



General Library Item

Name Minutes 2004-10-13

Content

LANE COMMUNITY COLLEGE
BOARD OF EDUCATION
Minutes - October 13, 2004

1) Attendance

Chair Paul Holman called the meeting of the Lane Community College Board of Education to order at 5:43 p.m. Present were: Board Members Jay Bozievich, Roger Hall, Paul Holman, Kathleen Shelley, and Dennis Shine. Also present were President Mary Spilde; Vice President Sonya Christian; Associate Vice President Stephen Pruch; interim Associate Vice President Kate Barry; interim Associate Vice President Patrick Lanning, 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 McCowen. Board Member Larry Romine, Vice President Marie Matsen, and Associate Vice President Donna Koechig were absent.

2) President's Report

President Spilde thanked Bob Purscelley, director, Florence Center, and the staff for their warm hospitality and for all the work required to prepare for tonight's board meeting. In addition, everyone appreciated the presentation on the Florence Center and its area partners.

The 2004-05 academic year began with an all-college gathering and excellent inservice activities.

Solid enrollment data is not available at this time because student enrollment cannot be accurately calculated until the end of the fourth week. However, approximate full time enrollment indicates a slight decline. Last year, enrollment declined 10.9 percent. The loss of state reimbursement for personal enrichment courses and the tuition increases to make up for that, so that non-credit courses would be self supporting, the loss of the senior tuition waiver, and budget reductions all converged to impact enrollment. Enrollment at eight of the seventeen community colleges in the state declined in the 10 percent range. Enrollment at five of the colleges increased, mostly small colleges. The overall decline statewide was 7 percent, translating into 70,000 students who were not served by community colleges last year who had been served before. Lane is hoping to regain some of the lost enrollment by having instructional staff work with instructional units to develop plans.

Mary Spilde, Kathleen Shelley, and other community college representatives attended a meeting with Governor Kulongoski's staff to discuss this year's approach to the state budget. The Governor's office is developing budget principles to guide the process. See website: <http://www.governor.state.or.us>

Because the state used a lot of one-time money for this year's budget, it is one million short of achieving a continuing service level. It is projected that approximately \$300 million will be available for allocation. However, depending on PERS decisions, it would take \$180 million just to make K-12 whole. Community colleges have asked for an additional \$110 million to stabilize enrollment, and there will be an Oregon University System package. The Governor's office will be looking across the education enterprise to make budget decisions that support all of education. Education policy analyst, Jim Sager, stated that the Governor's focus on education and economic development is clear and that we will see that those are his priorities this budget. He also said that the Governor recognizes he must do something for OUS and community colleges in terms of construction. It appears a comprehensive package will be put together on construction. Community colleges offered to help develop criteria to go along with the Governor's principles in making final decisions. The Governor's budget will be published December 1.

The 10-year accreditation visit went very smoothly last week. The visiting team was very complimentary about the college, and a report will be made to the Northwest Commission on Colleges and Universities. The president will meet with the Commission in January prior to its determining Lane's accreditation status. The evaluation chair shared some observations as well as preliminary recommendations and commendations.

Comments included: Mr. Robert Carr thanked the campus for the excellent welcome and treatment. They gave kudos to the board calling it a great board that provides a tremendous amount of support to the college. They found the college was very dedicated to student outcomes, which was true at outreach centers and in terms of business support. They mentioned the work on the self study saying Lane had done a great job in providing a very informative document. The team room exhibits made it easy for them to do their work and the team room was on the top of their list compared to any other experience that they've had. Lane certainly did go over the top on the team room. They talked to many students who were very pleased with their education at Lane. They noted that students like it at Lane,

and they didn't get one negative comment about financial aid. The chair said that never happens at accreditation visits. They noted that we've made outstanding progress on the assessment of learning; we're on our way, and we need to keep going. They mentioned that our student services are exemplary; that the physical plant and facilities, including the bus station and Building 1, are very attractive. They mentioned that Lane is focused on student success, and we need to continue with that. They mentioned that our decision-making process is good; they thought it was immediate and that it got us through very difficult times. They observed that we have made some tough decisions in a collaborative way, and we need to continue that. They mentioned that students experience a quality education at Lane, and they heard that over and over coming from students in an unsolicited way. They mentioned the caring staff and that is the campus culture, that we appreciate the core values, students know what the core values are, and that is very significant.

Bottom line, two recommendations are being made to the Commission: First, while Lane is in compliance with full-time faculty, they would like to see a systematic approach to the evaluation of part-time faculty other than the ad hoc and decentralized evaluation that is currently done. We also need to extend our work in assessment of learning at the program level and assure that what we find, results in improvement in the classroom and in the program.

They plan to commend the college on the following: A loyal, diligent, hardworking faculty, staff, and administration who have worked together in spite of budget and enrollment challenges. They commended our community service, entrepreneurial activities, and creativity. They commended our mutually beneficial partnerships with the community to increase student opportunities. Those who worked hard on this process will be recognized next month. Good job to everyone involved and congratulations to the institution for the self study and the work that was done to get ready for the accreditation visit.

