



General Library Item

Name Minutes 2005-10-12

Content

LANE COMMUNITY COLLEGE BOARD OF EDUCATION MINUTES OCTOBER 12, 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 President Marie Matsen; Associate Vice President Donna Koechig (for 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 Jeremy Riel.

A. The meeting was called to order at 6:33 pm.

B. President's Report

President Spilde delivered the following report to the board:

The year got off to a good start at the all-college gathering. Several faculty and staff shared information about priority projects for the year. During that time David Shellabarger, Math faculty, who is leading the NSF project on Flexible Sequence Algebra, demonstrated a new tool that he is using in the classroom that allows students to give immediate feedback. It was used for faculty and staff to answer questions about each of the projects. It was a fun and informative way to engage a large group in the process. Faculty and managers spent a day talking about assessment and how we will approach that. Also, SLI had a keynote speaker from Montgomery College in Maryland present on an Honors Program –Montgomery Scholars. There were also a number of workshops on the use of technology and a Health and Wellness Fair among a number of other opportunities.

It's great to have the students back on campus and hard to believe that we are already in the third week of the term. Students have had a number of events already including a kick off for OSPIRG, Coming out Day, and a meet and greet with our Lesbian, Gay, Transgendered students, as well as Constitution Day, which I am sure Jeremy will report on. More and more students are using ExpressLane to access the college. For example, there were 5,782 unique (each person counted only once no matter how many times they logged in) uses of ExpressLane on Monday. Usage was sustained at a very high level from 8 a.m. to 5 p.m. 5,782 is the new all-time high. We have had five days with more than 5,000 unique accesses.

The budget projections are being finalized and will be brought to the board next month along with a review of the assumptions on which the projections are built, and the budget process for 2007. The College Council and Finance Council have been engaged, with more work to do prior to the November board meeting, in developing the process and principles and criteria for the budget decisions for 2007. Shining a light on the budget development process with the board as we have the past few years, and now with the governance councils, is part of our efforts to make the budget more transparent.

In November there will be a Strategic Planning Session on the future of community colleges in Oregon held at the coast. Mike Rose and I will represent the college as OCCA board members. The OCCA board will be joined by representatives of the State Board of Education, the Governor's Office, as well as some other invitees. I expect that the issue of governance of community colleges will be on the agenda.

Last week the RTEC Steering Group hosted a meeting to review the legislation passed earlier this year that affects K-12 and community colleges, and in particular SB 300, which provides access for high school students to come to community colleges supported by a portion of the school's funding. Most of the school districts and some of our business partners attended. This is just one more example of the good work that college staff are doing to connect with K-12.

Progress is being made on the design of the Longhouse, and you might want to take a look at the drawings that are along the wall. There is an increase in costs, partially due to the infrastructure costs, as the Longhouse is the first of other buildings that will be cited on that side of the college. We need to consider how much of the long-term infrastructure the Longhouse project should bear. Fundraising efforts are continuing. Conversations will begin regarding in-kind donations very soon, and Wilma Mankiller and Kathleen Harrison are hosting a luncheon for some key donors.

Last weekend, the Staton family was in town to hold their annual family foundation meeting and meet with the Staton scholars. As usual, they were very impressed with our students. This is the first meeting that has happened since Bernice passed away, but it was very upbeat and positive. The Staton Foundation is planning to make a large donation to endow these scholarships. Finally, on fundraising, the Harvest Dinner is on October 28. I hope you have your tickets. It's going to be a great event.

We held our first ever Fall Kickoff Event on September 22. There were many people who participated in making this event happen such as Marvin Clemons, Barb Delansky, David Doctor, Karen Edmonds, Anthony Hampton, Alise Lamoreaux, Tina Lymath, Anna Kate Malliris, Tracy Simms, and Dan Timberlake. But it was Dana Halttunen who spearheaded an effort that resulted in such a successful event, and we would like to honor him for his work with an award and a check in the amount of \$50. The event oriented 166 new students (some with family members in tow) to the campus and disseminated valuable information on how to be successful at Lane. Fall Kickoff had workshops for family members and friends on how to support the students' academic efforts, workshops for students including: applying for scholarships, managing stress, budgeting for college, and a student improv group put on skits about being a student at Lane. Students participated in a scavenger hunt for answers to important questions about how to be successful at Lane that required them to visit many key departments at Lane. Many students received door prizes and giveaways, including two \$250 gift certificates to the bookstore and four vouchers for a free three-credit class. Lane Employees were invited to participate in making the new students and their families feel welcome during a lunchtime barbeque which provided meals to over 725 people. The event was covered by KVAL TV and was well publicized in the community as one of Lane's efforts to support student success. We look forward to making the event a tradition to help new students succeed at Lane and help them and their families feel welcome.

