



General Library Item

Name Minutes 2007-12-12

Content

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

1. Attendance

Board members present: Bob Ackerman, Pat Albright, Roger Hall, Susie Johnston, and Pat Riggs-Henson. Board members absent: Paul Holman and Tony McCown. Also present were: President Mary Spilde; Executive Assistant to the President Tracy Simms; Associate Vice President Greg Morgan; Interim Associate Vice President Kate Barry; 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 6:33 p.m.

B. President's Report

It's hard to believe this is the final report for this calendar year. It's been a busy but productive year and a good fall term. I want to note that Tony McCown was in Washington DC this week and is traveling home as we speak; Paul Holman is having heart surgery and should be back at it in the next week or so.

I want to acknowledge the passing of Lyle Swetland, who was a founding board member at the college and served as our Development Director as well.

Last Saturday, I joined our Phi Theta Kappa students in the Springfield Parade – the oldest and coldest! We were awarded second place overall and the Tuxedo award for the best portrayal of fantasy. We were the Lane elves! Our students did a great job, and our float was well received as we moved along. Thanks to Dee and Josh for their leadership, faculty Steve Webb who drove the truck and Clive Wanstall who made the whole thing fun. Here's a clip of the video taken at the parade.

I would like to introduce Jeff DeFranco from the Springfield School District to tell you about an exciting project the school district has been hosting here at Lane: The Gift of Literacy.

Later this evening you will receive a recommendation to approve the 2006-07 audit report. As you know, it is a "clean" audit. However, it is also clear that we must continue to address our revenue shortfalls. Last year we spent more than we took in, and obviously we cannot continue this. In the budget process last year we cut additional funds to address that shortfall and put ourselves in the position of balancing our budget for this year. We must make decisions this year that assure we balance the budget in future years as well. In the January meeting we will recommend a projection that will guide our decisions for the FY 09 budget.

I spent a few days in Washington in November at the American Association of Community Colleges (AACC) board and commission meetings. We met with the Assistant Secretary of Labor, Emily DeRocco, and the Assistant Secretary of Education, Troy Justeson, who is a community college graduate. Both are trying to do as much as possible to position community colleges in the short time they have left in office. We spent some time on the hill while the reauthorization was being marked up and did accomplish some positive things for community colleges. I shepherded an AACC resolution on Sustainability through the Commission and Committee process, and it was passed by an AACC board.

On November 30, the Veterans' Resource Center was officially opened. You will recall that Sergeant Ben Heir talked to you about this earlier this year. Congressman Defazio was present and made a few remarks. This is a positive addition to our services for veterans.

I have continued to meet with donors regarding the Opening Doors Campaign, and we continue to be very well received. The Foundation has recruited hosts to invite friends and colleagues to the college to hear about the campaign. We have conducted five of these cultivation events to date.

Later in the meeting you will hear the results of our community perception study. I have the 1999 study executive summary for you.

Finally, thanks to those of you were able to attend one of the community conversations. I will send a summary to you by the end of the week. We are currently identifying dates for winter term, and I have possible dates for you to review. Please let Donna know about your availability for any of these dates.

Happy Holidays, and please remember to pick up your homemade shortbread from my office.

1) Personnel

The college's current personnel appointments were presented.

C. Board Agenda Review/Changes

Item 4A, Community Perception Survey, and item 4B, Conference and Culinary Services Presentation, were moved to Items 2C and 2D. Item 2B, Advisory Committee Memberships, was taken off the consent agenda and moved to discussion item 4D.

D. Statements from Audience

No statements from the audience were offered.

2A. Consent Agenda

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

- The approval of the November 6, 2007 minutes

Motion passed unanimously.

B. Community Perception Survey

Jana Rygas and Dave Funk from Funk/Levis Associates presented the findings from the Community Perception Survey conducted by Lake Research Partners, a national public opinion and political strategy research firm. The results were favorable, as it was determined that the majority of those polled felt strongly and positively about the institution. Lane is seen as a place where people can better themselves through education and vocational training. Results showed that half of the respondents were not familiar with Lane's Downtown Center. Although the survey results were encouraging, Rygas and Funk reminded the board that there is still much work to do on the public information campaign.

B. Conference and Culinary Services Presentation

Peg Allison, Conference and Culinary Services Division Chair, Kari Westlund, CVALCO President and advisory committee chair, and Brian Kelly, Food Services Manager, presented information on the Conference and Culinary Services Division.