Students were commended for their hard work and excellent organization during the student voter registration drive. The college governance system is being launched. Jim Salt was elected College Council chair and President Spilde vice chair. Council appointments have been made, and an orientation is planned on October 15. Ted Romoser, former faculty and division chair, will help with the implementation of the governance system.

Dennis Carr, director of Human Resources, said diversity is embedded in the college's core values and that Lane has the privilege of hosting the Oregon Diversity Institute on November 5-6. Carr encouraged board members to attend and to spread the word to others as well.

Spilde reminded the board that Lane's 40th Anniversary Open House will be held October 19. Dr. Dale Parnell, Lane's first president, and Bert Dotson, former assistant to Parnell and current budget committee member, plan to attend.

On October 29, Lane will host the second annual Harvest Dinner and Auction to raise funds for students.

Extended work session dates in November are being considered. Due to meeting conflicts, the November board meeting will be changed from November 10 to Tuesday, November 16.

The board was shown the 40th Anniversary "Transforming Lives through Learning" video coordinated by Tracy Simms and the Marketing and Public Relations staff. The video depicts Lane Community College through the students, faculty and business owners.

3) Community Learning Centers

Tim Craig, executive director, Community Education and Workforce Development, summarized a report on Lane's seven Community Learning Centers. He reviewed these areas: Personnel changes; reformatted printed schedule, advertising and promotion; technology upgrades; improved coordination among credit/non-credit departments; staff development; and compared 2003-04 enrollment and tuition figures.

President Spilde pointed out the connection between the K-12 Initiatives Report, presented later in the meeting, to the Community Learning Centers because the CLC's provide a location for some of the work planned.

4) Consent Agenda

Mike Rose moved, seconded by Dennis Shine, to approve the consent agenda consisting of:

- Approval of the September 8, 2004, Minutes
- Appointment of District School Clerk and Deputy Clerks

Motion passed 6-0.

5) Policy Review

Second Reading of Board Policies

Roger Hall moved, seconded by Jay Bozievich, to approve the second reading of board policy A.100, Ethical Conduct for Lane Community College Employees.

Motion passed 6-0.

POLICY NUMBER: A.100

POLICY TYPE: MISCELLANEOUS

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 is responsible to ensure the integrity of the college. Individuals are responsible for their personal integrity and acting in an ethical manner.

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: October 13, 2004

First Reading of Board Policy D.030, Possession of Firearms

A first reading of policy D.030, Possession of Firearms, was held in July. An additional first reading was postponed to October for additional research by Legal Counsel.

Meg Kieran, legal counsel, stated that the policy presented below requires the college to prohibit firearms consistent with Oregon law. However, there is a statute that provides for five exceptions to the prohibition against possession of firearms in public buildings. The president may instruct the Public Safety Department to ask for voluntary compliance with the prohibition against firearms.

POLICY NUMBER: D.030

POLICY TYPE: MISCELLANEOUS

POLICY TITLE: POSSESSION OF FIREARMS

No person, **including students, employees, college patrons and vendors** may **bring, possess, conceal brandish, use or** be in possession of a firearm, destructive device, or other dangerous weapon as defined by law, or give the appearance of being in said possession on college-owned or controlled property **or at activities under the jurisdiction or sponsorship of the college, except as provided by Oregon or federal law.**

~~or otherwise set forth in this policy. Permitted exceptions include use in conjunction with approved instructional demonstrations or by peace officers, persons summoned by peace officers, or members of the armed forces under orders for campus safety. Any other exceptions must be approved by the president. Those individuals with a concealed weapon handgun license permit are requested to provide a copy of the permit license to the Public Safety Office and are expected to voluntarily comply with this policy by not bringing a weapon onto college property or to college sponsored activities. Must keep the handgun unloaded and locked in a motor vehicle.~~

ADOPTED: November 9, 1998

6) President Emeritus

Roger Hall moved, seconded by Mike Rose, that Dr. Dale Parnell be named Lane's founding president and an influential leader in the community college movement nationwide throughout a long and distinguished career, as President Emeritus of Lane Community College .

Motion passed 6-0.

7) Agenda Placement of Board Reports

Spilde recommended leaving reports at the end of the meeting to allow the board to begin their work before staff/student reports, which can be lengthy. Leaving reports at the end of the meeting is also a courtesy to community members, staff, and students who attend primarily for a specific agenda item. Spilde proposed that the board recognize participants seated at the board table who want to make a comment on an agenda item while it is being discussed. This would be a statement to the board, not a dialogue with the board.

Mike Rose moved, seconded by Dennis Shine, to leave the staff/student reports at the end of the agenda and that those seated at the board table be recognized and given the opportunity to make a statement on an issue before a motion is made.

Motion passed 6-0.

8) Benchmarks

Both benchmarks reflect enrollment data.

- Unduplicated Student Headcount
- Number of FTE by Reimbursement Category

9) K-12 Initiatives

Sonya Christian presented a status report on the K-12 Initiatives. The areas of focus include a placement testing grant with the University of Oregon to support student transition from high school to college, Professional Technical Career Day, Student Focus Group conducted to receive feedback on Lane's website, Regional Technical Education Center, College Now, Teacher Preparation, future plans for the Education Program, and career development.

