance Process and Board-President Linkage, particularly in the case of board behavior that is detrimental to the working relationship between the board and the president.
 Marshal for the board as many staff and external points of view, issues, and options as needed for fully informed board choices.
 Provide a mechanism for official board, officer, or committee communications.
 Deal with the board as a whole except when (a) fulfilling individual requests for inconsequential information; or providing information; or (b) responding to officers or committees duly charged by the board.
 Report in a timely manner known noncompliance with any policy of the board.
 Supply for the consent agenda all items delegated to the president yet required by law or contract to be board-approved, along with the monitoring assurance pertaining thereto.
 Provide semiannual budget planning information.

ADOPTED: November 9, 1998

REVISED: April 12, 2000

REVISED: January 14, 2004

8\ Second Reading – New Policies

Romine moved, seconded by Holman, to approve second readings of the following new policies:

Motion passed 6-1. (Shine-abstained)

POLICY NUMBER: E.010
 POLICY TYPE: BUDGET AND FINANCIAL
 POLICY TITLE: DEFINITION OF A BALANCED BUDGET

~~Budget decisions shall be made~~ **The board directs the president to develop annual budget recommendations that are** in accordance with the college's strategic plan and shall conform to the requirements of Local Budget Law (ORS 294.326). The budget shall provide for:

- Annual operating expenditures not to exceed projected revenues (Expenditures shall be budgeted according to the college's strategic priorities.)
- Debt service, both current (due in less than 12 months) and long term
- ~~Adequate~~ Reserves for maintenance and repairs to its existing facilities
- ~~Adequate~~ Reserves for acquisition, maintenance and replacement of capital equipment.
- ~~Adequate~~ Reserves for strategic capital projects
- ~~Adequate~~ Funding levels to fulfill future terms and conditions of employment, including early retirement benefits
- ~~Adequate~~ Allocations for special projects related to the strategic directions of the college.
- ~~Appropriate~~ Allocations for contingencies (unforeseen events requiring expenditures of current resources)

Ending Fund Balances (according to policies set specifically for that purpose)

Lane has a further responsibility to:

- Plan how it will spend any "onetime" unanticipated revenue, allocating it strategically and prudently between:
 - The restoration of any shortfall to targeted ending fund balances,
 - Currently unfunded projects in the strategic plan, and/or
 - Holding some or all of it in reserve during financially volatile periods.
- Permanently stabilize its finances in their entirety (operating budget, reserves, contingencies and ending fund balances) when it perceives a long term change (increase or decrease) to its available future recurring resources

ADOPTED: January 14, 2004

POLICY NUMBER: E.020
 POLICY TYPE: BUDGET AND FINANCIAL
 POLICY TITLE: UNAPPROPRIATED ENDING FUND BALANCE

The president shall assure budgeting that maintains the estimate of unappropriated ending fund balance at no less than three percent of the general fund operational expenditure budget.

ADOPTED: January 14, 2004

POLICY NUMBER: E.030
 POLICY TYPE: BUDGET AND FINANCIAL
 POLICY TITLE: ENDING FUND BALANCE

Lane Community College shall maintain an "unrestricted" General Fund Ending Fund Balance equal to approximately 5% of total budgeted expenditures. This amount shall be considered a "target" and the target range may fluctuate up to 1% above or below the target from year to year depending on financial conditions and the needs of the college. The Ending Fund Balance target shall include the Unappropriated Ending Fund Balance (UEFB) as set by board policy E.020. When the Ending Fund Balance falls to 4% or less, the college shall adopt a plan to replenish the Ending Fund Balance to 5% within two years. When the Ending Fund Balance exceeds 6%, the excess shall be set aside for investment in one-time expenditures.

If the total Ending Fund Balance (including restricted) falls to levels that require short-term borrowing, the levels set by this policy shall be automatically reviewed and adjusted as necessary.

ADOPTED: January 14, 2004

POLICY NUMBER: E.040
 POLICY TYPE: BUDGET AND FINANCIAL
 POLICY TITLE: STABILIZATION RESERVE FUND

The college board may **require the president to** establish a separate "reserve fund" (as described in ORS 341.321 and ORS 294.525) for the purpose of providing short-term stabilization in anticipation of possible shortfalls in revenue.