1) September Highlights

September 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.

PUBLIC HEARING

a. The board meeting recessed, and the public hearing on the sale of real property was called to order at 6:43 p.m.

b. Statements from the Audience

No statements were offered from the audience.

The topic of the public hearing, the sale of former Cottage Grove Center, was introduced by Matsen. Lane has received an offer from Old Time Gospel Fellowship. Kieran read the board's recommended action:

- That the board approve the sale of the college's old Cottage Grove property to Old Time Gospel Fellowship for the amount of \$165,000, subject to the conditions and terms set forth in the Earnest Money Agreement and any addenda to that agreement and the following conditions:
 1. No later than October 21, 2005, the earnest money be increased to \$5,000;
 2. Closing to be no later than November 18, 2005;
 3. The board appoints the president to execute the deed and all closing documents on behalf of the college; and
 4. No reports or inspections are in possession of the college, the property is sold "as is" without warranty.

Holman moved to authorize the sale of the Cottage Grove 5th Street Center upon these terms and conditions. Riggs-Henson seconded.

Motion passed unanimously.

The public hearing adjourned, and the board meeting reconvened at 6:48 pm.

C. Board Agenda Review/Changes

No changes to the agenda were recommended.

D. Statements from Audience

Jim Salt discussed faculty sabbaticals taken over the past year and encouraged the board to increase funding for Faculty Professional Development.

Merrill Watrous, Cooperative Education, thanked the board for the opportunity to take her sabbatical to study writing instruction.

Julia Munkvold, Nursing, spent her sabbatical working with the statewide nursing consortium.

Bob Barber, Computer Information Technology, took sabbatical to research issues of organizational communication.

Larry Scott, Cooperative Education, reviewed a cooperative education program on his sabbatical.

Michael Sámano took sabbatical winter term to study faculty issues of faculty of color.

2. Consent Agenda

Romine moved to approve the Consent Agenda consisting of the approval of the September 14, 2005, minutes.

Holman seconded.

Motion passed unanimously.

3. Policy Review

A. Second Readings

Romine moved, seconded by Riggs-Henson, to approve the second reading of board policies C.010, Global Board-President Relationship; C.020, Delegation to the President, and C.030, Contractual Authority.

Motion passed unanimously.

1. Global Board-President Relationship, C.010Second 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), 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

REVISED: October 12, 2005

2. Delegation to the President, C.020Second 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

REVIEWED: October 12, 2005

3. Contractual Authority, C.030Second Reading: C.030, Contractual Authority

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

REVIEWED: October 12, 2005

B. First Reading**1. Borrowing, C.040**

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

First Reading: Borrowing, C.040

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

2. Purchasing Procedure, C.050

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

First Reading: Purchasing Procedure, C.050

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 Chapters 279A, 279B and 279C, the Oregon Community College Rules of Procurement ("CCRP"), and Oregon Administrative Rules 125 (OAR 125) and Lane Community College on-line Policies and Procedures.

Where federal procurement regulations apply and are more restrictive than the state regulations, the federal regulations shall prevail.

Pursuant to ORS 279A.065(5), the Oregon Attorney General's Model Rules (OAR 137) do not apply to Lane Community College except those portions of the Oregon Attorney General's Model Rules that have been expressly identified in Section 300, Appendix A, of the CCRP.

The CCRP shall prevail over the provisions in OAR 125 and where topics are not addressed in the CCRP, the rules of OAR 125 shall remain in force.

ADOPTED: November 9, 1998

REVISED: June 9, 2004

REVISED: April 13, 2005

3. Monitoring President's Performance, C.060

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

First Reading: Monitoring President's Performance, C.060

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,

1. 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.
2. 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.
3. The standard for compliance shall be any reasonable presidential interpretation of the board policy being monitored.
4. 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.

<u>Policy</u>	<u>Method</u>	<u>Frequency</u>
Treatment of Consumers/Learners	Internal	Annually
Treatment of Staff	Internal/External	Annually
Financial Planning and Budgeting	Internal	Semi-annual
Financial Condition and Activities	Internal	Quarterly
	External	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.	Annually

ADOPTED: November 9, 1998

REVISED: May 12, 1999

REVIEWED: May 12, 2004

4. Discussion/Action Items

A. Sustainability – Talloires Declaration

Matsen gave background on the Talloires Declaration. The declaration is the first official statement made by college and university administrators of a commitment to environmental sustainability in higher education.

