



General Library Item

Name Minutes 2007-11-06

Content

LANE COMMUNITY COLLEGE
BOARD OF EDUCATION
Minutes - November 6, 2007

1. Attendance

Board members present: Bob Ackerman, Pat Albright, Roger Hall, Paul Holman, Susie Johnston, and Tony McCown. Board members absent: Pat Riggs-Henson. Also present were: President Mary Spilde; Vice President Sonya Christian; Associate Vice President Greg Morgan; 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 Johnston called the meeting to order at 6:36 p.m.

B. President's Report

It's hard to believe that it's already the seventh week. College Council has been busy developing the budget materials you will review later this evening. There is a lot of budget work to do, and I am anxious to get the groups going.

I have presented to a number of groups this month – Eugene Chamber Governmental Relations Committee, Springfield Chamber, Eugene Lions Club, and the Native American Career Fair. A group of volunteers – managers, classified staff, faculty and students – have been volunteering at University of Oregon ball games to raise funds for baseball and soccer. There were two Foundation events this month – the Shining Star Scholarship event and the Harvest Dinner. Both went extremely well. At the Shining Star event, students share their stories. It is a very touching and heart warming privilege to hear from our students. Similarly, the Harvest Dinner was a huge success. The dinner was excellent, our student speaker, an Iraq veteran, told his very compelling story and over \$200,000 was raised. This really has become the signature auction event in the community.

Speaking of veterans, I wanted to share some of the services we have available.

We have a Veterans Services office, which provides a full time advisor to act as a liaison between the US Department of Veterans Affairs and Lane. The Veterans Support Group is offered throughout the year for student veterans. The Lane Community College Student Development Seminar Series was launched this year as a college wide series of seminars for staff. And the Student Veterans Resource Center is a new additional resource for both students and community members. This new resource center will be holding an open house on November 30.

You may have heard about some fledgling efforts at Lane to start a Peace Center. I shared this idea two years ago at fall in-service, and many faculty and staff expressed interest. Since then we have been having sporadic conversations about what it might look like. This year, we are using the Endowed Chair Fund to further the work. You might recall that we received a \$1 million gift for Visiting Scholars. The first year we used it for the Native Languages program, Chinuk-WaWa. This year we want to focus on the issue of peace. We are planning to host a conference on Peace and Democracy in February. We are exploring integrating parts of our existing curriculum into a Peace Studies program; we are considering a Lecture Series; and we have talked about bringing in experts in non-violent communication from the Rosenberg Institute – not only to build our own capacity but also to enable us to share our expertise with the community.

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

Uriah Jones, Energy Management student, asked the board to consider a green parking strategy, which would include parking incentives for carpoolers and green vehicle owners.

Joann Ernst, Energy Management student, further explained the green parking incentive idea.

2. Consent Agenda

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

- The approval of the October 10, 2007 minutes

Motion passed unanimously.

3. Policy Review

A. Second Reading

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

Hall moved, seconded by Albright, to approve the second reading of board policy B.030, Board Duties and Responsibilities: Educational Program.

Motion passed unanimously.

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

REVIEWED: November 6, 2007

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

McCown moved, seconded by Holman, to approve the second reading of board policy B.040, Board Duties and Responsibilities: Appraisal and Evaluation of Operations.

Motion passed unanimously.

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

REVIEWED: November 6, 2007

B. First Reading

1. B.050, Board Duties and Responsibilities: Personnel

The following change was recommended to this policy.

POLICY NUMBER: B.050

POLICY TYPE: GOVERNANCE

POLICY TITLE: BOARD DUTIES AND RESPONSIBILITIES: PERSONNEL

The board of education shall:

1. Select, appoint, and regularly evaluate the president.
2. Ensure that the college is organized and staffed to reflect the its mission, size, and complexity.
3. Approve an academic and administrative structure or organization to which it delegates the responsibility for effective and efficient management
4. Request that the president inform the board of all contracted hirings and dismissals.

ADOPTED: November 9, 1998

APPROVED: November 12, 2003

The question arose whether or not to change "mission, size, and complexity" in sentence #2 to "the college's vision, mission, and core values," as is stated in other policies. Staff indicated that the language in this particular policy is taken directly from the accreditation standards. The board agreed that the policy should be aligned with those standards. A second reading will be held in December.

2. B.060, Board Duties and Responsibilities: Budget Making

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

POLICY NUMBER: B.060

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARD DUTIES AND RESPONSIBILITIES: BUDGET MAKING

The board of education has the responsibility to:

1. Adopt the annual budget before July 1 of the budget year.
2. Act as the levying board in the budget process.
3. Assist in presenting the needs of the college to the public and assist in the adoption, through the formulated budget process, of a budget that will address these needs.
4. Appoint the seven members with whom they shall serve jointly as the budget committee.
5. Review student tuition rates annually.

ADOPTED: November 9, 1998

REVISED: December 10, 2003

3. B.080, Budget Officer

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

POLICY NUMBER: B.080

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BUDGET OFFICER

The president or designee shall serve as budget officer. The budget officer shall be responsible for preparation and maintenance of the budget document in compliance with Local Budget Law [ORS 294].

ADOPTED: November 9, 1998

REVISED: December 10, 2003

4. Discussion/Action Items

A. New Program: Water Conservation

Sarah Ulerick, Science Division Interim Chair; Roger Ebbage, Instructor; Tammie Stark, Instructor, and Mary Brau, Curriculum Coordinator, presented information on the proposed associate of applied science program, Water Conservation. Stark and Ebbage described the need for water conservation and explained that training is not readily available in Oregon. This program would fill that niche, and Lane can be part of providing a solution. The program will consist of many existing courses; the development of five new courses will be funded by external sources. McCown moved to approve the Water Conservation curriculum and two-year associate of applied science degree program. Holman seconded.

