



General Library Item

Name Minutes 2004-04-14

Content

LANE COMMUNITY COLLEGE
BOARD OF EDUCATION
Minutes - April 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 Marie Matsen; Associate Vice President Donna Koechig; Executive Assistant to the President Tracy Simms; College Counsel Meg Kieran; Lane Community College Education Association President Jim Salt; and Lane Community College Employees Federation President Bob Baldwin. Associated Students of Lane Community College President Rebecca Hill was absent.

2) President's Report

- With another deficit coming in 2006-07, budget recommendations will not include additional recurring funds but remain status quo. Some one-time investment items, however, may ameliorate the future budget deficit. The Executive Team is developing a list of proposals, received from different groups, based on direction already received from the board.
- The State Board of Higher Education recently approved the following legislative concepts:
 - Create a statewide K-16 Student Data System through linkage to the Oregon Department of Education's integrated Data System.
 - Increase the successful transfer of students to OUS campuses through the creation of a dual enrollment framework and a common set of educational outcomes from courses leading into an academic major.
 - Expand the use of on-line courses to assist students in making more timely progress towards degree completion.
 - Ensure that all Oregon high school students have an opportunity to take rigorous courses in high school that may result in the earning of college credits or advanced placement prior to the student's college matriculation.
 - Increase the successful retention of OUS undergraduates to degree completion.

Chair Mike Rose read a letter from David Rutledge, chair, board of directors, Association of Community College Trustees (ACCT). Rutledge recognized the 800 board members who attended the ACCT annual conference and called for continuing community college membership support.

3) Consent Agenda

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

- Approval of the March 10, 2004, Minutes.

Motion passed unanimously.

Policy Review

4) Second Reading

Romine moved, seconded by Shelley, to approve the second reading of C.020, Delegation to the President.

Motion passed unanimously.

POLICY NUMBER: C.020

POLICY TYPE: BOARD-PRESIDENT LINKAGE

POLICY TITLE: DELEGATION TO THE PRESIDENT

The president's performance will be considered to be synonymous with the total performance of the college.

The president's job contributions can be stated as performance in the following areas:

- College accomplishment of the provisions of board policies on Ends.

- College operation within the boundaries established in board policies on Executive Limitations **Directions** and state mandated policies.
- Achievement of annual goals approved by the board.

ADOPTED: November 9, 1998

REVISED: April 14, 2004

Romine moved, seconded by Shelley, to approve the second reading of C.030, Contractual Authority.

Motion passed unanimously.

POLICY NUMBER: C.030

POLICY TYPE: BOARD-PRESIDENT LINKAGE

POLICY TITLE: CONTRACTUAL AUTHORITY

Only the president, or formally designated representatives, may commit the college to financial obligations or contractual agreements. No obligation may be incurred unless it first has been authorized by the budget or by the budget change process. ~~Any person otherwise obligating the college financially or contractually may be held personally liable for such obligation.~~ **Any contract entered into in violation of this policy is void as to the college.**

All contracts of \$75,000 or greater shall be approved for award by the board of education. The president is authorized by the board to enter into contractual agreements on behalf of the college up to a total dollar value not exceeding \$75,000. The president may delegate this authority to college staff.

ADOPTED: November 9, 1998

REVISED: April 14, 2004

First Reading

The board conducted a first reading of the following policies:

POLICY NUMBER: A.020

POLICY TYPE: EXECUTIVE DIRECTIONS

POLICY TITLE: TREATMENT OF LEARNERS/~~CONSUMERS~~

With respect to interactions with learners/consumers, the president shall assure that procedures and decisions that are safe, dignified, unintrusive **respectful** and confidential.

Accordingly, the president shall **assure that:**

1. **The institution represents itself accurately and consistently to prospective students through its catalogs, publications and official statements.**

2. ~~Use application~~ **Admissions information** forms that avoid eliciting information for which there is no clear necessity.

3. ~~Use~~ Methods of collecting, reviewing, transmitting, or storing client information **about learners will be that** protected against improper access to the information **in compliance with federal and state regulations.**

4. ~~Maintain~~ Facilities provide a reasonable level of privacy, both visual and aural.

