



General Library Item

Name Minutes 2006-12-06

Content

LANE COMMUNITY COLLEGE
BOARD OF EDUCATION
Minutes - December 6, 2006

1. Attendance

Board members present: Jay Bozievich, Roger Hall, Paul Holman, Susie Johnston, Larry Romine, and Michael Rose. Also present were: President Mary Spilde; Vice President Marie Matsen; Associate Vice Presidents Donna Koechig, Patrick Lanning, Greg Morgan; and Stephen Pruch; Executive Assistant to the President Tracy Simms; College Counsel Meg Kieran; Lane Community College Employees Association President Jim Salt; and Lane Community College Employees Federation President Bob Baldwin.

A. Chair Bozievich called the meeting to order at 6:29 p.m.

B. President's Report

We will be discussing the budget later, so I will defer my comments until then. I do want to mention that we conducted some open forums to hear ideas about the budget at the college wide level. The input provided from the budget discussions held earlier is posted on a budget forum web log, or "blog," on the Lane budget development web page. On this blog there is an opportunity to engage in discussion about these ideas and others that people may have. Go to "Info for Staff" on the main web page, then "budget development," and then "budget forum." You may read the responses to the original questions discussed, add additional inputs to those questions, or post a comment to a general category called "other issues." Comments may be anonymous.

Please congratulate Dean Bergen of Advanced Technology and Velda Arnaud of Business for earning the fall 2006 Faculty Recognition Awards. Individuals are nominated on the basis of excellence in their work inside and outside of the classroom by students, staff, faculty and alumni. Faculty members include classroom instructors, cooperative education coordinators, librarians, health clinic practitioners and counselors.

If you haven't done your Christmas shopping, we have great stocking stuffers in the Art-O-Mat over in the Art Gallery located in Building 11. Art-O-Mats are retired cigarette vending machines that have been converted to vend art. There are over 80 Art-O-Mats around the country, and ours is the only one in Oregon. You can collect original works of art from Art-O-Mat artists, some of which are our own faculty. For just five dollars, it's easy to become an art collector! The High School & Community Relations and High School Connections Offices are pleased to announce that the annual hands-on career exploration day for high school students will be held on Friday, April 27, 2007. On this day, high school students from all over the county can come on campus to participate in interactive workshops in two different career areas of their choice. From cooking in the kitchen to giving oxygen to a mannequin, the students get a chance to experience what life at Lane is like and what they might do in their future careers.

The Integrative Arts Symposium was held on campus last week. This was funded by Rosaria Haugland. The idea is to see how education in the arts can apply to all disciplines. We had 130 educators from a number of disciplines from all over the state. We brought in a couple of people from Chicago who have been working on integrating arts into high school curriculum in the Chicago schools. It was a very successful symposium and put Lane front and center where we can provide leadership for this.

There is a little bit of controversy going on right now about access to campus. Sandy Ing-Wiese, Director of Public Safety, announced some forums about a proposal to install security gates at the east side parking lot entrance so that we can control access to campus at night and on weekends. The idea of the forums was to put this out there and figure out what the issues would be when we look at implementation. There are some who are saying that what the proposal does is to deny faculty members at the college routine access to their offices when the campus is closed. That is not our intent. We will develop systems where faculty and other college staff will have access to campus when the campus is otherwise closed.

This proposal to install security gates comes as a direct result of budget reductions made in Public Safety. We made pretty deep cuts last year, and the reductions were proposed and accepted with the clear understanding that we would have to make changes that balance access to the campus with safety of all of those who have legitimate business on campus at night or during holidays and weekends. We are planning on having gates, and there will be several ways to access either by having a key card if you need frequent access or a call box where you can call and a public safety officer will come and open the gates. We will try to work through the implementation issues, but I want to be clear that when we cut classified staff as we did, we affect students and we affect the student experience here – computer

labs is a good example of that. But the students can't take all of the adverse impact. We as staff here are going to have to experience some change here in order to allow our public safety people, in this case, to do the work with many fewer hours being spent doing that work. If we can't make changes like this, then the natural consequence is that we have to reinstate that position and something else has to be cut. So we've got to learn to change our behavior to deal with this new environment. Having said that, there is not an intention to cut people off from their offices, and we'll figure out ways to implement that.

I will be meeting with the governor tomorrow when he announces his workforce investments. I'll try to have the opportunity to speak with him about the community college budget.

