



General Library Item

Name Minutes 2004-09-08

Content

LANE COMMUNITY COLLEGE
BOARD OF EDUCATION
Minutes - September 8, 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; 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 Tony McCown.

2) President's Report

President Spilde presented a plaque of appreciation to Mike Rose for his service as board chair for the 2003-2004 academic year.

While still in the process of finalizing finances from last year, a pre-audit report shows that the college met the ending funding target balance for FY04. This was the first year in several that revenues exceeded expenditures. The final audit report will be presented at the November board meeting.

Kudos to the Facilities Management and Planning Department for all the great work this summer to complete several construction projects.

Vice President Matsen attended the Presidents' Council August meeting. The presidents developed legislative planks similar to those you will prioritize this evening. The State Board of Education approved a budget request for \$110 million above the current allocation for community colleges.

The presidents agreed to maintain a unified position on community college funding through the legislative session. This is especially important this year because of the lawsuit filed by Central Oregon Community College.

It appears there is about 8 percent more revenue to work with in the 2003-2005 biennium. However, a lot of one-time money was used, so we will probably still be short of maintaining current service levels. Community Colleges are well-positioned for an increase, especially if we can collaborate with K-12 and with higher education on some agenda items.

A budget note in the last legislative session vetoed compensation increases for community colleges. Both OCCA and OCCWD are gathering information from each community college on this subject. The board's position is very defensible given the increased cost of health insurance.

The capital construction list will be prioritized by the commissioner according to criteria set by a group of presidents. It is likely we will get \$150-200 million for the construction projects. Lane may not benefit immediately as there are some colleges that do not have campuses. The idea is to establish an ongoing capital construction fund.

It is important for board members, students, and community members to advocate with legislators about community college needs. The governor's budget will be out soon and every agency will be after the same pot of scarce resources. You are invited the annual Inservice for all staff on September 21 at 8:30 am in the Center for Meeting and Learning. The new governance system will be launched this Fall.

The accreditation self study has been sent to evaluators. The evaluators will be on campus October 6-8.

Dr. Mark Milliron, the League for Innovation CEO, has resigned. I will be working with the other members of the executive committee to conduct a search for a new CEO. Gerald de los Santos, the chief operating officer, will serve as acting CEO.

Two fund-raising events are coming up - the annual Golf Scramble on September 24 and the Harvest Dinner on October 29. Last year, these events raised \$75,000 for college projects and student scholarships. You are welcome to sponsor a table or buy tickets. Cindy Pawlcyn is executive chef this year.

You have received the new calendar celebrating Lane's 40th anniversary. We will hold an open house on October 19 and there will be increased advertising this year on LTD buses and in movie theaters.

We have chosen Dr. Sonya Christian as our new Vice President for Instruction and Student Services. We welcome Sonya in her new position. And we welcome our new interim AVP for Instruction - Patrick Lanning.

3) Board Agenda Review/Changes

Agenda item 3.B.1. First Reading of D.030 Possession of Firearms is postponed to October.

4) Statements from the Audience

Bruce Miller praised the excellent work of the board.

Students Richard Archambault and Anita Jackson displayed the banner they and others will carry as representatives of the Native American Student Association in a September 21 Washington DC parade to celebrate a new Native American museum.

5) Consent Agenda

Romine moved, seconded by Shelley, to approve the consent agenda consisting of:

- Approval of the July 27, 2004, Minutes
- Document Imaging Software and Services

Motion passed unanimously.

Policy Review

6) Second Reading of Board Policies

Hall moved, Romine seconded to approve policies D.020 Sexual Harassment, D.080 Conflict of Interest, and A.030 Treatment of Staff.

