



## General Library Item

Name Minutes 2007-07-11

## Content

LANE COMMUNITY COLLEGE  
BOARD OF EDUCATION  
Minutes - July 11, 2007

### 1. Attendance

Board members present: Robert Ackerman, Pat Albright, Roger Hall, Paul Holman, Susie Johnston, Tony McCown, and Pat Riggs-Henson. Also present were: President Mary Spilde; 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 Dan Dawson.

**A. Vice-Chair Riggs-Henson called the meeting to order at 6:32 p.m.**

**B. Oath of Office Administered to New Board Members**

President Spilde administered the Oath of Office to Tony McCown, Zone 2; Pat Albright, Zone 5; Roger Hall, Zone 6; and Robert Ackerman, Zone 7.

**C. Election of Chair and Vice Chair**

Vice-Chair Riggs-Henson opened nominations for chair of the board of education.

Johnston nominated Riggs-Henson for chair of the board. Hall seconded.

**Motion passed unanimously.**

Chair Riggs-Henson opened nominations for vice chair of the board of education.

Holman nominated Johnston for vice chair. Hall seconded.

**Motion passed unanimously.**

**1) Statements from Newly-elected Chair and Vice Chair**

Riggs-Henson thanked the board members for electing her as chair. She has watched the new board interact over the last month and is glad to see that the board practices open communication, which will be helpful as we face this year's challenges. She looks forward to being board chair.

Johnston stated that she is excited to be vice chair and step up to a leadership position at the college. Although she will miss the previous members, it will be great to have new board members and different perspectives. She is honored to serve as vice chair with Riggs-Henson.

**D. President's Report**

Welcome to our newly elected board members, Bob Ackerman, Tony McCown, Pat Albright, and Roger Hall. All of you are familiar with the board in some aspect: Tony sat at the table as ASLCC President, Pat has been on the board for three months, this is Bob's third time as a board member, and Roger is starting his seventeenth year on the board. I look forward to a productive four years and appreciate your caring enough about the college to serve. Congratulations to Pat and Susie on the election as chair and vice chair. Welcome to Dan Dawson as 2007-08 president of ASLCC. Since it has only been two weeks since our last meeting, I have a relatively short report.

Last night we had a power outage that resulted in us having to close the campus. It appears it was an EWEB problem, but some of our back-up systems did not function as effectively as we would have liked, so we will be problem solving to improve those systems in preparation for another similar event in the future. Sandy Ing-Weise, Stephen Pruch, and David Willis, our new Facilities Management and Planning Director, were on the scene quickly, and the staff did a great job of doing their jobs in a safe way. Power was restored about 9:20 p.m., and we are cleaning up the after-effects today. My thanks to everyone who dealt with the situation, particularly Todd Smith, Lynn Atkins, Kevin Williams, Shelby Antone, our brand new electrician, and Public Safety officers.

I want to pass around the very nice card we received from Larry Romine.

Kudos to our student Jessica Rojas, who was one of 400 recipients to be awarded the Coca Cola Scholars scholarship. It is a \$1,000 scholarship. Similarly, Liberty Bank is awarding seven \$1,000 scholarships to a graduating senior from each of the Eugene, Springfield, and Bethel high schools.

Too often you hear when things are not done right. I want to share a letter I received from the parent of a blind and autistic student who is attending Lane.

Lane was recognized in an article entitled "Ahead of the Curve" regarding our computer gaming program which you approved last year.

Judge Ann Aiken also wrote to thank us for participating in the model drug court program in federal court.

I have copies of a photo from Richard Archambault, avid supporter of Lane's Native American Longhouse. This is a photo which captures the board's most recent vote supporting the Longhouse.

The Lane Summer Musical opens next week. "The Music Man" is this year's production, and it runs July 19 – 29.

### **1) Personnel**

The college's current personnel appointments were presented.

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

One item was added to the agenda: Board Retreat was added as item 4F.

### **F. Statements from Audience**

Ben Hier, Oregon National Guard, proposes setting up a student veterans resource center on campus. He thanked the staff for working with him. He would like to make it the model for the rest of the state.

### **2. Consent Agenda**

Holman moved, seconded by Albright, to approve the Consent Agenda consisting of:

- The approval of the June 28, 2007 minutes
- Appointment of District School Clerk and Deputy Clerks
- Resolution No. 516, President's Annual Authorizations for 2007-08
- Resolution No. 517, Authorizing Budget Transfers for 2006-07

**Motion passed unanimously.**

### **3. Policy Review**

#### **A. Second Reading**

#### **1. A.020, Treatment of Learners**

Hall moved, seconded by Holman, to approve the second reading of board policy A.020, Treatment of Learners.

