



General Library Item

Name Minutes 2004-05-12

Content

LANE COMMUNITY COLLEGE
BOARD OF EDUCATION
Minutes - May 12, 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, Larry Romine, Kathleen Shelley, and Dennis Shine. Also present were President Mary Spilde; Vice President Marie Matsen; Associate Vice President Sonya Christian; 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. Board Member Paul Holman was absent.

Chair Rose stated that the election results concerning student fees would be acted on at the June 9 budget meeting. He recommended a three-minute limit on all Reports (Agenda item #6) and, if that was not enough time, recommended submitting comments to the board in writing.

2) President's Report

Attached and filed with the original minutes. [Attachment 1]

3) Consent Agenda

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

- Approval of the April 14, 2004, Minutes.

Motion passed 6-0.

Policy Review

4) Second Reading

Romine moved, seconded by Shine, to approve the second reading of board policy A.020, Treatment of Learners:

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

REVISED: May 12, 2004

Motion passed 6-0.

Romine moved, seconded by Shelley, to approve the second reading of board policy A.030, Treatment of Staff:

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

REVISED: May 12, 2004

Motion passed 6-0.

5) First Readings

Romine moved, seconded by Shelley, to review and approve the unchanged board policies A.080, C.040, C.060, D.040, D.060, E.090, and E.100.

Bozievich recommended that legal counsel research statutory language relating to D.060, Equality of Opportunity, and that a second reading be held in June.

After discussion, Romine amended the original motion and moved, seconded by Shelley, to accept the first review and reading of following board policies, A.080, C.040, C.060, D.010, and D.040.

Motion passed 6-0.

Spilde distributed board policy D.050, Use of Intoxicants and Controlled Substances, with an additional sentence added after #2 to clarify marijuana use on campus.

POLICY NUMBER: A.080

POLICY TYPE: EXECUTIVE DIRECTIONS

POLICY TITLE: COMPENSATION AND BENEFITS

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the president shall assure fiscal integrity and public image.

Accordingly, the president shall:

- Not change his or her own compensations and benefits.
- Not promise permanent or guaranteed employment.
- Establish current compensation and benefits which:
 - Do not deviate materially from the professional market for the skills employed, are competitive, and are consistent with board-approved collective bargaining agreements.
 - Not create obligations over a longer period than prudent
- Not establish deferred or long-term compensation and benefits which cause any employee to lose benefits already accrued under any forgoing plan.

ADOPTED: November 9, 1998

REVISED: April 12, 2000

REVIEWED: May 12, 2004

POLICY NUMBER: C.040

POLICY TYPE: BOARD-PRESIDENT LINKAGE

POLICY TITLE: BORROWING

The board may authorize borrowing for the college, in compliance with state laws, by resolution stating the upper limit to be obligated at any one time. The president or designee may initiate emergency borrowing prior to board approval should a quorum of the board not be available to authorize borrowing.

ADOPTED: November 9, 1998

REVIEWED: May 12, 2004

POLICY NUMBER: C.060

POLICY TYPE: BOARD-PRESIDENT LINKAGE

POLICY TITLE: MONITORING PRESIDENT'S PERFORMANCE

Any evaluation of the president's performance, formal or informal, may be derived only from the criteria established within board Ends and Executive Directions.

Accordingly,

- The purpose of monitoring is to determine the degree to which board policies are being fulfilled. Information which does not do this will not be considered to be monitoring.
- The board will acquire monitoring data by one or more of three methods: (a) by internal report, in which the president discloses compliance information to the board, (b) by external report, in which an external, disinterested third party selected by the board assesses compliance with board policies, and (c) by direct board inspection, in which a designated member or members of the board assess compliance with the appropriate policy criteria.

- The standard for compliance shall be any reasonable presidential interpretation of the board policy being monitored.
- All policies that instruct the president will be monitored at a frequency and by a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule.

Policy	Method	Frequency
Treatment of Consumers/Learners	Internal	Annually
Treatment of Staff	Internal/External	Annually
Financial Planning and Budgeting	Internal	Semi-annual
Financial Condition and Activities	Internal/External	Quarterly Annually
Emergency President Succession	Internal	Annually
Compensation and Benefits	Internal	Annually
Communication and Support to the Board	Internal/Direct Insp.	Annually
Asset Protection	Internal	Annually
Governance Process Policies	Direct Insp.	Direct Insp.