POLICY NUMBER: D.020

POLICY TYPE: MISCELLANEOUS

POLICY TITLE: SEXUAL HARASSMENT

~~Sexual discrimination in the form of sexual harassment is prohibited. Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and other verbal and physical conduct which results in inhibition of unconstrained academic interchange or career advancement, or creates an intimidating, hostile, or offensive environment for one of the parties. Incidents of sexual harassment may bring about sanctions up to and including termination of employment or expulsion from the college.~~

Harassment Policy

Lane has a zero tolerance policy regarding all forms of harassment. Any proven harassment will result in immediate and appropriate action to stop the harassment and prevent its recurrence, including employee discipline consistent with collective bargaining agreements, or student sanctions. Remedial action will be designed to stop the harassing behavior. Any remedial action will be in keeping with the educational mission of the college. Whether or not the alleged harassing behavior is sufficiently severe or pervasive to be judged a violation of this policy, the college may take action to address a complainant's concerns and to ensure that Lane, as a workplace and as an academic institution, maintains a respectful environment. All forms of harassment, including student- to -student harassment, are covered by Lane's harassment policies. Incidents of harassment may bring about sanctions up to and including termination of employment or expulsion from the college.

Sexual harassment

Sexual discrimination in the form of sexual harassment is prohibited. Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and/or other verbal, written, visual, or physical sexual conduct that makes the terms or conditions of employment contingent on the acceptance of unwanted sexual advances, that negatively affects employment or educational opportunities, or that creates an intimidating, hostile, or offensive environment for one of the parties.

Harassment Based on Race/Ethnicity or National Origin

Harassment based on race, ethnicity or national origin is defined as unwelcome verbal, written or physical conduct based on a person's actual or perceived race, ethnicity or national origin that unreasonably interferes with an individual's work or academic performance, adversely affects the targeted individual's or others' work or learning opportunities, or creates an intimidating, hostile or offensive environment.

ADOPTED: November 9, 1998

REVISED: September 8, 2004

POLICY NUMBER: D.080

POLICY TYPE: MISCELLANEOUS

POLICY TITLE: CONFLICT OF INTEREST

~~Employees shall avoid actions that result in a conflict of interest between the employee's responsibility to the college and the employee's personal or financial interests. Also prohibited are actions that result in personal or financial gain for members of the employee's immediate family. Provisions of ORS Chapter 244 are in force where applicable.~~

Board Members and employees shall avoid actions as a public official or public employee that have the effect of being to the private, personal or financial benefit or avoidance of detriment of the person or the person's relatives. Relatives include spouse, children of the person or spouse, or the brothers, sisters or parents of the person or the person's spouse. The Government Standards and Practices Act set forth in ORS Chapter 244 is applicable to Board Members and employees. If questions arise, Board Members and employees are urged to contact Oregon Government Standards and Practices Commission, 100 High Street SE, Suite 220, Salem, Oregon 97301-3607; Telephone Number 503-378-5105.

ADOPTED: November 9, 1998

REVISED: September 8, 2004

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:

1. Operate with written personnel policies that clarify personnel rules for staff, provide for effective handling and redress of grievances, and protect against wrongful conditions.
2. Assure that there is an environment to freely examine and discuss assumptions and data and be guided by evidence.
3. Never discriminate against any staff member for expressing an ethical dissent or retaliate against any staff member for engaging in whistleblowing activities as defined in ORS 659A.200 to 659A.229 or for addressing the Board as provided in subsection 4 of this policy.
4. 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.
5. Operate within a collaborative and participative environment.
6. Acquaint staff with their rights under this policy.
7. Make results a measure of staff success.

ADOPTED: November 9, 1998

REVISED: April 12, 2000

REVISED: May 12, 2004

REVISED: September 8, 2004

Motion passed unanimously.

7) First Readings of Board Policies

A first reading of the following proposed board policy was held:

POLICY NUMBER: A.100

POLICY TYPE: EXECUTIVE DIRECTIONS

POLICY TITLE: ETHICAL CONDUCT FOR LANE COMMUNITY COLLEGE EMPLOYEES

The institution strives to adhere to the highest ethical standards in its representation to its constituencies and the public; in its teaching, scholarship and service; in its treatment of students, faculty, and staff; and in its relationships with regulatory and accrediting agencies. All concerned with the good of the college will seek ways to support institutional integrity.

The ~~president~~ **board** is responsible to ensure the integrity of the college. Individuals are responsible for their personal integrity and for acting in ~~an ethical~~ **a manner consistent with this policy**. Integrity is demonstrated by conduct that is honest in words and actions, and promotes respect, fairness and openness. Responsible stewardship of resources and the public trust are expectations for all employees.