Motion passed unanimously.

B. New Program: Retail Management

Mark Williams, Business Division Interim Chair; Chris Culver, Instructor; and Mary Brau, Curriculum Coordinator, presented information on the proposed associate of applied science program, Retail Management. Culver explained that the curriculum has been carefully designed in collaboration with other community colleges around the state. Most of the program can be taken through distance learning, based on the fact that retail work schedules vary widely. The program will consist mostly of existing courses; one new course will be developed.

Hall moved to approve the Retail Management curriculum and two-year associate of applied science degree program. Albright seconded.

Motion passed unanimously.

C. Budget Development

Spilde provided an update on budget development. She explained that College Council develops the budget process. The board reviewed the following documents: 1) Principles and Criteria; 2) Budget Assumptions; 3) Budget Development Strategies; 4) Budget Groups; and 5) Budget Planning Calendar. College Council has reached tentative consensus on documents 1, 2, 4 and 5.

Consensus has not been reached on document 3, Budget Development Strategies. When College Council can not reach consensus, it defaults to the administrator. Spilde shared the concerns of council members with the board.

Ackerman moved to approve the documents as brought before the board. Hall seconded.

Motion passed unanimously.

D. Budget Committee Appointments

McCown moved, seconded by Albright, to approve the appointment of Carmen Urbina, Zone 6, and Chris Matson, Zone 7, to the Lane Community College Budget Committee to complete three-year terms effective immediately and ending June 30, 2010.

Motion passed unanimously.

The board took a ten-minute break at 8:20 p.m.

5. Accountability/Reports

A. Benchmarks

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

- Grants and Contracts (through June 30, 2007)

B. Financial Conditions & Activities: Quarterly Report, A.050

Morgan answered questions and responded to comments on the financial conditions and activities report.

6. Reports

ASLCC President Dan Dawson provided an update on voting turnout. ASLCC collected over 100 ballots in the drop box. The association will be taking over 30 people to the Northwest Leadership conference. All of the ASLCC officers are

growing mustaches as a team building exercise. Dawson mentioned some specific goals for the year, including working with the dental clinic to provide services to more students, checking the status of the debit card program, and looking at child care issues for students on financial aid.

LCCEF President Bob Baldwin attended the Harvest Dinner and commented on the excellence of the dinner, speaker and the overall event. He reported that classified labor relations are inextricably linked to the budget process. Baldwin invited board members to the LCCEF executive team meetings as a social opportunity; the meetings are held on the first and third Thursdays every month.

LCCEA President Jim Salt mentioned the Flight Technology program, appreciating that the college seems to be working on finding an alternative to subcontracting flight instructors. Regarding the security gates, there is only one exit after hours, and it involves taking an awkward path to reach it from some areas. Faculty workload continues to be an issue. A report on the faculty bargaining unit shows that total faculty FTE is down 12 FTE compared to last year. Part time faculty FTE is also down, in spite of the fact that they have picked up the work.

Vice President Sonya Christian acknowledged Sylvia Sandoz, research associate in Institutional Research, Assessment and Planning, who was awarded classified employee of the month for November. A summit was held in Cottage Grove with South Lane School District and Lane Community College. Christian applauded Phi Theta Kappa students, who have been busy with projects this term such as cleaning up 30th Avenue, baseball and soccer fundraising, and preparing a float in the Springfield parade. A standalone continuing education course for healthcare was recently approved. Massage therapy students had a 94% pass rate on their state exam.

Associate Vice President Greg Morgan updated the board on the thermal imaging check of the electrical system. Based on board comments from last month's meeting, the check is being expanded; the facilities budget will be rearranged to meet those needs. The Information Technology department will be replacing a major database server over the holidays. KLCC has had tremendous fundraising success; 98 percent of the funding has been reached. Emergency phones were installed on campus and have already been used. Public safety officers helped to get the perpetrators apprehended during an armed robbery incident a few weeks ago.

Board Reports

McCown attended the Oregon Community College Association (OCCA) conference as a representative of the Oregon Student Assistance Commission. He had a chance to attend some sessions, and it was a great opportunity. He posed a question to the board to be answered later: "How do we as a board with a policy of governing by policy address issues at the level such as the 'green parking' issue?" McCown believes the board can discuss issues at that level without overreaching their bounds. "How far do we go without getting into an area of staff responsibility?"

Albright also attended the OCCA convention. It was a good conference. The Howard Cherry award ceremony was one of the highlights. State Representative Larry Galizio won one of those awards and acknowledged mentor Bob Ackerman, who received a standing ovation. Albright will be attending the Oregon School Boards Association convention. He enjoyed a recent visit to the Renaissance Room, Lane's restaurant run by culinary students. He looks forward to the community conversations scheduled later this month.

Johnston acknowledged Beverly Farfan and her work to bring Lane employees together to help with the Whitaker Thanksgiving dinner. She attended the Harvest Dinner and commented that the student speaker delivered a very moving speech. Johnston also attended the summit between Lane and the South Lane School District in Cottage Grove. She is excited about the connection that has been growing between Lane and Cottage Grove.

Ackerman also attended the OCCA conference, and he believed it was extremely astute that OCCA held a discussion with Senator Schrader and Representative Galizio.

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

Wednesday, December 12, Boardroom, Building 3, Lane Community College

9. The board meeting unanimously adjourned at 9:21 p.m..

Mary Spilde, President/District Clerk Pat Riggs-Henson, Board Chair