ADOPTED: November 9, 1998

REVISED: May 12, 1999

REVIEWED: May 12, 2004

POLICY NUMBER: D.010

POLICY TYPE: MISCELLANEOUS

POLICY TITLE: PERSONNEL SERVICES

The president or designees shall be authorized to commit the college on such items as personnel transactions, voluntary and non-voluntary payroll deductions, and in those personnel matters requiring immediate resolution.

ADOPTED: November 9, 1998

REVIEWED: May 12, 2004

POLICY NUMBER: D.040

POLICY TYPE: MISCELLANEOUS

POLICY TITLE: GAMBLING

Gambling of any form, whether played for money, check or any item or service representative of value, is prohibited on the Lane Community College campus or facilities under its direction and control.

ADOPTED: November 9, 1998

REVIEWED: May 12, 2004

First readings of the following board policies were held:

POLICY NUMBER: C.050

POLICY TYPE: BOARD-PRESIDENT LINKAGE

POLICY TITLE: PURCHASING PROCEDURE

All procurement on behalf of the college shall be executed in accordance with the requirements of Oregon Revised Statute 279 (ORS 279), the Oregon Community Colleges Exemptions and Associated Personal Services Procedures (OCC Exemptions), and Oregon Administrative Rules 125 (OAR 125), and 137 (OAR 137) **and Lane Community College administrative procedures**. Where federal procurement regulations apply and are more restrictive than the state regulations, the federal regulations shall prevail. The OCC Exemptions shall prevail over the provisions in OAR 125 and where topics are not addressed in the OCC Exemptions, the rules of OAR 125 shall remain in force.

ADOPTED: November 9, 1998

POLICY NUMBER: D.050

POLICY TYPE: MISCELLANEOUS

POLICY TITLE: USE OF INTOXICANTS AND CONTROLLED SUBSTANCES

No person may bring onto college property or into any college-owned facility or to any college-sponsored class or activity any intoxicating beverage, ~~dangerous drug, narcotic, marijuana, glue, or thinner~~ **controlled substances, volatile inhalants**, for the purpose of ~~ingesting the same~~ **mind or mood alteration**, except in the situations specified in this policy. No person may appear on college property or in any college-owned facility or in any college-sponsored class or activity under the influence of any of the above-mentioned substances.

Exceptions to this policy are as follows:

1. Alcoholic Beverages may be used/served:

- for cooking and/or instructional purposes in food preparation labs or classes related to the science and/or service of alcoholic beverages or
- at college-sponsored activities using procedures specified in LCC administrative rules (ex.: <http://2011sitearchive.lanec.edu/cops/foodalc.htm>) or
- at college activities catered by legally licensed and insured businesses or agencies, using procedures specified in **State/OLCC** administrative rules. Under no circumstances shall alcohol be served at college-

sponsored activities to underage minors as defined by state law.

2. ~~Dangerous drugs and narcotics~~ **With appropriate documentation, medical marijuana, prescription opiates, or other psychoactive medications**, may be used as legally prescribed by a licensed medical practitioner.

3. Glue and thinners may be used in class-related lab environments and in facilities construction and maintenance.

ADOPTED: November 9, 1998

POLICY NUMBER: D.060

POLICY TYPE: MISCELLANEOUS

POLICY TITLE: EQUALITY OF OPPORTUNITY

The board directs strict adherence to the principles embodied in Oregon and Federal "Equal Employment" legislation. Lane Community College shall provide employment opportunity to all qualified persons and prohibit discrimination on the basis of age, sex, race, color, religion, physical or mental disability, national origin, marital status, sexual orientation, pregnancy, veteran's status, familial relationship, expunged juvenile record, association with anyone of a particular race, color, sex, national origin, marital status, age or religion, opposition to safety and health hazards or application for Worker's Compensation benefits.

ADOPTED: November 9, 1998

REVIEWED: May 12, 2004

POLICY NUMBER: D.070

POLICY TYPE: MISCELLANEOUS

POLICY TITLE: EQUALITY OF OPPORTUNITY IN ADMISSIONS

~~Under no circumstances shall an applicant be denied admission to the college because of age, sex, race, color, religion, physical or mental disability, national origin, marital status, sexual orientation, pregnancy, veteran's status, familial relationship, expunged juvenile record, association with anyone of a particular race, color, sex, national origin, marital status, age or religion, except as based upon a bona fide educational, state or federal qualification, nor shall preference for admission be based on economic status.~~

Anyone who is at least 18 years of age for credit classes and at least sixteen years of age for continuing education classes may enroll at Lane Community College. Under no circumstances shall an applicant who is otherwise qualified be denied admission or given a preference for admission to the college based on an individual's race, color, national origin, sex, age, marital status, familial relationship, sexual orientation, pregnancy, disability, religion, expunged juvenile record, or veterans' status.