On Saturday, I will be leaving for Cairo, Abu Dhabi and Dubai. This is on connection with the work that Tim Craig has been doing to develop partnerships to offer education and training in Egypt and the Emirates. The organization we are working with is picking up all the expenses so there are no public dollars involved in this. Our goal, of course, is to develop a revenue stream that will help the college. The government of Egypt received 250 million euros to pay for career education. The system in Egypt, in particular, is one where there are a lot of private universities and they are only really available to the elite. What they are trying to do is make education available to those who don't necessarily have money. The community college influence on this will really help them.

I want to wish everyone a happy holiday season.

After the president's report, Jay Bozievich made a special presentation of a gift for Marie Matsen, who will be leaving Lane at the end of the month after 26 years of service.

1) November Highlights

November 2006 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

Item 4C, Program Approval – Gaming Development, was moved to item 4B.

D. Statements from the Audience

No statements from the audience were offered.

2. Consent Agenda

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

- The approval of the November 8, 2006 Minutes
- Advisory Committee Memberships

Motion passed unanimously.

3. Policy Review

A. Second Reading

1. Unappropriated Ending Fund Balance, E.020

Hall moved, seconded by Romine, to approve the second reading of board policy E.020, Unappropriated Ending Fund Balance.

Motion passed unanimously.

POLICY NUMBER: E.020

POLICY TYPE: BUDGET AND FINANCIAL

POLICY TITLE: UNAPPROPRIATED ENDING FUND BALANCE

The president shall assure budgeting that maintains the estimate of unappropriated ending fund balance at no less than three percent of the general fund operational expenditure budget.

ADOPTED: January 14, 2004

REVIEWED: December 6, 2006

B. First Reading

1. Ending Fund Balance, E.030

No changes were recommended to this policy; a second reading will be held in January. However, Spilde informed the board that definitions will be provided for the second reading.

POLICY NUMBER: E.030

POLICY TYPE: BUDGET AND FINANCIAL

POLICY TITLE: ENDING FUND BALANCE

Lane Community College shall maintain an "unrestricted" General Fund Ending Fund Balance equal to approximately 5% of total budgeted expenditures. This amount shall be considered a "target" and the target range may fluctuate up to 1% above or below the target from year to year depending on financial conditions and the needs of the college.

The Ending Fund Balance target shall include the Unappropriated Ending Fund Balance (UEFB) as set by board policy E.020. When the Ending Fund Balance falls to 4% or less, the college shall adopt a plan to replenish the Ending Fund Balance to 5% within two years. When the Ending Fund Balance exceeds 6%, the excess shall be set aside for investment in one-time expenditures.

If the total Ending Fund Balance (including restricted) falls to levels that require short-term borrowing, the levels set by this policy shall be automatically reviewed and adjusted as necessary.

ADOPTED: January 14, 2004

2. Stabilization Reserve Fund, E.040

No changes were recommended to this policy; a second reading will be held in January.

POLICY NUMBER: E.040

POLICY TYPE: BUDGET AND FINANCIAL

POLICY TITLE: STABILIZATION RESERVE FUND

The board may require the president to establish a separate "reserve fund" (as described in ORS 341.321 and ORS 294.525) for the purpose of providing short-term stabilization in anticipation of possible shortfalls in revenue.

A stabilization reserve fund may be established under one or more of the following circumstances:

- State budget appropriations for community colleges are not approved by the time the college budget is approved and adopted.
- A situation exists where significant changes in enrollment are possible but not reasonably predictable.
- When any major revenue source has a reasonable possibility of decreasing after the college budget is approved and adopted.
- When any operating expenditure that is beyond the control of the college could reasonably be expected to increase after the college budget is approved and adopted.
- Any other situation in which the board determines that there is a reasonable expectation that major shifts in revenue or expenditures could occur during the budget year.

Stabilization reserve levels:

- Minimum reserve levels shall be at the discretion of the board under advice from the budget committee and the president.
- Maximum reserve levels shall be no more than the maximum reasonably estimated shortfall at the time of the adoption of the budget.

Stabilization reserves will be reviewed annually as part of the budget development process. The stabilization reserve fund shall be closed out when the board determines that the precipitating threat to revenues and/or expenditures no longer exists. As long as the conditions exist that caused the fund to be established, the funds shall be kept in reserve for the purpose intended. If and when the fund is closed out, any remaining balance shall be released for use as a resource in the General Fund.