**Motion passed unanimously.**

POLICY NUMBER: A.020

POLICY TYPE: EXECUTIVE DIRECTIONS

POLICY TITLE: TREATMENT OF LEARNERS

With respect to interactions with learners, the president shall assure that procedures and decisions are safe, respectful and confidential.

Accordingly, the president shall assure that:

1. The institution represents itself accurately and consistently to prospective students through its catalogs, publications and official statements.
2. Admissions information forms avoid eliciting information for which there is no clear necessity.
3. Methods of collecting, reviewing, transmitting, or storing information about learners will be protected against improper access in compliance with federal and state regulations.
4. Facilities provide a reasonable level of privacy, both visual and aural.
5. The college environment is welcoming and accepting to all learners.
6. Learners have a clear understanding of what may be expected from the services offered.
7. Learners are informed of their rights and responsibilities and are provided a process to address grievances.
8. There is adequate provision for the safety and security of learners.

ADOPTED: November 9, 1998

REVISED: April 12, 2000

REVISED: May 12, 2004

REVIEWED: July 11, 2007

#### **2. A.030, Treatment of Staff**

Holman moved, seconded by McCown, to approve the second reading of board policy A.030, Treatment of Staff.

POLICY NUMBER: A.030

POLICY TYPE: EXECUTIVE DIRECTIONS

POLICY TITLE: TREATMENT OF STAFF

With respect to the treatment of paid and volunteer staff, the president shall:

1. Operate with written personnel policies that clarify personnel rules for staff, provide for effective handling and redress of grievances, and protect against wrongful conditions.
2. Assure that there is an environment to freely examine and discuss assumptions and data and be guided by evidence.
3. Never discriminate against any staff member for expressing an ethical dissent or retaliate against any staff member for engaging in whistleblowing activities as defined in ORS 659A.200 to 659A.229 or for addressing the Board as provided in subsection 4 of this policy.
4. Not prevent staff from addressing the board when internal grievance procedures have been exhausted and the employee alleges that board policy has been violated to his or her detriment.
5. Operate within a collaborative and participative environment.
6. Acquaint staff with their rights under this policy.
7. Make results a measure of staff success.

ADOPTED: November 9, 1998  
 REVISED: April 12, 2000  
 REVISED: May 12, 2004  
 REVISED: September 8, 2004  
 REVIEWED: July 11, 2007

**Motion passed unanimously.**

#### **B. First Reading**

##### **1. A.040, Financial Planning & Budgeting**

No changes were recommended to this policy. A second reading will be held in September.

**POLICY NUMBER: A.040**

**POLICY TYPE: EXECUTIVE DIRECTIONS**

**POLICY TITLE: FINANCIAL PLANNING AND BUDGETING**

Financial planning for any fiscal year or the remaining part of any fiscal year shall reflect the board's end priorities, avoid fiscal jeopardy, and shall be derived from a multi-year plan.

Accordingly, the president shall assure budgeting that:

1. Complies with Oregon Local Budget Law.
2. Contains sufficient information to enable credible projections of resources and expenditures as presented in the Budget Document in accordance with Oregon Local Budget Law.
3. Discloses planning assumptions.
4. Limits expenditures in any fiscal year to conservatively projected resources for that period.
5. Maintains current assets at any time to at least twice current liabilities.
6. Complies with budget and financial policies contained in Section E.

ADOPTED: November 9, 1998

REVISED: April 12, 2000

REVISED: January 14, 2004

##### **2. A.060, Emergency President Succession**

No changes were recommended to this policy. A second reading will be held in September.

**POLICY NUMBER: A.060**

**POLICY TYPE: EXECUTIVE DIRECTIONS**

**POLICY TITLE: EMERGENCY PRESIDENT SUCCESSION**

In order to protect the board from sudden loss of presidential services, the president shall have at least one other executive familiar with board and presidential issues and processes. The president shall periodically furnish the board with the current name or names of the executive or executives familiar with the board and presidential issues and processes. In the event of a sudden loss of presidential services, the board shall appoint an acting president of the college in accordance with board policy B.050.

ADOPTED: November 9, 1998

REVISED: April 12, 2000

REVIEWED: January 14, 2004

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

##### **A. High School Connections Presentation**

Andrea Newton, Chair of Cooperative Education, delivered a presentation to the board regarding the programs which make up High School Connections, which are: College Now, Regional Technical Education Consortium (RTEC), and Career Pathways. The High School Connections program began as an initiative to develop partnerships with K-12 to recruit more high school students. Newton gave a brief overview of the work accomplished under this initiative and responded to questions and comments.

**The board took a ten-minute break at 7:35 p.m.**

##### **B. Board Appointments to Community Organizations**

Hall will continue to serve as the Lane Community College representative to the Foundation.

