



General Library Item

Name Minutes 2007-10-10

Content

LANE COMMUNITY COLLEGE
BOARD OF EDUCATION
Minutes - October 10, 2007

1. Attendance

Board members present: Pat Albright, Roger Hall, Paul Holman, Susie Johnston, and Pat Riggs-Henson. Board members absent: Bob Ackerman, Tony McCown. 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 6:30 p.m.

B. President's Report

Good evening. I am so glad that we are here in Florence this evening. In my seventh year as president, I can say it is always a pleasure to visit our Florence campus and community. Since the Florence community may not always get to hear regularly about the issues facing the college, let me just recap a few things:

● **Fiscal sustainability**

- We should end this year in a positive position - revenues should exceed expenditures
- Key factors impacting us are contract negotiations, enrollment, state funding, economic trends
- There will be a special legislative session in February, and we are hoping to secure more funding for community colleges; the governor has pledged a 10% increase in the next regular session
- I have recently been appointed by the governor to a Postsecondary Quality Education Commission
- The Opening Doors campaign will be raising funds for scholarships, endowed chairs, innovation, and matching state funds for a health and wellness building on main campus

● **Organizational capacity**

- Enrollment is up 4.1% for the college
- Florence enrollment is up 8.7%
- Community conversations are being planned by the board to develop a 2020 Vision

● **Facilities**

- Siltcoos Station has generated over \$8,000 in reservations since it reopened. We are grateful to Florence volunteers, donors, businesses and staff who contributed. Congratulations on making the Oregonian's Best of the Oregon Coast list!
- Lane is discussing going back to the voters for a facilities bond; the last one passed in 1995 and will be paid off in 2009. An \$80 to \$100 million request would maintain taxes at the current rate

● **Learning and innovation**

- Florence offers a strong Outward Ventures program this fall with tours to Ashland, Eugene, Newport, Charleston, King Estate winery—and of course, Siltcoos Station
- A Memo of Understanding is pending with Southwestern Oregon Community College for a nursing program partnership starting in 2009
- Florence community contributed over \$20,000 in scholarships
- Expanded programming for and about senior learners under review
- Regional dental hygiene training rolling out
- New degree in simulation and game programming
- New Career Pathways short-term training certificates in a variety of occupations

We had a good start to the year with a number of activities. Our all staff gathering focused on the idea of Ubuntu, a South African term which is defined as "the art of being human." We asked everyone to take care of themselves, take care of each other and take care of the place. Work parties under the leadership of classified staff composted and weeded; our wellness activities were over capacity. I have received many positive comments about the morning. I am handing out my speech as it outlines a number of initiatives we will be working on this year.

Classes started with the usual array of challenges, but overall it is great to have students back on campus.

I had the opportunity to attend the American Community College Trustees meeting with Pat Albright and Susie Johnston. I attended a number of good sessions. I also attended the League Board meeting last week in Seattle.

There are a number of exciting initiatives going on. One of them is a Sustainability Symposium that we are hosting at

Lane starting this weekend. Over 50 faculty and staff members from League board colleges will be joining us in Eugene to share the wealth on sustainability and think about how we can work together to put the League in a leadership role. Jennifer Hayward, our Sustainability Coordinator who you heard from last month, has done a great job in organizing the event.

At the beginning of 2007, the goal was to dry the sludge (aka bio-waste) in all three ponds and dispose of it by the start of fall term. Several unexpected events conspired to prevent reaching that goal. The early start of fall rains has stopped the drying operation. At this point, the sludge in pond one is dry enough to remove from the pond. The sludge in pond two is not and cannot be moved; there is almost no sludge in pond three.

Future course of action:

Option 1: Cover the sludge in pond one through the winter and discharge as much rainwater that enters as possible. Next spring complete drying and testing the sludge in ponds one and two. This is predicted to result in Class A compost. This compost can then be applied on site (Longhouse and athletic fields) or trucked away by one of the local landscape supply firms. Two companies have voiced an interest. This is the least expensive course to take. Option 2: Truck the sludge in pond one to a farmer's fields near Creswell. This option is estimated to cost around \$100,000 and would not include the cost of disposing the sludge in pond two. We are planning to adopt Option 1.

The Interstate Renewable Energy Council is pleased to announce that Lane Community College has been awarded the ISPE Accreditation credential for their Renewable Energy Technician Program. The Renewable Energy Technician program is offered by the Energy Management Program Department which is a component of the Science Division at Lane Community College.

We are continuing with our facility planning while we explore a bond measure. We will begin to engage the broader internal community in this work over the next month. Focus groups are being held in the community next week, and we will conduct research after the November election regarding our image and brand in the community.