ADOPTED: January 14, 2004

4. Discussion/Action Items

A. Auditor's Report

Greg Morgan, Associate Vice President of Finance, and Scott Muller, auditor from Kenneth Kuhns & Co., answered questions and responded to comments regarding the audit report. Muller reported that financial statements were clearly presented and that Lane received a "clean opinion," the highest rating possible.

4B. Program Approval – Gaming Development

Mark Williams, Computer Information Technology Division Chair, and Jim Bailey, Instructor, presented information on the proposed associate of applied science program, Simulation and Game Development. Bailey provided a demonstration of several games that students would be capable of creating after completing the program. The program will consist of many existing courses; new courses will be funded by curriculum development funds, Carl Perkins grant, and a grant from Lane County.

Romine moved to approve the Simulation and Game Development curriculum and two-year associate of applied science degree program. Rose seconded.

Motion passed unanimously.

4C. Budget Development

Spilde updated the board on the governor's budget, which was released on December 1, and its impact on community colleges. Morgan distributed the new projections based on the governor's budget, which showed a deficit for 2007-08 of approximately \$4.8 million. The projection assumes no growth and that all of the current employee agreements stay in place.

Departments and divisions have been submitting budget proposals. The proposals will be reviewed by the Budget Review Group, who will make recommendations to the president. The board will be looking at the proposals at the January 10, 2007, work session; the budget committee will be invited to join the board in that session.

4D. Election abstracts

The board reviewed the November 7, 2006, general election abstracts and analyzed the precinct data on the Lane Community College local option levy results.

5. Accountability/Reports

A. Benchmarks

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

- Finances (An overview briefly explaining community college revenue and expenditure accounting from ODCCWD Profile)
- General Fund Revenues and Transfers by Source – Lane
- General Fund Expenditures by Category – Lane
- General Fund Operating Expenditures from ODCCWD Profile – 2004-05: Table 28 – Oregon Community Colleges
- General Fund Operating Expenditures from ODCCWD Profile – 2004-05: Table 28 – Percent of Total General Fund Expenditures by College – Oregon Community Colleges

6. Reports

LCCEF President Baldwin reported that the classified union has been doing some projections and has a proposal which they believe will help with the budget deficit, although it does run against one of the employee contracts. The proposal eliminates the current practice that faculty spend fifteen percent of their workload on non-teaching work. The classified union proposes rededicating that time to teaching. Baldwin argued that this still meets the governance criteria of College Council and does not increase faculty workload or add expense to the college; instead it redirects the work.

LCCEA President Salt commented on Baldwin's proposal, stating that it has no merit and is full of false assumptions. Salt reported that LCCEA and the college have signed a memorandum of agreement on governance reassignment which involves significant sacrifice for the faculty assigned to councils. The separation notification incentive is ready to sign.

Associate Vice President Patrick Lanning reported that unit plans were turned in last week in which departments and divisions looked at a variety of ways to deal with the budget situation. Lanning reported that the Integrative Arts symposium held November 30 had a great turnout. On December 4, the Career Pathways Summit was held at Lane. The License Massage Therapist program had a 100 percent pass rate on the state examination.

Vice President Matsen said goodbye as her last official day at Lane is December 31. Lane still is and will continue to be a wonderful place. She has appreciated the chance to offer opportunities for students and to serve a wonderful community.

Hall thanked Matsen for her outstanding career and wished everyone happy holidays and a Merry Christmas.

Holman told Matsen that he has appreciated her guidance and she will be missed.

Rose reported that the Oregon Community College Association board will meet this Friday to discuss the upcoming legislative session and the governor's budget. His e-mail address has been changed to rosemr@lanecc.edu. Rose will miss the January board meeting but will be back in February.

Johnston enjoyed the gaming presentation and said goodbye to Matsen.

Romine wished everyone happy holidays.

Bozievich reported that one of the Lane County economic development projects approved and waiting for economic development funds is the RV Consortium. He appreciated Matsen's integrity and professionalism.

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

Wednesday, January 10, 2007, Boardroom, Building 3, Lane Community College

8. The board meeting adjourned at 9:02 p.m.

Mary Spilde, President/District Clerk Jay Bozievich, Chair