



## General Library Item

Name Minutes 2005-09-13

## Content

### LANE COMMUNITY COLLEGE BOARD OF EDUCATION MINUTES SEPTEMBER 13, 2005

#### 1. Attendance

Board members present: Jay Bozievich, Roger Hall, Paul Holman, Susie Johnston, Pat Riggs-Henson, Larry Romine, and Michael Rose. Also present were: President Mary Spilde; Vice Presidents Marie Matsen and 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 Jeremy Riel.

**A.** The meeting was called to order at 6:30 pm.

#### **B. President's Report**

President Spilde delivered the following report to the board:

"Good evening and welcome to fall term 2005. I am really excited about the start of the new academic year. I hope everyone had time this summer to rest and renew. I spent two wonderful weeks with my family in Scotland and just returned from Oaxaca, Mexico, where I took two weeks of my six-week sabbatical re-learning Spanish. I wanted to thank the board for the allowing me to have a "mini-sabbatical," short though it was.

There are a couple of people I would like to introduce to the board. First, I would like to introduce Dr. Pam Farmer. Pam joined the college in July as manager of Professional and Organizational Development for the college. This is the last piece of the restructuring that the board authorized four years ago. Given the many changes that Lane is facing, and the fact that Lane is a learning college, it is critical that we have the capacity to develop the staff and the organization, and Pam will be working on that. Welcome, Pam. Also, I would like to introduce Jennifer Steele. She is Marie's new assistant, replacing Terry Caron. She comes to us with a wealth of community college experience and will be leading a number of projects in Marie's area. Welcome, Jennifer.

Our thoughts are with Stan Taylor, faculty member and LCCEA bargaining chair. His father passed away unexpectedly. Also, Glenna Clemmons, nursing faculty, had a stroke and the prognosis does not look good. She is in our thoughts. This seems like old news now, but the legislature did finally end up giving community colleges just under \$428 million through the formula. Bond authority was provided for some capital projects, but it was very scaled back. Lane will be okay for this year, but the last budget projections show a deficit for 2007. We have not updated our projections but will do so for the October meeting. We are still closing out last year and want to wait for more accurate ending fund balance figures before we develop new projections.

Speaking of budget, I would like to introduce Ms. Mary Otley, the Benton County Finance Director. Ms. Otley is a Government Finance Officers Association (GFOA) representative and is here to make an award presentation. I would like to commend Marie Matsen and her staff for their great work that resulted in this award. You are aware that Lane has been working very hard for the past four years to make our budget more transparent, and this is a signal that we are making progress on that issue. The award notes that we were judged by an impartial panel "to meet the high standards of the program including a constructive 'spirit of full disclosure' to clearly communicate its financial story." All of us are very concerned about the plight of those affected by Hurricane Katrina. The board members received an e-mail from me suggesting that we provide free tuition for a certain number of community college students that have been displaced. Beyond that, I think it makes sense to work with the organizations that are set up to give aid in these situations, like the American Red Cross. The American Association of Community Colleges (AACC) has set up a fund that we can donate to that will help community colleges in the affected areas. I received the following e-mail from Dr. Walter Bumphus, Chancellor of the Louisiana Community Colleges:

'Mary, thanks for this very thoughtful email. We are back at work in Baton Rouge after several days of power outages. As you are aware, our New Orleans area campuses were severely damaged. It has been great to hear from friends, so please know how much I appreciate this email. As you would suspect, we are still assessing damages, and as soon as our assessments are complete, we will get the word out to our sister institutions about things that would be of assistance. Again, thanks for your nice email, Mary. It really means a great deal during these difficult times.'

I am sure that Marie will talk about the KLCC campaign that is just about to begin, but I wanted you to know that the most recent Arbitron ratings show KLCC serving a very high number and proportion of listeners. They do not allow us to publicly give specifics, but just imagine if we had more listeners than anyone else in a given age group. Not saying that we have, but just think how great it would be.

I wanted to give you an update on enrollment for last year. Total FTE declined in 2004-05 by 4.9 percent (525.85 fewer total FTE). Credit FTE declined in 2004-05 by 3.6 percent (305.26 fewer credit FTE). Non-Credit FTE declined in 2004-05 by 10.4 percent (220.59 fewer credit FTE). Of course, we are working very hard on increasing enrollment this year.

I had the opportunity to attend the American Community College Trustees (ACCT) conference with Paul Holman, Susie Johnston, Tracy Simms, and Donna Zmolek last week. I went to some very interesting sessions on Learning Communities, Governance, and Formula-Based Collective Bargaining. Patrick and I also made a presentation on our College Governance System. There must have been between 50-75 people in attendance, which I found very surprising given the fact that it was at the end of the conference. Susie and Paul may want to share their experience during board comments.

The Oregon Community College Association has organized a board member training for September 29-30. Mike Rose has the registration forms. I think it will be an opportunity to have good training as well as meet other Oregon board members.

I want to remind you about in-service next Tuesday, September 20. We will have the all-staff gathering beginning at 8 am in the Center for Meeting and Learning. I hope you will all be able to attend.