All college employees are expected to conduct their affairs with integrity and to hold themselves to the highest standards of ethical conduct.

ADOPTED:

Rose asked whether a definition of the word 'ethical' is needed.

Kieran – The Board has another policy covering ethical conduct.

8) International Student Report and Recommendations

Barbara Delansky introduced report authors Dawn DeWolf, Mason Davis, Colby Sheldon, and Christine Strahan. John Miller, Norm Johnson, Annick Todd, and Helen Garrett also contributed to the report. Shine thanked the team for a comprehensive informative report and summarized that international students are succeeding academically, are an economic asset, and advance diversity.

Rose asked for recruitment strategies.

Davis described a disunified approach to international students with six separate entities guiding them and no planning capability. Recruitment has been passive. We have ideas but lack experience.

Delansky responded to a question on the cost to the college of recruiting international students by referencing information included in the report: to increase enrollment to 500, the college would need to hire a recruiter, develop strategies such as fairs and agents, budget for travel and publications. Washington State community colleges cite an annual recruitment budget of \$100,000 to \$125,000. Delansky asked for direction regarding the minimal, moderate, and competitive options outlined in the report.

Romine suggested a firm proposal would be part of the next budget cycle for recruitment in the following academic year.

Spilde proposed including a recommendation in the planning process. The board must decide whether a long-term investment in international student recruitment is a high priority for the future.

The board agreed to add this item to the October special work session agenda.

9) High Demand Courses

Sonya Christian, Craig Taylor, and Carol Whitaker responded to questions regarding this report. Bozievich thanked the team for a thorough examination of high-demand classes. He asked how much additional tuition would be necessary to cover the cost so that the college can respond to the demand. There was also discussion about whether facilities are sufficient to meet the demand. Romine cautioned against limiting accessibility for low-income people. Shine quoted students as being in favor of high quality even at a higher cost. The report will help launch a focus on enrollment management. It is a positive first step in identifying where the college needs to add classes to meet demand.

10) Oregon Community College Association's 2005 Legislative Positions

The Oregon Community College Association is soliciting advice from community college boards on the 2005 Legislative Positions.

Members registered these priorities:

Student Based Funding Model – to narrow the gap between enrollments and state funding.

State Mandates – no mandates without funding.

Flat Grant – equal grants to all students regardless of the school

For-Profit and Non-Oregon-Based Institution – no state resources to support these

Long-term Funding – without reference to “corporate tax” Spending Limit – no cap to state spending Governor’s Workforce Agenda

PERS/OPSRP Opt Out – with protection for current retirement status

Local Funding Option – legislation to increase the cap on each college and with protection for K-12

11) Lane Community College Employees Federation Contract

Romine moved, and Rose seconded, to approve the Lane Community College Employees Federation Contract for 2004-2008 between the LCCEF and the Lane Community College Board of Education.

Motion passed unanimously.

12) President’s Evaluation and Contract

Rose read a summary of a highly positive presidential evaluation. Holman and Shelley are working out the details for a new contract with President Spilde.

Hall moved, and Romine seconded, to accept the President’s Evaluation and to empower the chair and vice chair to solidify and finalize contract negotiations.

Motion passed unanimously.

13) Budgeted Contracted Staff FTE and Student FTE Benchmark

The next budget process should make adjustments for the increased management workload and decreased management positions.

14) Accreditation

Board members applauded the institutional self study document. Christian highlighted some of the accreditation standards. The 13-member evaluation team will visit October 6, 7, and 8. Robert Carr will chair the team. A meeting with a subset of the board will focus on Standard 6 – Governance and Administration. A board review of the Executive Summary on pages 1-13 and of Standard 6 on pages 163-175 will be helpful.

Standard 9 – Institutional Integrity, on pages 209-217, parallels board policy A.100 Ethical Conduct for LCC Employees.

15) Reports

ASLCC President Tony McCowen

Lane and UO students successfully campaigned for housing standards in Eugene . The city council will ask for public comment on November 8. The voter registration campaign goal is 2500. The Oregon Student Association met with 75 legislative candidates over the summer, lobbying for increased funding and need-based aid for the Oregon Opportunity Grant and for the Flat Grant. With tuition increases, access is becoming a higher priority.