5. **The college environment is welcoming and accepting to all learners.**

6. ~~Establish with~~ Learners/consumers **have** a clear understanding of what may be expected and what may not be expected from the services offered.

7. **Learners are informed of their rights and responsibilities and are provided a process to address grievances.**

8. **There is adequate provision for the safety and security of learners.**

ADOPTED: November 9, 1998

REVISED: April 12, 2000

POLICY NUMBER: A.030

POLICY TYPE: EXECUTIVE DIRECTIONS

POLICY TITLE: TREATMENT OF STAFF

With respect to the treatment of paid and volunteer staff, the president shall:

- Operate with written personnel policies that clarify personnel rules for staff, provide for effective handling and redress of grievances, and protect against wrongful conditions.
- **Assure that there is an environment to freely examine and discuss assumptions and data and be guided by evidence.**
- Never discriminate against any staff member for expressing an ethical dissent.
- Not prevent staff from addressing the board when internal grievance procedures have been exhausted and the employee alleges that board policy has been violated to his or her detriment.
- Operate within a collaborative and participative environment.
- Acquaint staff with their rights under this policy.
- Make results a measure of staff success.

ADOPTED: November 9, 1998

REVISED: April 12, 2000

5) Governance

The board received two handouts. The first was communication from the president to all staff updating the progress of the Governance Task Force since the review cycle ended on March 14. The second included a revised analysis page with background information, recommendation, and key parts of the governance system that relate to board policy and the relationship between the board and the administration. Subsequently, Meg Kieran, legal counsel, proposed the following language in order to clarify the relationship between union representation and the proposed governance system. Jim Salt, LCCEA president, Bob Baldwin, LCCEF president, and Marcia Sexton, ASLCC, endorsed the proposed governance system and acknowledged the hard work that it will take to make the system work.

Hall moved, seconded by Holman, that the board resolves that the proposed governance system meets the requirements set out in policy B.025 and authorizes the president to implement the system as proposed, pending final agreement that the grievance procedures of the collective bargaining agreements will not apply to the governance system, and that the system will not amend or supersede the collective bargaining agreements.

Motion passed unanimously.

6) Accreditation

Sonya Christian provided a brief overview of the accreditation process over the last two years and reviewed the information provided the board over the past few months. She apprised the board of what to expect during the accreditation visit October 6-8, 2004, and introduced accreditation coordinating team members and standard chairs: Craig Taylor, Karen Edmonds, Chuck Appleby, Nadine Williams, Stephen Pruch, Stan Barker, Anne McGrail, and Russell Shitabata. Shitabata, faculty chair, described the meaningful connection between Lane's relevant projects and activities over the past ten years and the Self Study process and reviewed Standard 4, Faculty. Donna Koechig reviewed Standard 3, Students. Shitabata distributed the first draft of the Feedback Process and a draft of the Self Study Report.

7) Oregon Community College Association (OCCA) Legislative Agenda

Mary Spilde reviewed the information OCCA developed for community college boards as a framework for discussion with the Oregon State Board of Education. Board members agreed to a single biennium approach and recommended the following:

- funding at the higher end of \$80-120 million
- supporting issues of equity and growth
- defining words such as "affordable" education and "adequate" student services
- funding for high-cost technical courses
- documenting past savings and past cuts
- keeping the list short, clear, and consistent
- emphasizing return on investment

The board agreed that the top priorities were stable funding and a dependable funding formula and construction package that recognizes issues of equity, as well as pegging the number of FTE funded at a reasonable level.

Accountability/Reports

8) Benchmarks

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

- Percent of Recent High School Grads Attending Lane

9) Differential Pricing Report

Sonya Christian reviewed the Differential Pricing Report, and noted that student feedback will take place in the spring. Craig Taylor recommended the need for continuing to track courses over the next several years in comparison to other courses in the division.

10) Community Learning Centers (CLC)

Tim Craig recapped CLC comparison statistics from 2001 to 2004. Craig, Bob Purscelley, director of the Florence Center, and Don Strahan, director of the Cottage Grove Center, shared comments from high school principals and superintendents. Feedback related to options and new directions for providing cost-effective programs and services that could still be responsive to specific community needs. Information will be evaluated, discussed, and a plan developed.