A stabilization reserve fund may be established under one or more of the following circumstances:

- State budget appropriations for community colleges are not approved by the time the college budget is approved and adopted.
- A situation exists where significant changes in enrollment are possible but not reasonably predictable.
- When any major revenue source has a reasonable possibility of decreasing after the college budget is approved and adopted.
- When any operating expenditure that is beyond the control of the college could reasonably be expected to increase after the college budget is approved and adopted.
- Any other situation in which the board determines that there is a reasonable expectation that major shifts in revenue or expenditures could occur during the budget year.

Stabilization reserve levels:

- Minimum reserve levels shall be at the discretion of the board under advice from the budget committee and the president.
- Maximum reserve levels shall be no more than the maximum reasonably estimated shortfall at the time of the adoption of the budget.

Stabilization reserves will be reviewed annually as part of the budget development process. The stabilization reserve fund shall be closed out when the board determines that the precipitating threat to revenues and/or expenditures no longer exists. As long as the conditions exist that caused the fund to be established, the funds shall be kept in reserve for the purpose intended. If and when the fund is closed out, any remaining balance shall be ~~returned to operating funds~~ **released for use as a resource in the General Fund.**

ADOPTED: January 14, 2004

POLICY NUMBER: E.050
 POLICY TYPE: BUDGET AND FINANCIAL

POLICY TITLE: CAPITAL RESERVE FUNDS

The college shall establish and maintain separate "reserve funds" (as described in ORS 341.321 and ORS 294.525) in Capital Projects Fund IV for the following purposes:

To replace capital equipment that is broken or beyond its useful life as determined by the Capital Assets Replacement Forecast;

To maintain and repair college facilities according to the Major Maintenance Schedule;

To maintain and upgrade the college's information/telecommunications system according to planning schedules maintained by Information Technology;

To build new instructional facilities and/or to purchase property that facilitate planned long-term growth of the college.

Appropriate levels of funding for reserves will be determined using existing college decision-making structures. The president will make recommendations to the Board of Education for approval to establish and fund these reserves.

Optimal funding levels will be determined using benchmarks, professional standards and best practices from other colleges and adapting these to Lane's specific situation. It is expected that full funding of these reserves will take place over a number of years and that annual transfers to these reserves will be budgeted from the General Fund and other sources as appropriate.

As required in ORS 294.525, the board shall periodically review the reserve fund "and determine whether the fund will be continued or abolished." While ORS 294 allows review to take place every 10 years, reserve funds established under these policies shall be reviewed (a) annually by the president; and (b) at least every three years or more frequently as determined by the board.

As allowed in ORS 294.525, the board may determine at any time that a reserve fund is no longer necessary or that some or all of the reserves may be transferred to the General Fund.

ADOPTED: January 14, 2004

POLICY NUMBER: E.060

POLICY TYPE: BUDGET AND FINANCIAL

POLICY TITLE: BUDGETING OF NON-RECURRING RESOURCES

Non-recurring resources are resources that are not part of an annual revenue stream. Non-recurring resources include but are not limited to such categories as:

Fund balances (i.e., "carryover")

Reserves

One-time grants or awards of money

Funds withheld from annual budget allocations (e.g., funds held back from annual General Fund transfer to Capital Repair & Improvement)

Special allocations from the state (e.g., allocations from the Emergency Board)

Other special allocations (e.g., "seed money" for a project)

Non-recurring resources shall not be budgeted for ongoing recurring expenditures.

Non-recurring resources may be allocated for one-time expenditures including but not limited to the following:

Capital equipment

Capital construction

Investment in a new program or service that will move to recurring funding sources after a specified trial period

Projects related to the strategic directions of the college.

However, the college shall not rely on non-recurring resources for funding ongoing needs such as major maintenance and equipment replacement.

ADOPTED: January 14, 2004

POLICY NUMBER: E.070

POLICY TYPE: BUDGET AND FINANCIAL

POLICY TITLE: GENERAL FUND CONTINGENCY

Board Contingency:

The annual budget shall set aside ~~\$250,000~~ **approximately one-half percent (0.5%) of the budgeted revenues each year** for Board Contingency. Use of Board Contingency shall be at the discretion of the Board of Education and shall be allocated by formal approval of the board according to its policies.

Administrative Contingency:

Administrative Contingency shall be approximately one percent (1%) of the budgeted revenues each year. Administrative Contingency shall be allocated by approval of the president.