Johnston will continue to serve as the Lane Community College representative to the Lane Council of Governments.

Albright will serve as the Lane Community College representative to the Lane Economic Committee of the Lane Council of Governments.

Ackerman will serve as the Lane Community College representative to the Oregon Community College Association.

Albright will serve as alternate representative.

Hall moved to approve the board appointments to community organizations. Ackerman seconded.

**Motion passed unanimously.**

##### **C. Advance Authorization of KLCC Equipment Purchase**

Spilde informed the board that KLCC is currently out to bid for equipment for the new building. Bids will not be open until later in the month. It is possible that bids will come in and nothing will exceed \$100,000, the maximum amount that the president can authorize under board policy. However, there might be a vendor that bids the lowest on all items, which would make the total contract over \$100,000.

Holman moved that the Board delegate to the college president authority to award one or more contracts exceeding \$100,000 for the purchase of KLCC broadcast equipment.

Motion passed unanimously.

#### **D. November Board Meeting Date**

Spilde noted that the American Association of Community Colleges board of directors meeting in November conflicts with Lane's board meeting. The board agreed to move the meeting. Other times will be considered, and the date will be confirmed at the next board meeting.

#### **E. President's Goals**

Spilde discussed her goals as they were previously distributed to the board, noting their connection to the strategic plan. The goals were affirmed by the board. Spilde intends to bring back a mid-year update reporting the progress.

#### **4F. Board Retreat**

The board agreed to schedule an all-day retreat to discuss items such as bond planning, budget development and representation on community committees. Other items for discussion should be sent to Chair Riggs-Henson. An e-mail will be sent out with various dates to consider.

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

##### **A. Benchmarks**

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

- Budgeted Contracted Staff FTE and Student FTE

##### **B. Lane Profile**

Craig Taylor, Institutional Research and Planning director, responded to questions and comments on the Lane Profile. This is a document that has been on the web the past few years, but this is the first time in several years that we have prepared a printed copy.

The board decided to read the Profile before the next meeting and bring questions back in September.

#### **6. Reports**

ASLCC President Dan Dawson stated that he is getting used to his new position as president. ASLCC is planning a student government retreat.

LCCEF President Bob Baldwin reported that the union has a few ongoing labor relations issues with management. LCCEF is addressing what is seen as three high level classified positions which were converted into management positions. Another issue being considered is workplace and employee safety, especially after the recent power outage. The union would like more aggressive testing done of safety processes, procedures and equipment, and look forward to seeing action on that issue in the coming year.

LCCEA President Jim Salt reported that faculty have some concerns regarding the complaint process. He agreed that the college needs to conduct a formal assessment of the governance system. It has been represented to the faculty that the board directed the college to pursue subcontracting in Flight Technology, and he urged the board not to go down that road.

Vice President Sonya Christian responded to Salt's comment regarding the complaint process, saying that she would describe it as a very thorough and diligent process. Every level requires an investigation of the previous level. It is a good process that we will continue to improve. The Instructional and Student Services Managers held a retreat at Siltcoos Station. The biggest project for the coming year is managing enrollment through the following: 1) programming – identifying new areas where we can create a niche for Lane; 2) scheduling and room utilization – we need to look at how students take classes and maximize the number of classes they can take. A tool to analyze room utilization has been purchased; and 3) accountability – we need to understand the fiscal impact of increasing enrollment. The Arts Division has been going out to the high schools to promote integrating arts education in other disciplines.

Associate Vice President Greg Morgan addressed the recent power outage. An extensive debrief was held this morning with the entire operations staff, who looked at what went well and what did not. College Operations is working on a self-assessment.

#### **Board Reports**

Hall attended the Foundation Board meeting yesterday. This is a dynamic group of volunteers that do a wonderful job for the college. The Foundation had a \$1.6 million increase from the prior year, and gave out 273 scholarships.

Holman reported that the Siltcoos remodel has sparked a lot of interest in Florence. He will miss the September board meeting, but will be back at the October meeting.

Albright referred to the Oregon State Board Association (OSBA) legislative summary. One measure worth considering is SB779, which directs the State Board of Education to adopt a process that school districts must follow to resolve complaints. Regarding financial issues, community college funding is not mentioned in the summary, while funding for other educational institutions is listed. Albright will continue to look for ways in which community colleges can get addressed appropriately and equally with other state institutions.

Riggs-Henson thanked the board for electing her as chair.

McCown was excited to attend his first meeting as a board member. He looks forward to examining the governance system from this level, as he was heavily involved in its implementation.

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

Wednesday, September 12, 2007, Boardroom, Building 3, Lane Community College

**9. The board meeting unanimously adjourned at 9:02 p.m.**

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Mary Spilde, President/District Clerk

Pat Riggs-Henson, Board Chair