LCCEF President Bob Baldwin

86 percent of the classified staff vote was in favor of the new contract. Planning is underway for a full classification and compensation study. Staff will pay \$24 per year to use the Health Clinic. The transportation fee was a significant challenge in bargaining . Staff taking classes must pay the fee. It is important to consider total FTE in looking at the Contracted Staff Benchmark – 30 percent of total classified hours worked is non-budgeted. Welcome to Sonya Christian and Patrick Lanning in their new positions.

LCCEA President Jim Salt

Salt recently attended a state-wide meeting of OEA presidents where participants talked with Oregon Community College Association Director Andrea Henderson and Community Colleges and Workforce Development Commissioner Cam Preus-Braly about community college issues. Salt is gratified to see faculty, classified, and student involvement in funding distribution conversations. Workload reduction would attract more nursing faculty. The college and the union reached concurrence on several contract interpretations. Part-time faculty will have fall term access to the Health Clinic. Full-time faculty will have access later in year. Bargaining will begin fall term. Faculty are aggravated by the transportation fee. It was not the board's intention to impose this fee on faculty and classified staff. The LCCEA re-elected Michael McDonald as treasurer, David Shellabarger as secretary, and Jim Salt as President for two years.

Vice President Sonya Christian

Christian expressed delight and honor with her new role as vice president. She welcomed Patrick Lanning as Associate Vice President of Instruction. Instruction and Student Services Managers are working on several projects including career counseling, dual enrollment with the University of Oregon , a regional skills initiative to meet needs of high school students, and strategies for enrollment management. The Continuing Education Department, led by Jeff Davis, is increasing collaboration with credit departments and working to strengthen partnerships with community groups. LCC's Community Learning Center in Junction City was recently featured on KEZI television. The program showcased expanded hours, increased offerings, and accessibility. Fall Inservice for continuing education instructors will be September 23. Fall inservice for other departments is September 21. The Lane Workforce Partnership and the Lane Metro Partnership sponsored the first Business Workforce award luncheon on August 20. The Florence Health Careers Project, an LCC – Peace Harbor partnership, received special recognition. That project was led by Bob Purscelley and Carol Whitaker.

Vice President Marie Matsen

Facilities crews are busy with construction and remodeling projects. Matsen commended staff for their commitment to quality work. Duke Vandervort is LCC's new health clinic manager and Todd Lutz was recently hired as a manager in Instructional Technology.

Board Members**Jay Bozievich**

Congratulations to Sonya Christian, Jim Salt, and Patrick Lanning. And to President Spilde for a great evaluation. Bozievich recognized staff and faculty for regularly presenting an amazing amount of quality reporting and expressed appreciation for the Accreditation Self Study.

Mike Rose

Congratulations to Sonya Christian. Rose will meet with Andrea Henderson tomorrow regarding legislative and other community college issues. The next OCCA board meeting will be October 22.

Dennis Shine

announced the August 6 Rites of Passage graduation, thanked Dean Hansen for "diffusing the baseball situation" by graciously accepting the blame for the misunderstanding, and thanked Tracy Simms, Craig Taylor, and Adrian McLeod for providing information for a Lane Council of Governments (LCOG) meeting. The five major issues that LCOG determined are: Lifelong Learning, Public Safety, development of infrastructure, regional economic development, and local autonomy. LCOG plans to develop positions on these issues.

Larry Romine

will join Mike Rose in meeting with Andrea Henderson tomorrow.

Roger Hall

is grateful for President Spilde's leadership. Congratulations to Sonya Christian and Patrick Lanning, and to Bob Baldwin for the best classified contract negotiation ever.

Kathleen Shelley

Congratulations Sonya Christian and Patrick Lanning. Lane is truly blessed with excellent staff. Shelley attended the Rites of Passage capstone ceremony. She thanked KLCC for helping to make the McKenzie Arts Festival a very successful event.

Paul Holman

Congratulations to all. The Lane Community College employees make the board look good.

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

Wednesday, October 13, 2004, Florence

President Emeritus status .

17) The board meeting unanimously adjourned at 9:20 p.m. .

Paul Holman, Chair

Mary Spilde, President/District Clerk