ADOPTED: January 14, 2004

POLICY NUMBER: E.080

POLICY TYPE: BUDGET AND FINANCIAL

POLICY TITLE: INTERFUND TRANSFERS

All transfers between funds shall be in conformance with ORS 294.361. The Budget Document shall clearly show for each fund the amounts, origin and destination of each transfer. Accompanying documentation shall list the specific purposes for each transfer.

Transfers from the General Fund to other funds (except Fund IX-Special Revenue Admin Restricted) shall be for the following purposes:

- Debt service on an obligation incurred as a part of normal operations of the college;
- Goods and services provided to General Fund units by units in other funds;
- Construction, maintenance and acquisition of facilities and/or real property used by the college in support of its mission;
- Acquisition of capital equipment for use by the college in support of its mission;
- Matching funds for grants and contracts;
- Operation of certain financial aid functions and matching funds required for financial aid grants;
- Contractual and legal obligations to employees and retirees for compensation and benefits;
- Other needs as deemed appropriate and necessary by the board for fulfilling the obligations of the college.

Since Fund IX contains units that could be considered general operations of the college, the boundary between the General Fund and Fund IX is more "permeable." While units in Fund IX primarily rely on designated revenues, transfers from the General Fund may be used to augment the resources for any or all of these units. The level of funding through General Fund transfers to Fund IX is at the discretion of the board under advice from the Budget Committee and the president.

ADOPTED: January 14, 2004

9\ First Reading: Existing Policies

POLICY NUMBER: B.120

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARD JOB DESCRIPTION

The job of the board is to represent the people of the college district in determining and assuring organizational performance.

The board is legally vested with final decision making in all matters of board policies, programs, facilities, budget, and personnel.

Consequently, the contributions of the board shall include:

The link between the organization and ~~its ownership~~ **the citizens of the district.**

Written governing policies which, at the broadest levels, address:

Ends: Organizational products, impacts, benefits, outcomes (what's good for which needs at what cost).

Executive Directions: ~~Constraints on~~ **Directions for** executive authority which establish the prudent and ethical boundaries within which all executive activity and decisions must take place.

Governance Process: Specification of how the board conceives, carries out, and monitors its own task.

Board-President Relationship: How ~~power is responsibilities~~ **accountability/authority and duties are** delegated and ~~its proper use is~~ monitored.

The assurance of presidential performance.

ADOPTED: November 9, 1998

POLICY NUMBER: B.130
POLICY TYPE: GOVERNANCE PROCESS
POLICY TITLE: AGENDA PLANNING

The board will follow an annual agenda that: (1) reviews all policies and (2) continually improves board performance through board education and enriched input and deliberation. Accordingly, the cycle will start each year on the first of July. (See Policy C.060 – Monitoring President Performance.)

The chairperson **in consultation with the president** sets the agenda (see B.150, #1.0). At each board meeting, any board member may place items on a future agenda. The item will be added to ~~the~~ **a future** agenda, unless the president states that the item will require an unacceptable amount of staff time or funds, in which case the board must act to place the item on a future agenda. (see C.010, #4).

ADOPTED: November 9, 1998
REVISED: March 10, 1999
REVISED: April 14, 1999
REVISED: September 8, 1999

POLICY NUMBER: B.140
POLICY TYPE: GOVERNANCE PROCESS
POLICY TITLE: MEETINGS AND EXECUTIVE SESSIONS

The board of education shall liberally construe the section in Oregon Revised Statute [ORS 192.610-690] which declares all meetings are to be held in public; the exceptions are those defined in the statute that may infringe on personal or public rights. Where authorized by statute, an employee may request consideration in executive session of those matters set forth in Oregon Revised Statute [ORS 192.660].

The board shall determine whether in having the discussion in open session: (a) the public interest actually would be harmed, or (b) the rights of an individual would be adversely affected or violated by disclosure of personnel records.

ADOPTED: November 9, 1998

POLICY NUMBER: B.150
POLICY TYPE: GOVERNANCE PROCESS
POLICY TITLE: CHAIRPERSON'S ROLE

The chairperson assures the integrity of the board's process and ~~is~~ **the only person** authorized to speak for the board.