You are aware that both the cities of Eugene and Springfield have measures on the ballot regarding urban redevelopment. John Tamulonis from the City of Springfield met with the Executive Team to explain the process. In the long run, if the tax base grows, the college will benefit. If nothing is done to stimulate business expansion, we will not benefit as it is less likely the tax base will grow. In the past, we have remained neutral on these issues so I am not asking you to take a position. Here is information on the Springfield initiative if you are interested.

In the next week I will be moving forward with establishing a limited duration committee to develop recommendations on the administrative/management structure. You are aware that we have many vacancies and that it is time to evaluate/amend the structure that the board approved in 2000-01. I will convene a representative committee and will ask them to give me recommendations by mid-January.

You may have seen the outstanding review of King Lear, so you might want to include that in your leisure plans.

Dr. Donna Koechig, who recently moved to lead our Diversity, Community Relations and Professional Development work, is ill. I am in the process of making assignments to cover her work for fall term. I am planning to invite internal faculty or staff to apply for a partial reassignment to lead the diversity and community work for fall term.

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

Chris Matson, political consultant, expressed concern regarding the proposed bond public information campaign.

2. Consent Agenda

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

- The approval of the September 12, 2007 minutes

Motion passed unanimously.

3. Policy Review

A. Second Reading

1. A.040, Financial Planning & Budgeting

In September, the board asked for more information on item #5 of this policy. Morgan informed the board that, for policy purposes, a ratio is generally a more consistent measure of financial health and less easily distorted. The college recommended approval of this policy.

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

Motion passed unanimously.

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

REVIEWED: October 10, 2007

2. B.010, Membership on the Board of Education

A first reading of the policy was held in September, and the following changes were recommended.

Holman moved, seconded by Johnston, to approve the second reading of board policy B.010, Membership on the Board of Education.

Motion passed unanimously.

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

REVISED: October 10, 2007

3. B.020, Global Governance Commitment

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

Motion passed unanimously.

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

REVIEWED: October 10, 2007

B. First Reading

1. B.030, Board Duties and Responsibilities: Educational Program

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

POLICY NUMBER: B.030

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARD DUTIES AND RESPONSIBILITIES: EDUCATIONAL PROGRAM

The board of education shall:

1. Approve all major academic, vocational, and technical programs of study, degrees, certificates, and diplomas. Approve major substantive changes in the college's mission, policies, and programs.
2. Require reports and consider other presidential reports concerning the programs of the college.

ADOPTED: November 9, 1998

APPROVED: November 12, 2003

2. B.040, Board Duties and Responsibilities: Appraisal and Evaluation of Operation

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

POLICY NUMBER: B.040

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARD DUTIES AND RESPONSIBILITIES: APPRAISAL AND

EVALUATION OF OPERATION

The board of education is ultimately responsible for the quality and integrity of the institution. It establishes broad institutional policies and delegates to the president the responsibility to implement and administer these policies.

The board of education shall:

1. Regularly review and approve the college's vision, mission, and core values and ensure that they guide the operation of the college.
2. Evaluate the performance of the organization and the quality of the educational program in terms of the vision, mission, and core values of the college.
3. Ensure that the necessary resources are in place to provide for effective institutional research, evaluation, and planning processes

ADOPTED: November 9, 1998

APPROVED: November 12, 2003

4. Discussion/Action Items

A. Florence Center

Bob Purscelley, Director of the Florence Center, presented information on the center, bringing in students, staff and community members to put a face on what they do. Those included in the presentation were Tom Kartude, advisory committee chair; Kim Kentta, Lane Florence Center graduate and advisory committee member currently working at Oregon Pacific Bank; Kathy Wilson, Small business owner; Debby Anderson, Anatomy and Physiology instructor; George Lewis, Rotary President; David Jones, student and scholarship recipient; and Don Bourland, PeaceHealth Siuslaw Region.

Purscelley shared with the board some of the ongoing projects, such as implementing a nursing and diagnostic imaging partnership with Southern Oregon Community College and Linn-Benton Community College, as well as goals for 2007, which include expanding Distance Learning opportunities and creating a Science lab.

B. Budget Development FY09

Spilde provided an update on budget development work. College Council is still working on the budget development. Members were close to agreements at the last meeting. The college is on track to bring projections and the budget development process to the board at the November 2 retreat.

C. Bond Information Campaign Budget

At its September work session, Dave Funk and Jana Rygas from Funk/Levis & Associates presented a public information action plan and budget, as well as a calendar for a potential bond election in November 2008. Three budget options for funding the public information campaign were discussed. Funk/Levis expressed a strong recommendation that the board approve Option 2, which incorporates Option 1 and includes the addition of two mailings.

