



## General Library Item

Name Minutes 2007-09-12

## Content

LANE COMMUNITY COLLEGE  
BOARD OF EDUCATION  
Minutes - September 12, 2007

### 1. Attendance

Board members present: Robert Ackerman, Pat Albright, Roger Hall, Susie Johnston, Tony McCown, and Pat Riggs-Henson. Also present were: President Mary Spilde; Vice President Sonya Christian; Associate Vice President Greg Morgan; Executive Assistant to the President Tracy Simms; College Counsel Meg Kieran; Lane Community College Education Association President Jim Salt; and Lane Community College Employees Federation President Bob Baldwin.

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

#### B. President's Report

Welcome back to everyone as we start the 2007-08 academic year. I am looking forward to a challenging but productive year.

We are gearing up for the start of the year and have had several orientation sessions for students.

- During spring term, three high schools (Springfield, Sheldon, S. Eugene) participated in on-site recruitment and orientation sessions. This was a pilot program and there were some difficulties, but approximately 60 students participated.
- In order to improve service to students, those testing into guided studies received personalized orientation sessions held throughout the summer. There were approximately five sessions held, with a total of 200 new students enrolling through this process.
- The traditional two-week Student Orientation and Registration (SOAR) event took place in August. Approximately 1,042 new students registered for classes throughout the period.
- When combining the guided studies sessions and the traditional sessions, there were approximately 1,242 students registered this year through SOAR.
- In comparison to 2006, there was no high school outreach effort, and guided studies students attended the traditional two-week SOAR. A total of 1,114 students registered.
- An important note to recognize, new students registered for more credits at SOAR this year than last year.

You will recall that we instituted a summer scholarship program for students who had participated in College Now classes in their local high schools. A total of \$4,300 was awarded to 34 students. Twenty-six students received \$100; seven students \$200 and one student \$300. This was a modest start, but we will track to see if these students continue to access Lane for their education.

Last week, I let you know that the Governor had asked me to co-chair the new Commission on Post Secondary Education. We had our first meeting today to scope out the work. I am passing around a copy of the Executive Order which outlines the Governor's intentions. As important is the formation of a Forecasting Committee. This committee will identify the elements that need to be included in our Essential Budget Level. K-12 has had this committee, and as a result they are given additional dollars to deal with PERS increases and things of that nature, so I think this will be an improvement.

In August I attended the AACC Board Meeting. I serve on the Executive Committee as chair of Program Initiatives.

There were a number of important issues discussed. There are two main benefits of this work for the college: Establishing relationships with the grant funders from the Department of Labor, Department of Education and National Science Foundation and being on the front end of knowing about issues that will affect the college.

During the last year, Lane did foundational work to increase ties with the community and begin to create programming 'for' and 'about' seniors. We held a Community Conversation to clarify the areas where training was needed to provide services to seniors and where there were unmet needs to provide training to seniors.

The following programs have been developed to respond to the training needs Lane has identified:

- Creation of a CNA II program with Acute Care starting Fall Term 2007 and Dementia Care starting Winter Term 2008.
- Social and Human Services Assistant program will be offered starting Fall 2007/Winter 2008. This will be a one-year certificate.

In the coming year, Lane will continue to develop programs that will help respond to the need for a trained workforce to serve the growing senior population and to provide lifelong learning opportunities to seniors in Lane county.

In October we will be hosting teams from the League Board Colleges at a Symposium on sustainability. The idea is to share best practice and think about how League colleges might work together to develop sustainability initiatives. The sludge project is going well; there are some delays due to weather and equipment, which is quite normal. Drying is expected to be completed by mid-October. Preliminary tests suggest that the sludge may be Class A (suitable for human contact). Final tests cannot be completed until the sludge is dry. Removal is expected by the end of October, but disposal depends on the final test results. Possibilities include spreading on college property (lowest cost), spreading on farm lands nearby or transport to Short Mountain Landfill.

Fall Inservice begins on Monday, September 17 at 8 am in the Center for Meeting and Learning. I'll be giving the state of the college address, and events and activities are scheduled for the rest of the morning and afternoon.

### **1) Personnel**

The college's current personnel appointments were presented.

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

No changes were made to the agenda.

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

Grady O'Connor, track and field coach, advocated for the track and field programs. He shared a list of new recruits, stating that 90 percent of these students would not attend Lane if we did not provide this opportunity.

Greg Sheley, women's basketball coach, provided some background on the team. There have been many accomplishments over the last few years. The team is the most winning program in the northwest, having won the NWACC championship the last two years. The students have maintained over a 3.0 GPA.