Accordingly,

The chairperson shall ensure that the board ~~behaves~~ **acts** consistently with its own rules and those legitimately imposed upon it from outside the organization.

Meeting discussion content will include only those issues which, according to board policy, clearly belong to the board. Deliberation will be timely, fair, orderly, and thorough, but also efficient, limited in duration, and kept to the point.

The board's policies concerning individual and group ~~behavior~~ **conduct** will be enforced appropriately.

The chairperson is responsible for setting the board meeting agenda and facilitating the board meeting to ensure that the board remains proactive, forward looking, and value-added in its deliberations.

Orientation for new board members will be conducted as stated in B.080.

The board chair will explain at the outset of Statements from the Audience that the board may not respond directly to any issues raised but will refer those issues to the president for appropriate action (see B.130 – Agenda Planning).

The authority of the chairperson consists of making decisions on behalf of the board consistent with any reasonable interpretation of board policies on Governance Process and on the Board-President Relationship, except where the board specifically delegates portions of this authority to others.

The chairperson is empowered to chair board meetings with all the commonly accepted power of that position (e.g., ruling, recognizing).

The chairperson has no authority to make decisions about policies created by the board within Ends and Executive Limitations policy areas. Therefore, the chairperson has no individual authority to supervise or direct the president.

The chairperson may represent the board to outside parties in announcing board-stated positions and in stating

chairperson decisions and interpretations within the area delegated.

The chairperson or any four members of the board may call special meetings as required.

The vice chairperson will assume responsibilities of the chairperson in the event of the chairperson's absence or inability to serve.

The chairperson and vice chairperson of the board will be elected at the annual meeting in July.

ADOPTED: November 9, 1998

REVISED: May 12, 1999

POLICY NUMBER: B.160

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARD MEMBERS' CODE OF CONDUCT

The board commits itself and its members to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

Accordingly,

Board members must represent unconflicted loyalty to the interests of the ownership citizens of the district. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any board member acting as an individual consumer of the organization's services.

Board members must avoid any conflict of interest with respect to their fiduciary responsibility in accordance with Oregon statutes. Should a board member apply for employment by the college, the board member must resign. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.

Board members' interaction with the president or with staff must recognize the lack of authority in any individual board member or group of board members except as noted above.

Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any board member or board members to speak for the board (except for the chairperson, as noted in B.050.2.C).

Members will give no consequence or public voice to individual judgments of the president or staff performance, except as that performance is assessed against explicit board policies by the official process.

As new issues come before the board, the board will first determine if a policy has been violated. If a policy has been violated, the board will specify monitoring to correct the violation. If no policy has been violated, the board may determine that clarification of an existing policy or creation of a new policy is necessary.

Members will respect the confidentiality appropriate to issues of a sensitive nature.

ADOPTED: November 9, 1998

REVISED: January 13, 1999

REVISED: April 14, 1999

POLICY NUMBER: B.170

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARD VACANCIES

When a vacancy occurs on the board, the remaining members shall meet in regular session and elect a person to fill the vacancy from any of the qualified voters of the geographic boundary from which the vacancy occurs. The board shall request nominations from the public and shall prescribe the format in which the nominations are to be presented. Notification will include: The legal requirements for the position and the period of time for names to be recommended to the board. The members so elected shall serve until the next board election at which time a successor shall be elected to fill the remainder of the unexpired term.

ADOPTED: November 9, 1998

POLICY NUMBER: B.180

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: NEW BOARD MEMBER ORIENTATION

All new board members will receive an orientation to Lane Community College and the role and responsibilities of the Lane board of education within the first three months of election and/or appointment. The orientation will be

conducted by board members in collaboration with the president and include topics in: ~~Policy governance~~ **Governing by policy** model, board policies, statutory responsibilities, and institutional financial status.

ADOPTED: November 9, 1998

POLICY NUMBER: B.190
POLICY TYPE: GOVERNANCE PROCESS
POLICY TITLE: BOARD COMMITTEE PRINCIPLES

Board committees, when used, will be assigned so as to reinforce the wholeness of the board's job and so as never to interfere with delegation from board to the president.