I am looking forward to another great year at Lane."

### **1) July and August Highlights**

July and August 2005 Highlights at Lane Community College as offered in the board mailing were presented.

### **2) Personnel**

The college's current personnel appointments and retirements were presented.

### **C. Board Agenda Review/Changes**

No changes to the agenda were recommended.

### **D. Statements from Audience**

Paula Chan-Carpenter informed the board about an upcoming performance by The Trail Band in a benefit concert for public radio station KLCC 89.7 FM at Lane's Performing Arts Theater on October 21 at 8 p.m. Proceeds will go to KLCC's Building Community Campaign, a campaign to move KLCC to downtown and to provide additional services. Tickets are \$25. For additional information, call 463-6000.

Dale Hartley, one of the founders of Lane's Athletic Advisory Committee, updated the board on the Athletics program's fundraising success of last year and activities planned for this year.

Jan Dunn, retired educator, commented on the excellence of the woodworking program at Lane. She expressed concerned about the interruption of the program due to its physical displacement.

### **2. Consent Agenda**

Riggs-Henson moved to approve the Consent Agenda consisting of the approval of the July 13, 2005 minutes. Romine seconded.

**Motion passed unanimously.**

### **3. Policy Review**

#### **A. First Reading**

#### **1. Global Board-President Relationship, C.010**

Spilde pointed out that this is the beginning of a three-year cycle to review board policies and recommended one change as indicated in bold. The board accepted the change, and a second reading will be held in October.

First Reading : Global Board-President Relationship, C.010

POLICY NUMBER: C.010

POLICY TYPE: BOARD-PRESIDENT LINKAGE

POLICY TITLE: GLOBAL BOARD-PRESIDENT RELATIONSHIP

The president is accountable to the full board. The board will instruct the president through written policies that prescribe the college Ends to be achieved and describe college situations and actions to be avoided, allowing the president to use any reasonable interpretation of these policies.

1. The board's sole official connection to the college, its achievements, and conduct will be through the president.
2. Ends policies direct the president to achieve certain results; Executive Directions policies constrain the president to act within acceptable boundaries of prudence and ethics. With respect to Ends and executive means, the president is authorized to establish all further **policies (utilizing the College Governance System) procedures**, make all decisions, take all actions and develop all activities as long as they are consistent with the board's policies.
3. The board may change its policies, thereby shifting the boundary between board and presidential domains. By so doing, the board changes the latitude of choice given to the president. But so long as any particular delegation is in place, the board and its members will respect and support the president's choices. This does not prevent the board from obtaining information in the delegated areas.
4. No individual board member, officer, or committee has authority over the president. Information or assistance may be requested by individual board members, but if such a request-in the president's judgment-requires a material amount of staff time or funds, it may be refused, unless authorized by the board.
5. Board members who have a concern or issue will first inform the president or designee, providing the administration an opportunity for response. A board member can request that an issue be discussed at a work session or placed on a future board agenda (see B.030 - Agenda Planning).

ADOPTED: November 9, 1998

REVISED: May 12, 1999

REVISED: March 10, 2004

## **2. Delegation to the President, C.020**

No change was recommended on this policy; a second reading will be held in October.

First Reading : Delegation to the President, C.020

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:

1. College accomplishment of the provisions of board policies on Ends.
2. College operation within the boundaries established in board policies on Executive Directions and state mandated policies.
3. Achievement of annual goals approved by the board.

ADOPTED: November 9, 1998

REVISED: April 14, 2004

## **3. Contractual Authority, C.030**

No change was recommended on this policy, and a second reading will be held in October. The board questioned whether the amount of \$75,000 is a high enough amount in order to require board approval. An analysis will be done this year, and the policy can be changed after the analysis if necessary.

First Reading: Contractual Authority, C.030

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 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.

The Lane Community College Board of Education shall be the college's Local Contract Review Board as defined in ORS 279A.

ADOPTED: November 9, 1998

REVISED: April 14, 2004

REVISED: April 13, 2005

## **4. Discussion/Action Items**

### **A. Strategic Conversation - Economic Development**

Christian pointed out that the Strategic Conversation report included in the board mailing organizes which projects are underway and which are under investigation. She referred the board to the creator of the report, Tim Craig, Executive Director of Community Education and Workforce Development, for any questions they might have.

The board questioned if taxpayers are paying twice for the work of Lane Workforce Partnership (LWP) and work done by our Workforce Development program. Spilde stated that college staff are working hard to assure that work is not being duplicated. Lane is partnering with LWP, and relationships are better than in previous years. If LWP is duplicating something the college is doing, we will address it with them.

Bozievich, as board representative on the Lane Council of Governments, distributed a Lane Economic Committee handout on Economic Development Strategies. He encouraged the college to stay in sync with the business sector's strategies on economic development.

Spilde reported that several community members have commented that Lane's discussions on economic development are valuable, and that we are the only group in town convening these discussions. She asked the board to be thinking about other groups to meet with.