Susan McClure, mother of Lane student, expressed concern about the online billing system.

### **2. Consent Agenda**

Johnston moved, seconded by McCown, to approve the Consent Agenda consisting of:

- The approval of the July 11, 2007 minutes

**Motion passed unanimously.**

### **3. Policy Review**

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

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

Albright moved, seconded by Ackerman, to approve the second reading of board policy A.040, Financial Planning & Budgeting.

The question arose whether or not board policy item #5, "Maintains current assets at any time to at least twice current liabilities, should be quantified."

Albright withdrew his original motion and moved to table this item until the October meeting. Ackerman seconded. Morgan informed the board that the financial monitoring reports could be done so as to show compliance. The annual audit would also show compliance. Morgan agreed to provide clarifying information for the October meeting.

**Motion passed unanimously.**

Policy review for A.040, Financial Planning & Budgeting will be put back on the agenda for the October meeting for the second reading.

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**

Ackerman moved to refer this policy to the president for consideration of the following proposed revisions:

1) To specify the causes of a loss of presidential services such as a physical or mental disability to perform essential tasks; 2) to not restrict the policy to a "sudden loss" of presidential services; 3) to provide for a due process hearing on the issue with notice to the affected president; and 4) to specify how this policy relates to the employment contract of the president. McCown seconded.

Some members of the board felt the suggestions were too detailed. In case of the need for presidential succession that did not arise out of an emergency situation, the board would refer to the president's contract for a listing of all processes to be followed.

**Motion failed 5 – 1. Ackerman voted in favor of the motion.**

Hall moved to approve the policy with the change of the word "president" to "presidential" in the title of the policy. Johnston seconded.

**Motion passed unanimously.**

POLICY NUMBER: A.060

POLICY TYPE: EXECUTIVE DIRECTIONS

POLICY TITLE: EMERGENCY PRESIDENTIAL 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

**B. First Reading**

**1. B.010, Membership on the Board of Education**

The following changes were recommended to this policy. A second reading will be held in October.

POLICY NUMBER: B.010

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: MEMBERSHIP ON THE BOARD OF EDUCATION

The Board of Education of the Lane Community College District shall consist of seven members, each member elected to a four-year term by the qualified voters of the entire district. A member shall reside in the zone from which elected and shall not be employed by the College during the term of office. ~~There shall be two members~~ **Two members shall** be elected to represent the district at large and five members elected from zones, each to represent one of the following areas:

Zone 1 is the western college district, which includes the Bethel area of Eugene, Veneta, Dunes City, Florence, and Monroe.

Zone 2 is the northern college district, which includes North Eugene, Coburg, Harrisburg, and Junction City.

Zone 3 is the northeastern college district, which includes Springfield, Thurston, and the Marcola area.

Zone 4 is the southeastern college district, which includes the McKenzie River Valley, Creswell, Cottage Grove, Lowell, Oakridge, and Westfir.

Zone 5 is entirely within Eugene and, in general, the area south of the Willamette river and east of City View Street.

At-Large – Position 6 represents the entire college district.

At-Large – Position 7 represents the entire college district.

ADOPTED: November 9, 1998

REVISED: July 17, 2002

REVIEWED: October 14, 2003

**2. B.020, Global Governance Commitment**

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

POLICY NUMBER: B.020

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: GLOBAL GOVERNANCE COMMITMENT

The Board of Education, on behalf of the district, will work to ensure that Lane Community College achieves the appropriate results, at an appropriate cost, to advance the college vision, mission, core values, and strategic directions. The board shall avoid unacceptable actions and situations through the expression of its policies and be in compliance with Oregon Revised Statutes.

The Board will govern by policy. It will establish appropriate ends policies and executive direction policies and ensure that accountability measures are clearly identified and reported on a frequency and method chosen by the board.

ADOPTED: November 9, 1998

REVISED: September 10, 2003

**4. Discussion/Action Items**

**A. Sustainability Presentation**

Jennifer Hayward, Sustainability Coordinator, Mike Sims, Recycling Coordinator, Anna Scott, Energy Analyst, and Kyle Hammon, Distance Learning Director, gave a presentation on sustainability at Lane, including key programs and initiatives. Lane is considered a leader in sustainability and has been featured both locally and nationally. For detailed information, see the PowerPoint presentation at

<http://2011sitearchive.lanecc.edu/sustainability/BoardPresentation.ppt>.