ADOPTED: November 9, 1998

12) Benchmarks

Craig Taylor responded to board questions/comments on the following Benchmarks:

- Gender and Race/Ethnicity Status of Graduates

13) Accreditation

Roberts gave a brief overview of the Accreditation process to date and noted that less than nine months remain before the visit. Eligibility requirements have been met, and staff are now looking at what we do in terms of our practices, approved mission, vision, core values, and strategic directions. The Steering Committee and college community will review a rough draft in April. A final draft will be completed by the end of spring quarter.

Note: During the following statements, staff and board members expressed congratulations and bade farewell to Cheryl Roberts who accepted a position as vice president at South Seattle Community College. In addition, sympathy and sorrow was expressed for former faculty and board member George Alvergue who passed away January 12.

14) Reports

ASLCC President - Rebecca Hill

ASLCC activities include: Voter registration, education, and a campaign to increase voter turnout on February 3; ensuring safe rental housing for students and all residents in Eugene; sponsoring a reception on January 19 as part of the Martin Luther King, Jr. Celebration; and participation at the Third Annual Oregon Students of Color Coalition Conference January 30-February 1. Twenty five students will have the opportunity to attend this conference sponsored by ASLCC and Lane.

LCCEF President – Bob Baldwin

Baldwin was reelected president of LCCEF. Building credibility amongst staff was encouraged in order to connect the Strategic Planning and Governance processes to decisions made at Lane. Another round of bargaining will begin relating to the non-economic phase of the contract. LCCEF wants to make sure that health services to students are not diminished nor impaired with the establishment of the new staff/health clinic.

LCCEA President – Jim Salt

Salt advocated for LCCEA's continued representation of faculty at board meetings. LCCEA has reached a tentative agreement with the college and anticipate a formal announcement on Friday, although progress still needs to be made on compensation and insurance. Several workload proposals were presented to the administration last fall. The board was encouraged to begin thinking about this issue and to look for ways it can support resolution of this issue. A transportation fee was passed last spring for students only, although some faculty are now being charged this fee when taking a class.

Vice Presidents

Cheryl Roberts reported the following: The Business Development Center has a new program/service called Business Capital Resource Center; the dental assisting and hygiene program is working jointly with 4J schools by providing dental services to underserved students; and Lane Family Connection had a recent Register Guard article on community support for families put together by Sue Norton and Julie Fosback. Roberts said coming to Lane was a big decision, and that she departs with mixed feelings. She was attracted to Lane because of the mission, commitment to innovation, and putting students at the heart of what we do in terms of learning. She hopes the board continues to fund and support the innovation life of the college across all the employee groups. It is what reinvigorates the learning environment, what keeps staff here, and is truly the hallmark of this college. Roberts described the doable pledge book put together from the Spring Conference on creating a more inclusive culture here at Lane. The book will be shared amongst all those who committed to a more inclusive climate here at Lane.

On behalf of Marie Matsen, Cheryl distributed the memo to staff explaining how weather-related decisions are made in

determining whether to close, delay, or remain open.

Board Members

Jay Bozievich reported that having a second jet carrier fly out of Eugene will benefit students in the Flight Technology Program. He and his wife, Elizabeth, will be hosting a Rotary exchange student from Turkey.

Roger Hall said there is a need to address budget development in all areas of the college to help prevent burnout and work overload..

Dennis Shine, acknowledged the information received as a result of the Strategic Conversation with county superintendents. He thanked Mike Rose for writing a Register Guard Op Ed article in support of Measure 30. As a follow up to previous comments on Measure 30, Shine provided a Lane Council of Governments web page: www.lcog.org, which lists the impacts should Measure 30 fail.

Kathleen Shelley The League of Women Voters will have a meeting next Thursday featuring Doug Harclerod who will speak on the impact of Measure 30 on the judicial system. The Aurora Building is a "gem," and we are fortunate that Lane students will be living there. Shelley suggested naming the LCC/Lane Transit District Bus Station in honor of Rosa Parks.

Mike Rose recognized the work of everyone on the LCCEA contract agreement. Rose reminded the board and staff of the scholarship fund arranged by the Foundation in George Alvergue's memory. OCCA's next meeting is February 20. KLCC begins fundraising efforts to pay for their downtown building.

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

Wednesday, February 11, 2004, Boardroom, Building 3, Lane Community College.

15) Adjournment

The board meeting unanimously adjourned at 9:16 p.m.

Mike Rose, Chair

Mary Spilde, President/District Clerk
Lane Community College