ADOPTED: November 9, 1998

First reading of the following new board policies were held:

POLICY NUMBER: E.090

POLICY TYPE: BUDGET AND FINANCIAL

POLICY TITLE: INTERFUND LOANS

Loans from one fund to another shall conform to the requirements of ORS 294.460 and be authorized by the Board of Education. Interfund loans may not be from: a Debt Service fund, a Financial Aid fund, employee/retiree benefit funds, or funds legally restricted to specific uses. Repayment of the loan must be budgeted according to an approved schedule and at a stated rate of interest.

The full repayment of interfund loans shall occur no later than:

- five years from the date of the loan, if the funds are to be used to acquire or improve real or personal property, or
- June 30 of the fiscal year following the year in which the loan was authorized, if the funds are to be used for operating purposes.

ADOPTED:

POLICY NUMBER: E.100

POLICY TYPE: BUDGET AND FINANCIAL

POLICY TITLE: DEBT ISSUANCE AND MANAGEMENT

The president shall ensure that sufficient funds are available to meet current and future debt service requirements on all indebtedness, while adequately providing for recurring operating requirements. The issuance of debt limits the college's flexibility to respond to future learning priorities; consequently, the college shall issue and manage debt in a manner which maintains a sound fiscal position, protects its creditworthiness and complies with ORS 341.675 and ORS 341.715.

To meet the objectives of this policy the president shall ensure that the college incurs and services all debts in a manner that will:

- Maintain a balanced relationship between debt service requirements and current operating needs.
- Maintain and enhance the college's ability to obtain access to credit markets, at favorable interest rates, in amounts needed for capital improvements and to provide essential learning services.
- Prudently incur and manage debt to minimize costs to the taxpayers and ensure that current decisions do not adversely affect future generations.
- Preserve the college's flexibility in capital financing by maintaining an adequate margin of statutory debt capacity.

The board shall approve borrowing as described in Board Policy C.040. Long-term debt (due more than a year in the future) shall not be issued to fund normal operating needs.

ADOPTED:

6) College Governance System, B.025, replacing B.070, Shared Governance

Bozievich moved, seconded by Hall, to approve that B.025, College Governance System, approved by the board on March 10, 2004, replace B.070, Shared Governance.

Motion passed 6-0.

POLICY NUMBER: B.025

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: COLLEGE GOVERNANCE SYSTEM

Lane Community College shall be governed by a system that is learning-centered system and fulfills the vision, mission, and core values of the college.

The president shall be the steward of the governance system, be accountable and responsible for the decisions made in the governance system, and evaluated accordingly.

The college governance system shall recognize that the best decisions are made through the inclusion of many and diverse voices. The system of governance shall ensure that the authority, responsibility, accountability, and relationship among and between the board, managers, faculty, staff, and students are clearly described and communicated. The system of governance shall be evaluated as to its:

1. Clarity
2. Wide and explicit communication
3. Effectiveness
4. Efficiency and timeliness
5. Processes that encourage employee and student participation in problem solving and decision making
6. Processes that assure that decisions are made at the appropriate level, by the appropriate group with the needed expertise
7. Recognition of the support needed for employees and students to participate and contribute meaningfully

ADOPTED: March 10, 2004

7) Reading Together Project

Ellen Cantor, English instructor and coordinator for the Reading Together Project, described the Project, its history and current status, and read testimonials from enthusiastic supporters. Each board member received a copy of this year's reading selections. Emily Mattulich, student, gave personal comments relating to her participation with the Reading Together Project.

8) College Naming Policy

On January 14, 2004, the board approved revisions to #10, policy A.070, Asset Protection which states:

Accordingly, the president shall:

10. 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.

At that time, the administration prepared a draft of the administration policy to support the board's direction.

Board member Bozievich recommended reversing the order under 1. Naming in Recognition of Distinction to read as follows:

From time to time the College may want to honor the extraordinary distinguished contributions of individuals to the College, to Lane County, to Oregon, to the United States, to humanity.

The majority of board members agreed to the revision.

9) KLCC Capital Campaign Naming Opportunities

The college's Naming policy requires that the board approve the naming of buildings, substantial areas or significant landscape features, as well as the schedule of naming opportunities and the level of donation required for each upon the launching of a capital campaign on campus. As KLCC embarks on its capital campaign, the Campaign Cabinet recommend a schedule of naming opportunities. The total amount to be raised is \$2.3 million for the new downtown building.