10) Reports

ASLCC President Tony McCowen

acknowledged Brett Rowlett's diligent work as coordinator of the student voter registration drive and the work of many students in registering 2,583 new voters. The University of Oregon registered 7,600 for a combined total of over 10,000 voters in the Eugene area. Statewide, the Oregon Student Vote Coalition registered over 30,000 voters. The next task is extensive voter education that will include forums and debates. Secretary of State Bill Bradbury and Representative Peter DeFazio visited Lane for the registration of the 2 millionth voter.

LCCEF President Bob Baldwin

distributed an article in "Oregon Labor Trends" documenting that most jobs lost in Oregon are high wage, and most jobs created are low wage. Lane does high skill/high wage job training but faces increasing competition for public monies by other public agencies that are building a model that is dedicated to high volume, low-skill attainment training programs that push people through the door. Baldwin said Lane needs to react faster to job cycle changes and recognize that job training should be a major part of Lane's mission.

LCCEA President Jim Salt

announced that the implementation of the governance system has begun. He looks forward to working with the college on the two recommendations by the accreditation team regarding part-time faculty evaluation and assessment

of programs. Salt suggested that efforts be increased to better communicate the board's work to everyone.

Vice President Sonya Christian

congratulated Bob Purscelley and his staff for the work they have done on building partnerships in Florence. Kate Barry, director, Women's Program, was appointed acting associate vice president for Instruction and Student Services, while Donna Koechig takes a leave of absence. Barry did an outstanding job representing Standard 3 and has been an asset to the instructional leadership team. Christian said she is confident that systematic processes will be put in place as a result of the Accreditation Team's recommendations. She thanked ASLCC representatives Tony McCown and Marcia Sexton for their work in getting students prepared for the accreditation site visit.

The instructional leadership team plan to focus on these areas in 2004-05: Enrollment planning, continuing education and contract training, K-12 initiatives, assessment of student learning, and developing plans around student affairs and instructional technology.

Christian commended Nancy Hart, director of Disability Services, who has been appointed to the board of directors of the International Association of Higher Education and Disability Organization. Students attended the national opening of the Native American Museum. Ellen Cantor, coordinator of the Reading Together Project, was an invited speaker at Madison Area Technical College.

Associate Vice President Stephen Pruch

updated the board on the student technology fee and the extraordinary work done by the classified staff in Instructional Computing. The board approved a \$3/credit hour technology fee in March of 2002. In just three fiscal years, the fee has generated over \$2.7 million dollars. Some of that money has been used to expand and extend the use of technology in instruction, for instance by installing dozens of overhead computer projection devices in classrooms. Most of the resource has gone to maintain technology that students touch and use everyday at Lane. An excellent example is the technology in the 48 computer labs and classrooms maintained by the staff of Instructional Computing.

This summer, working mostly from mid-August to late-September, because that's the only time the labs are not in heavy use, the Instructional Computing staff installed over 320 new computers and 265 new flat panel monitors, and re-purposed well over 200 other computers. 17 labs received new equipment and 11 received newer machines. All labs were upgraded to the same level of software (Windows XP, Mac OSX, MS Office). These upgrades were accomplished through the hard work of the staff and through the reliable funding provided by the student technology fee. Pruch especially commended the extraordinary volume of work accomplished so successfully in a short period of time, against an unyielding time deadline, by a small but dedicated and diligent staff in Instructional Computing.

Board Members

Many board members commended Bob Purscelley and the Florence staff for doing an excellent job at the Florence Center and for hosting, feeding, and enlightening all those who attended the board meeting.

Jay Bozievich

supported Bob Baldwin's comments regarding low wage jobs.

Roger Hall

recognized Tracy Simms, who was responsible for the 40th Anniversary video, and thanked all staff and students for their hard work in all areas.

Mike Rose

thanked everyone who worked on the accreditation report and site visit. The Oregon Community College Association staff met with all local and incumbent legislative candidates and challengers to talk about the mission, vision and goals of community colleges.

Dennis Shine

attended the Lane Council of Governments meeting. A proposal was presented to create a public security taxing district zone. Shine attended an Association of Community College Trustees Conference. The theme focused on how we relate to business and on what can we do to be entrepreneurial.

Kathleen Shelley

attended the Governor's presentation on budget principles. OCCA encouraged everyone to write to the Governor expressing how important community colleges are to the state. Shelley congratulated students for their voter registration efforts, and said that educating the voters was now of primary importance.

Paul Holman

attended an accreditation lunch with Chair Robert Carr and other team and board members. He said the process made Lane look very well and attributed it to the work of everyone at Lane. He said Lane is doing really remarkable things and looked forward to the 40th Anniversary celebration on October 19.

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

Tuesday, November 16, 2004, Boardroom, Building 3, Lane Community College.

12) The board meeting unanimously adjourned at 7:20 p.m. .

Paul Holman, Chair

Mary Spilde, President/District Clerk

