



General Library Item

Name Minutes 2005-11-09

Content

LANE COMMUNITY COLLEGE BOARD OF EDUCATION MINUTES NOVEMBER 9, 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; 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. Chair Hall called the meeting to order at 6:28 pm.

B. President's Report

Spilde introduced Lori Sattenspiel, Government Relations Director from Oregon Community College Association (OCCA) who is attending community college board meetings to further her understanding of the budget development process.

Spilde delivered the following report to the board:

Later in the meeting we will be asking for direction from the board for the 2006-07 budget process, but I want to briefly emphasize the importance of the set of decisions before the board this evening. The fact that the college is facing a \$1.6 million deficit is very worrisome, to say the least. I keep hoping that for one year in my presidency I could report to you that we have a surplus and could balance the budget as well as fund additional initiatives. However, it just doesn't seem to be in the cards! While I am recommending that we do not make recurring budget reductions for next year, I do think we need to start preparing this year for reductions for FY08. Failure to do so could result in the kind of situation I faced my first year as president, and I don't think any of us want to relive an almost 10 percent budget deficit. As you know, there are only three ways to balance the budget—increase revenues, decrease expenses, or a combination of the two. While we will continue to do everything possible to increase revenue, it is a fact that the revenues are not keeping up with the expenditures. More on that later. I want to emphasize that projections are always subject to change as we garner more information, and this is especially true this year as these projections are pre-audit completion.

Sonya, as Accreditation Liaison Officer, has been working on assuring that work is underway to respond to the accreditation report and prepare for the progress report in 2006. The governance councils have responsibility for accreditation, so Sonya is reminding the councils of this responsibility. There will be staff liaisons working with the councils to make sure the work is done. For example, I am the liaison for Standard Six, Governance and Administration.

One of the concerns expressed by the accreditation evaluators in the October 2004 site visit was the lack of library service to outreach centers. In response, David Doctor, Librarian, began to develop a service plan and met with the directors of these centers. Publicity about the availability of class and individual library instruction to Florence and Cottage Grove began in Fall 2005 with a flyer and listing in the class schedule. David met with teaching faculty to apprise them of the resources available to faculty and students. He has since scheduled several one-on-one research appointments with students in writing and speech classes and is preparing instruction to speech and writing classes as well.

The Library's recent membership in the Orbis Cascade Alliance, with the ability to request any of 27,000,000 items at the click of a button, will greatly enhance the resources available to students and faculty not on the 30th Avenue campus. However, materials are currently dropped at the Library and must then be sent to the requesting outreach center. The library is investigating the feasibility of Florence and/or Cottage Grove acting as a direct drop site for requested materials; this would further enhance access to all in the college community.

A lot has been going on since the last board meeting. Some staff and Susie Johnston attended the Lane Metro Partnership Annual dinner; and we had the second annual Advisory Committee chairs meeting where I was able to share a few comments and the committees were able to share best practices. I have been meeting with the leadership of Peace Health regarding partnerships and as a result, we will be having a summit with Sacred Heart executive leadership to discuss the possibilities. The annual Classified Participation day was held, and we discussed professional development issues and how we can best develop the new POD unit of the college to serve classified staff needs. I met with Peterson Company to talk about a strategic partnership—they have 270 employees in Oregon and are looking

to us to help them meet their growth goals by having us prepare workers. These are family wage jobs with good benefits. The Harvest Dinner was held, and it really was a wonderful event. We raised \$132,000, but the net figures are not in yet.

I attended the AACC Commission meetings in Washington D.C. last week. It was excellent and very helpful to be on the front end of hearing about issues that impact Lane. For example, licensure issues and the degree creep for nursing and other allied health programs. It is projected that instructors in areas such as dental hygiene and respiratory therapy will need a bachelor's degree within five years and a master's degree within ten years in order to teach. There was some discussion of community colleges offering bachelor's degrees, but the fear is that if we do so we will lose our unique community college mission. We also heard about the reauthorization of the Workforce Investment Act and Carl Perkins bills.

Mike Rose, Sonya Christian, and I returned today from a two-day planning retreat organized by the OCCA. I think we did some good work, and Mike will report on that later.

I will be signing the final papers on the sale of the Cottage Grove Center tomorrow.

It's that time of year again when Marie Matsen is going to hit you up for money! The bookstore raffle helps students and their families over the holidays.