Bozievich moved, seconded by Hall, to approve KLCC's schedule of naming opportunities and the level of donation required for each upon the launching of a community-wide capital campaign for the new downtown building.

(Attachment 2)

Motion passed 6-0.

10) Enterprise Zone

Beginning 2002, the board directed the Bookstore and Food Services departments to contribute 8 percent to the General Fund beginning July 2002. This direction has caused problems for these departments as well as raised concerns with the students. A proposal was presented that the Bookstore and Food Services transfer 50 percent of their year-end fund balance to the General Fund, instead of the current 8 percent of gross revenues.

11) PERS Reserve

It was recommended that a reserve fund for potential PERS liabilities be established, which would include 3.7 percent of wages and salaries, about \$1.5 million this year, and about \$1.6 million next year.

Shine moved, seconded by Hall, to approve the establishment of a reserve fund for the purpose of funding potential PERS liabilities.

Motion passed 6-0.

The board took a 10-minute break at 8:00 p.m.

Accountability/Reports

12) Flight Technology

Harvey Birdseye, director of the Lane Aviation Academy, and Dave Keebler, division chair for Advanced Technology, explained the self-support success of the Flight Technology Program. The program has moved from a deficit to better than breaking even, despite salary and OPE increases and student fee adjustments. Flight Technology received a loan from board contingency last year and, after the sale of an aircraft, have paid down the loan from \$100,000 to \$50,000. They also reported that the Seminole plane purchased last year has been fitted with new GPS-based avionics.

13) Benchmarks

Craig Taylor reviewed the following benchmark. He said that employees of color as a percent of all employees is up slightly among all employee groups.

- Employees of Color as a Percent of All Employees

14) Reports

Note: This was Rebecca Hill's last meeting. She received complimentary wishes from many.

ASLCC President Rebecca Hill

Student activities include a candidates' forum, voter registration drive, support for fair housing standards, a flat grant system for awarding Opportunity grants and for the staff and student health clinic. ASLCC and the Oregon Student Association held a "Day of Action" to collect student postcards to send to Governor Kulongoski thanking him for prioritizing need-based aid for students in keeping postsecondary tuition low.

LCCEF President Bob Baldwin

Classified staff activities include support for a Staff and Student Health Clinic, although there is a strong concern about medical confidentiality. Plans are being developed for a dinner in May to celebrate the creation of the LCCEF.

LCCEA President Jim Salt

Faculty activities include participation at a joint meeting of OEA and AFT representatives, support for the new College Governance system, and continuing work on the Faculty Compensation Study.

Associate Vice President Sonya Christian

Selected highlights from the Office of Instruction and Student Services include:

- Tim Craig was recognized for organizing a successful Spring Conference.
- Sacred Heart and McKenzie Willamette Medical Center were selected co-winners of the Employer of the Year Award.
- Dental assisting students had a 100 percent pass rate in the National Infection Control and Anesthesia examinations.
- The automotive training program received recertification by the national Automotive Technicians Education Foundation. Faculty members Tom Kadash and George Hart and division chair Dave Keebler were recognized for their outstanding work in this program.

Vice President Marie Matsen

College Operations highlights include:

- KLCC's June 27 annual Garden Tour was featured in an Alaska Airlines magazine.
- Lane is moving toward more sustainable operations – a workshop to learn how to assess Lane's situation and how to build a comprehensive plan will be held.
- The first Toyota hybrid automotive vehicle is now a part of Lane's motor pool.

Board Members

Kathleen Shelley attended the OCCA Convention and a Culinary Arts reception. She helped supervise ASLCC student elections, and announced that Centro Latino Americano will host the Noche Cultural fundraiser on May 22.

Dennis Shine said the OCCA Convention was extremely fruitful. He especially thanked Sonya Christian and Tim Craig for their attendance and encouraged staff to share their notes with the board.

Jay Bozievich thanked Sonya Christian and her staff for organizing the tour to the Child Development Center and Family and Health Careers departments.

Mike Rose reported that OCCA passed its framework for discussion on funding. Community colleges will ask for \$640 million in the next legislative session as well as a flat grant for students. He said that OCCA staff received a small pay increase, requiring a modest increase in OCCA dues.

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

Wednesday, June 9, 2004, Boardroom, Building 3, Lane Community College.

16) The board meeting unanimously adjourned at 9:30 p.m.

Mike Rose, Chair

Mary Spilde, President/District Clerk