The board raised concerns regarding the definition of sustainability, cost of implementation, and connection to mission and core values. Matsen agreed to return to the November meeting with more information and the definition as agreed upon in Lane's sustainability meeting during Spring 2005.

Riggs-Henson moved to accept the declaration. Rose seconded the motion.

After further discussion, Bozievich moved to amend the motion to use Paul Hawkin's definition of sustainability and to adopt the ten bold headings and no other language within the document. Romine seconded.

More discussion was had, and Riggs-Henson moved to table the item for further discussion at the November board meeting. Bozievich seconded.

Motion passed unanimously.

B. One Time Investments FY 05 – End of Year Report

A report was given to the board regarding one-time investments approved last year.

C. President's Goals

Spilde submitted specific goals for 2005-06 as part of her annual evaluation process.

Riggs-Henson moved to approve. Seconded by Johnston.

Motion passed unanimously.

5. Accountability/Reports

A. Benchmarks

Craig Taylor, Institutional Research and Planning director, responded to questions and comments on the following Benchmarks:

- Unduplicated Student Headcount
- Student FTE by Reimbursement Category

6. Reports

ASLCC President Jeremy Riel reported on Constitution Day held October 5th, which was covered by local media. Jay Bozievich participated in the speaker forum. Riel looks forward to a great year with his energetic board of student officials.

LCCEF President Bob Baldwin gave support for the Talloires Declaration. He discussed classified labor relations and the series of current grievances.

LCCEA President Jim Salt gave support for the Talloires Declaration. He discussed renewal of the Strategic Learning Initiative. He reported that the college and the union have yet to come to an agreement on the nursing workload issue, but he is optimistic. More faculty bargaining is scheduled for the near future. He encouraged board members to attend sabbatical reports in the fall. He promoted professional development activities and asked the board to support an increase to that budget.

Associate Vice President Donna Koechig reported a seven percent increase in the Arts Division enrollment and a 20 percent increase in summer enrollment. This is largely due to the addition of twenty classes. The Music Department faculty would like to invite you to attend the fall faculty concert this Friday. Jim Lindly, Business Development Center, has been appointed to the Eugene Mayor's Sustainability Technical Advisory Committee. Beth Landy, Counseling, has been appointed as chairperson of the statewide Oregon Career Information System Board. Computer Information Technology Division has new core offerings with an estimated 14 percent increase in student headcount. Enrollment in non-credit foreign language classes is up to 407 students for fall term, an increase of more than 150 students over fall 2004. Lane Women's Soccer team is currently four points away from second place in the region.

Vice President Marie Matsen reported that she saw Jeremy Riel on the news in an interview on Constitution Day. She thanked the board for the discussion regarding the Talloires declaration, stating that she wants to provide as much information as possible for them to make an informed decision. The Oregon Bioneers conference is happening this weekend, and it is the first time that Lane has been a co-sponsor of that event. She gave an update on the KLCC fundraising radiothon—the station has under \$58,000 to go to make their goal amount of \$277,000. KLCC is in the final stages of bringing up KLBR—Lane's full service station in Bend at 88.1 FM. The health clinic is preparing to move into their new facility over the next few days.

Board Reports

Bozievich said it was a pleasure to participate in Constitution day.

Riggs-Henson stated that, as an Employment Specialist, 90 percent of the people she sends to college attend Lane Community College. She highlighted that LCCEF gave all American-made school supplies, which came from Lane's Bookstore, to students that came to the Labor Day picnic.

Johnston has been attending various college events over the past six months. She went to Salem for dinner and the OCCA training, where Spilde was part of the panel. She left us with a quote she heard at the training: "If you think education is expensive, try ignorance."

Romine appreciated the report on faculty sabbaticals. He is looking forward to a report on the new KLCC building.

Rose reminded the group of the upcoming Oregon Trail Band performance, a fundraiser for KLCC. The OCCA representatives will meet on Monday, November 7, to discuss strategic directions for Oregon community colleges. Spilde commented on a recent article in the Torch regarding a dissatisfied student dealing with Enrollment Services. The staff in that department have been working very hard to deal with a large number of students with a diminished staff. For every dissatisfied student, there are scores of students who get the services they need.

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

Wednesday, November 9, 2005, Boardroom, Building 3, Lane Community College

8. Suggested Agenda Items for Future Board Meetings

- Talloires Declaration
- Report on 30th Avenue and Gonyea Road interchange

9. The board meeting unanimously adjourned at 8:23 pm.

Mary Spilde, President/District Clerk

Roger Hall, Chair