November 15th is National Community Education Day as declared by the National Community Education Association. Certainly it is part of our mission to provide lifelong personal development and enrichment. The Continuing Education Department at Lane supports the vision, mission, core values and strategic directions of the College. More than 100,000 Lane County residents have taken Continuing Education classes over the past seven years. Continuing Education has been working very hard to reinvent themselves in light of the changes in state funding, and they are definitely on the right track. I would like to commend the work of Continuing Education and acknowledge and celebrate November 15 as National Community Education Day.

1) October Highlights

October 2005 Highlights at Lane Community College as offered in the board mailing were presented.

2) Personnel

The college's current personnel appointments were presented.

C. Board Agenda Review/Changes

No changes to the agenda were recommended.

D. Statements from Audience

No statements were offered from the audience.

2. Consent Agenda

Rose moved, and Riggs-Henson seconded, to approve the Consent Agenda consisting of:

- Approval of the October 12, 2005 Minutes
- SunGard SCT: Exemption from Competitive Bidding

Motion passed unanimously.

3. Policy Review

A. Second Readings

Romine moved, seconded by Riggs-Henson, to approve the second reading of board policies C.040, Borrowing; C.050, Purchasing Procedure, and C.060, Monitoring President's Performance.

Motion passed unanimously.

1) Borrowing, C.040

Second Reading

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

REVIEWED: November 9, 2005

2) Purchasing Procedure, C.050

Second Reading

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 (iCCRPi), 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

REVIEWED: November 9, 2005

3) Monitoring President's Performance, C.060

Second Reading

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

REVIEWED: November 9, 2005

B. First Reading

1) Personnel Services, D.010

No change was recommended; a second reading will be held in December.

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

4. Discussion/Action Items

A. Budget Development

The budget projections show a \$1.6 million deficit in 2007. The board discussed the two options of dealing with the deficit. Option 1 suggests an immediate balance process which would mean permanent cuts. Option 2 proposes short-term, one-time reductions to bridge to the next biennium.

Discussion

Hall reminded the board that, several years ago, the college had a policy that expansion would be done only by substitution. Concerned about personnel costs, Bozievich wanted to hear more about the insurance and PERS

estimates. Matsen informed the board that both are estimates, and we will be able to give a much closer projection on health insurance after we go out to bid. Rose supported Option 2, understanding that Option 1 may generate negative community response. Bozievich was hesitant to wait another year before making decisions; although the college can make more thoughtful decisions by waiting, we are acquiring one more year of expenses and recurring costs. Hall wanted it on record that the board understood the risk in waiting, and Riggs-Henson was confident that Spilde and College Council had considered the options carefully.

Romine moved to choose Option 2. Riggs-Henson seconded.

Motion passed 5 ñ 1, Holman dissenting. Bozievich abstained.

Romine moved to approve the Budget Criteria document. Seconded by Riggs-Henson.

Motion passed unanimously.

The board discussed the budget development process as well as setting aside some funding for new programs.

Although there was some concern about funding new programs while facing a deficit, it was agreed that the college needs to look to the future and at least consider new initiatives even though it might be at the expense of something the college is currently doing.

Riggs-Henson moved to approve the Budget Process, Projections and Assumptions. Seconded by Romine.

Motion passed unanimously.

B. Sustainability ñ Talloires Declaration

Riggs-Henson moved to take this item off the table. Rose seconded.

Matsen reported that, since the item was tabled at the last meeting, a group of staff members convened to respond to the board's questions and concerns. Ken Zimmerman, instructor and member of the Learning Council, reminded the board that sustainability is already a value that has been adopted by much of Lane's community. Bozievich, although supporting the idea of being a leader in sustainability, felt strongly that the language in the declaration was flawed and therefore should not be adopted. However, the chief sentiment of the board was that the declaration confirms the college's commitment to sustainability.

At the last meeting, Bozievich had 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.

Motion failed 2 - 5. Hall, Johnston, Riggs-Henson, Romine, and Rose dissented.

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

Motion passed 5 ñ 2. Holman and Bozievich dissented.

C. KLCC Capital Campaign Update

Matsen gave the status on the KLCC Capital Campaign. KLCC is currently at 49.6 percent of their \$2.3 million fundraising goal. Because some of the funds raised are pledges or commitments yet to be paid, KLCC will need a bridge loan of \$200,000 to exercise the purchase option in January.

Romine moved to approve all recommendations put before the board:

- a. To approve an inter-fund loan from Enterprise Fund VI to KLCC in an amount not to exceed \$200,000, such loan to be for a period of not more than 5 years and using the current government pool interest rate;
- b. To direct the President to execute all the appropriate documents for said loan according to Board Policy E.090 Interfund Loans and ORS 294.460;
- c. To authorize the President to exercise the Option to Purchase for the "Wingsí building before January 14, 2006; and
- d. To authorize the President to execute all closing documents for the purchase of the "Wingsí building.