**B. Lane Profile**

The profile was distributed at the July board meeting, and the board had asked to review it and come back with questions and comments. The profile is intended to be a first stop for people with questions about Lane and may be a

good resource for board members. Craig Taylor, Institutional Research and Planning director, was available for questions and comments.

### **C. Budget Development**

President Spilde provided an update on budget development for FY09. Morgan is working on projections and will have those shortly. College Council has reviewed the budget calendar but it is not yet approved. More detailed information will be available in the coming weeks.

### **D. Board Outreach**

In its 2006 self-evaluation, the board agreed to do more work in the community and be a listening post for how the community feels about the college. The administration proposed scheduling a number of conversations around the district as well as with constituent groups. The board agreed to focus on this in their upcoming retreat. In the meantime, administration will tentatively schedule some dates and draft talking points.

## **5. Accountability/Reports**

### **A. Benchmarks**

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

- Lane Transfer Students Admitted to the Oregon University System – Graduating and Stopping Out
- OUS GPA of Transfer Students – 5-year Average (2001-02 through 2005-06)

### **6. Reports**

LCCEF President Bob Baldwin reported on key labor issues. There are two arbitrations scheduled; each of them relates to the question of defining the unit and taking work away from classified staff. Students making minimum wage are being used as replacement for classified staff no longer here, which is not acceptable. The classified union stands with faculty against outsourcing flight technology instructors. Faculty and Classified are the workforces, and the work has to be union. There has been no progress on the classification and compensation study. It will come up in bargaining, but the union would like to have something done outside of that process simply for a time saver. Baldwin respectfully asked the board for direction on his reports.

LCCEA President Jim Salt reported that LCCEA and OEA were very glad to see the commission on post secondary quality education created and that Spilde was appointed. This offers a great opportunity for community colleges. The upcoming political season promises to be an intense one, and faculty are gearing up for raising funds and consciousness on issues such as public education, union and the public sector. Like Baldwin, he asked the board what would be helpful in his reports. Salt encouraged everyone to work cooperatively but fears that conflict may get in the way of that possibility.

Director Craig Taylor delivered the Office of Instruction and Student Services report on behalf of Vice President Sonya Christian. A new book titled *Visual Communication: Integrating Media, Art and Technology* co-authored by Arts Division Chair, Rick Williams and Dr. Julianne Newton from the University of Oregon, won the annual Top Creative Project award at the national conference of the Association of Educators in Journalism and Mass Communication in Washington D.C. on August 11, 2007. Lane's Licensed Massage Therapist students passed the Oregon Board exams at a rate of 91%, well above the state average of 79%. The International Student Summer Academy recently concluded after providing instruction to students from Japan, Korea and Taiwan. The chaperone, Mr. Takekoshi, an International Representative of the Gunma Kokusai Academy, has expressed a strong interest in developing international class trips to Lane in 2008.

Associate Vice President Greg Morgan introduced Sharmean Heffernan, the new director of Specialized Employment Services. The downtown KLCC building is almost done; donations are still being taken. Emergency phones are being installed on campus. The new security gates are installed, but they are not in use yet. The campus community will be trained on procedures. Work has been started at the airport hangar to move the Aviation Maintenance Technician program out to the airport.

### **Board Reports**

Hall responded to Baldwin's question about board reports, asking what Baldwin would like to see from the board. He stated that sometimes conflict can become a state of mind. If you approach situations anticipating conflict, it is almost a certainty.

Johnston will take some time to think about the union leaders' requests for input on their board reports, although she wouldn't want to take the individuality of their reports away. She commented that the campus is such a beautiful place to be during the summer. She congratulated Spilde on her appointment to the post secondary commission. Albright was excited about the governor's order appointing Spilde to the post secondary education commission. The election issues of 2008 will provide a good opportunity to get in touch with those in the political process and put education in forefront of their thinking. Albright attended Flight Technology's 40th anniversary celebration. He also attended the Lane Summer Musical, "The Music Man," and enjoyed the performance very much. Meredith Wilson had once paid a visit to Albright's junior high school.

McCown will formulate a response for the union leaders regarding what information would be helpful in their reports to the board.

Ackerman acknowledged that Spilde's appointment to the post secondary education commission is recognition for what she has done for the college. Ackerman believes that community colleges should be treated differently than universities as they have different educational constituencies.

Riggs-Henson will give Baldwin's question some consideration, but she also supports free speech. She reminded Spilde that she will be asked to do more as she receives recognition.

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

Wednesday, October 10, 2007, **Florence Center**

**9. The board meeting unanimously adjourned at 9:05 p.m.**

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Mary Spilde, President/District Clerk

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Pat Riggs-Henson, Board Chair