Spilde informed the board that this information campaign is about marketing the college and not just about a bond. The college has severely decreased the marketing and advertising budget, and there hasn't been enough money in the budget to put the college in front of the community. We need to get positive messages out there. Most of the messages the public has been receiving are negative – primarily about the college's budget issues. Many perceptions in the community are about what Lane is not doing. It is important to find out what the community thinks about the college, then to let the community know what is going on. It is difficult to change that perception without spending some money. The information campaign also includes a perception study. We are so thin on management staff that we do not have the capacity to do this internally. The funding for the information campaign would not come from the general fund but from a tax fee refund from the last bond. Once we have a sense of where we are with the community, we will be in a better position to decide about the bond. If the bond is not passed, the money to repair the infrastructure of the college would need to come out of operating funds.

Hall moved to approve funding Option 2, \$323,400, for the Public Information Campaign, recognizing that as the information campaign moves forward, the board may wish to consider investing in additional media outreach.

Johnston seconded.

Motion passed 4 – 1. Pat Albright dissented.

D. Opening Doors Campaign – Naming Opportunities

Spilde reminded the board that Lane's policies and procedures require that the board approve a schedule of naming opportunities. The board was asked to approve the following designations for the Opening Doors campaign:

\$4,000,000 = Building
 \$1,000,000 = Ground floor
 \$1,000,000 = First floor
 \$1,000,000 = Second floor
 \$500,000 = Simulation Lab, auditorium or
 other large rooms
 \$250,000 = Other lab space
 \$100,000 = Large classroom
 \$100,000 = Courtyard
 \$100,000 = Foyer
 \$50,000 = Small classroom
 \$25,000 to \$50,000 = Smaller areas,
 halls, entries
 \$25,000 = Small conference room
 \$10,000 = Offices

Even with the designated amounts, care will be taken to ensure that donations and names of significant spaces are appropriate for the college.

Albright moved to approve the above schedule listing the commitment required for naming each area. Holman seconded.

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.

The board took a ten-minute break at 8:05 p.m.

6. Reports

LCCEF President Bob Baldwin reminded the board that King Lear is playing in Lane's performing arts theater this weekend and next. The classified union has a long list of outstanding issues with the college. One item is scheduled for arbitration on Tuesday regarding outsourcing classified work. Another arbitration is scheduled in December regarding a classified position that was reclassified as management. There has also been a grievance filed regarding student employees filling classified work. The issue is not job opportunities for students, but whether the people doing the work are represented by the union.

LCCEA President Jim Salt reported that the issues the faculty union are dealing with might create the biggest conflict in the history of the college. There is a threat to subcontract out flight instructors. A meeting has been scheduled with the college to address that. However, the most recent issue regarding faculty workload has gotten worse. The association has initiated two grievances that will be taken to arbitration and all other legal avenues available. He encouraged the board to ask for information and investigate what is going on.

Vice President Sonya Christian reported that Instruction and Student Services has been focused on fiscal sustainability and has three strategies: 1) to grow enrollment in niche areas; 2) to promote collaboration and partnerships; and 3) to look at nurturing entrepreneurial ideas. Florence has excelled in all three areas. Enrollment growth at Lane exceeded 5% in 2005-06 and 4% in 2006-07, in spite of cuts. Christian commended Marketing and Public Relations for their work in the enrollment increases. Florence staff and faculty were commended for their excellent work on the Siltcoos Station; Bob Purscelley was recognized for his leadership.

Associate Vice President Greg Morgan informed the board that a thermal imaging check of Lane's electrical system is being performed on 25 percent of the campus until completed; it is a four-year project. An OSHA inspection was performed this past summer. A few small items were found; the college was fined \$450, and all problems areas have been addressed. The Bookstore is working with faculty and used book vendors to cut the cost of student textbooks.

Board Reports

Hall would like to see the thermal scanning completed sooner in case of any major problems. He stated that it was a pleasure to be in Florence.

Johnston echoed comments about how nice it was to be over in Florence. She would also like to see the thermal scanning done sooner. She attended the ACCT Congress in San Diego. It is nice to be associated with Lane – the college has a great reputation and Spilde has respect on a national level.

Holman just returned from vacation and had missed everyone.

Albright stated that the Siltcoos Station was delightful. He also represented Lane at the ACCT Congress. He attended the Oregon Community College Association board meeting, filling in for Bob Ackerman. One of the key issues discussed was regarding an insurance pool proposal.

Riggs-Henson was also concerned about the thermal scanning. She was glad to be in Florence for the meeting, having become fond of the staff and students in her work with them.

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

Tuesday, November 6, 2007, Boardroom, Building 3, Lane Community College

9. The board meeting unanimously adjourned at 8:44 p.m.

Mary Spilde, President/District Clerk

Pat Riggs-Henson, Board Chair