Riggs-Henson seconded.

Motion passed unanimously.

At 8:01 p.m., the board took a 15-minute break.

5. Accountability/Reports

A. Benchmarks

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

- Grants & Contracts

B. 30th Avenue and Gonyea Road Interchange

Bob Mention, bond project manager, gave results of a staff survey regarding the interchange. Cutting some of the shrubbery has helped, but many employees have reported near misses. The board made suggestions for improving the interchange, and thanked Larry Romine for bringing this issue up for discussion.

C. Financial Conditions and Activities ñ Quarterly Report

Matsen reported that her office is working on the beginning fund balance because the 2004-05 audit is not yet complete.

6. Reports

ASLCC President Jeremy Riel reported that the Higher Education Act is facing a \$15 billion proposed cut. The Act authorizes certain spending for higher education programs, and the overall costs to students increases if this bill passes. ASLCC is urging Senator Smith to vote against this cut, and he asks that the board do the same. The Northwest Student Leadership conference is this weekend in Portland , and ASLCC is sending 25 students. October 27 is National Take Affirmative Action day.

LCCEF President Bob Baldwin appreciated that the board affirmed College Council's recommended budget process. He supports the Talloires Declaration and is very pleased that it passed.

LCCEA President Jim Salt was also pleased that Talloires Declaration was passed. He appreciated that the board supported College Council's budget recommendation. In response to a board member's comment, Salt recommended that all permanent positions go out for a search. A situation recently arose wherein a faculty member was threatened, and Salt suggested that the college needs a policy to address such issues. Although the faculty union feels that progress has been made on bargaining, if an agreement is not reached in the next session, the college will be calling for mediation.

Vice President Sonya Christian reported on the activity at the state level on SB 300, Expanded Options Program for high school students; and SB 342, Seamless Transition from Community College to the OUS. An SB 300 summit was held at Lane in October. A compromise was reached on the issues related to the implementation of the nursing workload arbitration decisions, and we were able to bridge what appeared to be a very wide gap between the positions of the College and the Association. Other highlights will be mailed in the monthly report from Instruction and Student Services.

Vice President Marie Matsen noted that PERS is recalculating their rates, which may affect the budget projections. Hopefully the new rate won't be as high as was calculated. Lane faculty, staff and friends are invited to a special night of shopping at the Bookstore where there will be special discounts on various items. The new Health Clinic is open for business, and the Open House is scheduled for November 17. There were 330 attendees at the Bioneers sustainability conference, and over 100 were Lane staff and students. Lane employees are being asked to take a Recycling Pledge.

Board Reports

Bozievich attended a Lane Economic Committee meeting last month where the economic development plan for Lane, Linn, Benton, and Lincoln counties was discussed. Higher education needs to be recognized in the plan. He believes in a one-voice policy and, while he does support sustainability and doesn't disagree with much of the argument on the Talloires Declaration, he is concerned that the board adopted a policy with extremely poor semantics.

Holman is attending the League of Oregon Cities Conference and will bring information back next month.

Riggs-Henson stated that, although she was appointed to the board of Centro-Latino, she has not heard from them. With the problems they have been having, she understands that there is probably some confusion. She expressed concern about comments made in public by another board member regarding public employees.

Johnston reported that she attended Dr. Cortese's evening presentation on sustainability. She also attended the Harvest Dinner; the food was fabulous, and she was very impressed.

Romine expressed appreciation for the staff directories, thanked Christian for the monthly instruction updates, and wished everyone a Happy Thanksgiving.

Rose attended the OCCA board meeting and strategic planning conference. Basic goals were identified for all 17 community colleges. He would like the board to discuss this in more detail and asked that it be an agenda item for the next meeting.

Hall commented that the discussion on the Talloires Declaration was done very respectfully. He pointed out that just because the administration called for mediation on faculty bargaining, it doesn't mean that we quit talking. He thanked Joan Aschim for the monthly highlights.

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

Wednesday, December 14, 2005, Boardroom, Building 3, Lane Community College

8. Suggested Agenda Items for Future Board Meetings

- State Board of Education Policy paper
- OCCA goals

9. The board meeting unanimously adjourned at 9:06 pm.

Mary Spilde, President/District Clerk Roger Hall, Chair