11) Reports

ASLCC Senator, Marcia Sexton

- The students lobbying trip to Washington, D.C. was very successful. Sexton thanked the president for helping to underwrite expenses.
- A voter registration drive has begun in earnest.

LCCEF President Bob Baldwin

- Although staff concerns on release time remain, a governance memorandum of agreement is expected to be finalized this week.
- Classified bargaining has begun. Three issues of concern are the increase in health insurance co-pays, confidentiality issues relating to the health clinic, and student involvement in discussions of the operational aspects of the clinic.
- It was recommended that the college prepare for budget deficits ahead.
- The program/class offerings are not consistent at Community Learning Centers; there is a perception that quality differs from main campus offerings.
- The American Federation of Teachers and the Oregon Education Association are having merger discussions.

LCCEA President Jim Salt

- The Faculty Evaluation Handbook is completed and in use.
- The Racial Harassment Policy has been restructured thanks to many people including union participation.
- There is concern that the proposed policy on Children in the Workplace is overly restrictive. Salt is optimistic that problems will be resolved in a collaborative manner.
- Re: Differential Pricing. There needs to be a policy that reduces or, at the worst, maintains tuition.
- Response to on-line student evaluations of courses was up 30 percent over winter term, but still short of the 70 percent for paper copies.

Associate Vice President Donna Koechig

Shawn Winkler-Rios, MicroBusiness Program manager, was selected to receive the "Home-Based Small Business Advocate of the Year" award from the U.S. Small Business Administration. In partnership with the Lane County Sheriff's Department and LeAnne Shirley, Lane is offering a new course for spring term titled "The Internet and Your Child." The Dental Hygiene Program together with Portland Community College and Linn-Benton Community College partnered to offer a Dental Pharmacology course. Nearly 200 credit and non-credit students attended the Eleventh Annual Conference on Families on March 6.

Vice President Marie Matsen

KLCC's 2004 Spring Radiothon raised \$251,205, only \$4,000 short of its goal. To better serve the college and its resources, Information Technology is being reorganized under the guidance of Stephen Pruch. As part of the Employee Wellness Challenge, 20 teams have signed up. Budget Committee meetings begin in May.

Board Members

Jay Bozievich handed out information on the improved job outlook for college graduates and the increase in economic growth from 4 to 5 percent. He thanked Jim Lindly, director of the Business Development Center, for speaking to the Lane Economic Committee (LEC). LEC is developing a consolidated directory of economic services available in Lane County.

Roger Hall extended appreciation to Don Strahan and Bob Purscelley for attending the board meeting. He congratulated the administration, union leadership, students, staff, and all others who worked on the governance document, and said it was a huge accomplishment for Lane.

Kathleen Shelley attended the Oregon Student Scholar Event, where two Lane students, John Butler and Valerie Simmons, were honored. Shelley said the diversity of students who attended gave hope for the future.

Dennis Shine recognized Jim Garcia, Diversity coordinator, for receiving the 2004 Human Rights Leadership Award from the Springfield Alliance for Equality and Respect (SAfER) at its April 1 celebration of the life of Cesar Chavez in Springfield. A play was performed at the meeting that was written by Jose Chavez, English instructor. Tim Craig and others gave a presentation at a Lane Council of Governments meeting with desserts provided by Culinary Arts students. Al King, Springfield board member, requested a board discussion on what educators could do to market themselves and how we all could work together. Shine read key notes from an ACCT Legislative Summit he attended in Washington, D.C.

Larry Romine asked that the topic of membership in the American Community College Trustees be added to future board topics.

Paul Holman will miss the May board meeting.

Mike Rose plans to attend Friday's OCCA board meeting and will provide a report in May.

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

Wednesday, May 12, 2004, Boardroom, Building 3, Lane Community College.

13) The board meeting unanimously adjourned at 10:00 p.m.

Mike Rose, Chair

Mary Spilde, President/District Clerk
Lane Community College