#### **B. Academic Calendar - 3-year projection**

A new analysis page was handed out, replacing the one in the board mailing. Christian mentioned that the planning committee developed a three-year calendar to help students plan their education schedules. The proposed calendar is aligned with the University of Oregon 's calendar, and the breaks are also aligned with the area's K-12 schedule to the extent possible.

Romine moved to approve the three-year academic calendar with the notation of New Year's Day removed. Riggs-Henson seconded.

#### **Motion passed unanimously.**

### **5. Accountability/Reports**

#### **A. Benchmarks**

Craig Taylor, Institutional Research and Planning director, presented the Community College Survey of Student Engagement (CCSSE) key benchmarks relating to the following items:

- Active and Collaborative Learning
- Student Effort
- Academic Challenge
- Student-Faculty Interaction
- Support for Learners

#### **B. LASR Project Update**

Stephen Pruch, associate vice president for Information Technology, delivered an update on the LASR Project at the four-year mark. He asserted that, while there have been many difficulties, there has not been a problem Lane could not work around. Pruch reported that Lane is going to get more and more value from Banner every year for the next decade or so. These kinds of systems are so complicated that we can't utilize every program right away; it will take years to get full advantage of the system as we roll out different programs.

### **6. Reports**

ASLCC President Jeremy Riel introduced Alejandro Juarez, the new ASLCC Campus Organizer and Oregon Student Association representative. Riel informed the board about the upcoming Fall Kickoff event on September 22. Five hundred new students are expected to attend and participate in activities to help familiarize them with resources on campus. The student government will be celebrating Constitution Day with a large event on October 5 featuring activities relating to the Constitution. The board is invited to both events.

LCCEF President Bob Baldwin commented on the work of the Labor Management Committee. A process has been developed that has helped work in this area, including clearing out several grievance cases. The classified group is currently involved in a compensation and classification study which will analyze the job duties of every classified employee.

LCCEA President Jim Salt welcomed Pat Riggs-Henson to the board. He acknowledged that it was the first day of in-service and the first day contracted faculty are back to work, and there are a number of trainings these next couple of weeks. He thanked the college for providing more support for technology training and specifically thanked Joe Escobar for his work as faculty webmaster. The faculty are working on a health survey that will identify problem areas on campus. He encouraged the board to support Spilde's idea of tuition waivers for community college students who are displaced by Hurricane Katrina. Salt commented on workload issues and problems around recent arbitration cases. He said a few words about bargaining negotiations, stating that progress has been made in recent weeks.

Vice President Sonya Christian listed highlights from the Office of Instruction and Student Services report. OISS is looking forward to this year's projects such as the construction of the Longhouse, Economic and Workforce Development, and Enrollment Management. She mentioned the First Year Experience project, a new program designed to increase the success and retention of first-year students. Christian discussed two other college events: 1) the half-day workshop on post-traumatic stress disorder and other difficult classroom behavioral issues and 2) the sustainability conference in October.

Vice President Marie Matsen noted our journey toward transparency. She directed the Board's attention to the 2005-06 Budget Document. Matsen feels that it's the best the college has produced and is looking forward to improving it even further next year. Matsen recognized KLCC's campaign for funding and support. KLCC has 1.2 million dollars left to raise. She acknowledged that this summer's facilities projects were rather ambitious. However, everything should be operational by the start of fall term. Lane will have 100 new parking spots, and some classes were temporarily rescheduled due to the Health Clinic construction in Building 18.

Matsen announced her plan to retire on July 1, 2006, stating that Lane has been and continues to be a great place to work. While the job can be time consuming, she cannot imagine more meaningful work than education, specifically at Lane. Matsen left us with a quote from Horace Mann: "Be ashamed to die before you have won some battle for humanity."

**Board Reports**

Bozievich welcomed newcomers and congratulated Marie and her staff on receiving the GFOA award. He mentioned the Lane Economic Committee report distributed earlier in the meeting. Bozievich and his wife are currently hosting two foreign exchange students who are attending North Eugene High School .

Holman welcomed everyone back from summer break. He highlighted a program at last week's ACCT conference on crisis management, which was brought into sharp focus by Hurricane Katrina. He advocated for Lane to maintain a clear and effective evacuation process.

Riggs-Henson is looking forward to serving on the board.

Johnston welcomed our new employees in attendance. She also attended the ACCT conference and was impressed by all of the diversity programs.

Romine acknowledged Matsen's work at the college.

Rose has registration forms for the upcoming OCCA board training. He commented that Lane was seen as being more effective with the legislature than in the past. Rose encouraged everyone to attend the KLCC fundraiser to hear the Oregon Trail band.

Hall commented on what a special place Lane is, even though it might be difficult for employees to realize that when we are here every day working through challenges. He also acknowledged Matsen's work.

**7. Date, Place, and Proposed Agenda Items for the Next Regular Meeting**

Wednesday, October 12, 2005, Boardroom, Building 3, Lane Community College.

**8. The board meeting unanimously adjourned at 8:25 pm.**

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Mary Spilde, President/District Clerk

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Roger Hall, Chair