The Center for Meeting and Learning (CML) hosts about 200 events per year. The majority of events are internal, but the number of external events is growing. The CML will be hosting the Springfield Chamber of Commerce Annual Dinner in January. The Culinary Arts and Hospitality Management programs are able to employ many students to work in the CML. The demand is high in local industry for graduates. The division uses sustainable practices whenever possible. The board asked about lodging for conference attendees. Although there is no adjacent lodging for event guests, Westlund assured the board that the quality of staff, students, service and the technology aspects offset any inconvenience that may arise due to the location of the nearest lodging.

3. Policy Review

A. Second Reading

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

Hall moved, seconded by Albright, to approve the second reading of board policy B.050, Board Duties and Responsibilities: Personnel.

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 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

REVISED: December 12, 2007

Motion passed unanimously.

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

Hall moved, seconded by Johnston, to approve the second reading of board policy B.060, Board Duties and Responsibilities: Budget Making.

Motion passed unanimously.

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
 REVIEWED: December 12, 2007

3. B.080, Budget Officer

Johnston moved, seconded by Hall, to approve the second reading of board policy B.080, Budget Officer.

Motion passed unanimously.

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
 REVIEWED: December 12, 2007

B. First Reading

1. B.090, Budget Preparation and Adoption

No changes were recommended to this policy, but the college recognizes that it could do more to include the recommendations of the advisory committees in developing the budget document. A second reading will be held in January.

POLICY NUMBER: B.090
 POLICY TYPE: GOVERNANCE PROCESS
 POLICY TITLE: BUDGET PREPARATION AND ADOPTION

At the direction of the board of education, the president shall study budget needs and prepare recommendations on programs and services for budget committee consideration. The recommendation of advisory committees and interested citizens and organizations within the college district shall be considered by the president in developing the budget document.

The college budget shall be prepared and adopted in compliance with Oregon Local Budget Law [ORS 294].

ADOPTED: November 9, 1998
 REVISED: December 10, 2003

2. B.100, Officers of the Board of Education

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

POLICY NUMBER: B.100
 POLICY TYPE: GOVERNANCE PROCESS
 POLICY TITLE: OFFICERS OF THE BOARD OF EDUCATION

The board of education shall have as officers a chair and a vice chair to be elected by the board at its annual organizational meeting. The board shall then appoint the college president as the clerk of the district. Deputy clerks may also be appointed at this time to perform such duties as recommended by the president.

ADOPTED: November 9, 1998
 REVISED: December 10, 2003

4. Discussion/Action Items

4A. Advisory Committee Memberships

The board acknowledged that it is important to give special recognition for those serving on advisory committees. Spilde informed the board about the annual dinner held in honor of those on committees. This year's event will be held on April 29.

Albright moved, seconded by Johnston, to approve the 2007-08 appointments and reappointments to the advisory committees.

B. Auditor's Report

A full discussion was conducted regarding the audit in the board work session prior to the meeting.

Johnston moved to accept the report, seconded by Ackerman.

Motion passed unanimously.

C. Alternate Construction Approaches

A full discussion was conducted regarding construction approaches in the board work session prior to the meeting. The college asked for direction to continue to pursue the alternative method of Construction Management/General Contractor (CM/GC) for the Health and Wellness building project. Ackerman requested that this be reviewed by legal counsel prior to making recommendations to the board.

Hall moved, seconded by Ackerman, to approve the pursuit of the CM/GC method for the Health and Wellness building project and bring results before the board for a public hearing in a future meeting.

Motion passed unanimously.

D. GED Tuition Waiver

Dawn DeWolf, Director of Adult Basic and Secondary Education, explained that the purposes of the GED waiver is an attempt to increase the number of GED students who transition to college courses and complete a degree or

certificate program. Students granted the waiver would be required to develop an academic plan and apply for financial aid and scholarships. A tracking system will be set up to monitor the students' success. The college is seeking approval for an 18-month trial period.

Hall moved to approve the implementation of a six-credit tuition waiver for 50 GED students effective winter term 2008. Albright seconded.

Motion passed unanimously.

The board took a ten-minute break at 8:16 p.m.

Bob Ackerman left the meeting at 8:26 p.m.

5. Accountability/Reports

A. Benchmarks

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

- General Fund Revenues and Transfers by Source – Lane
- General Fund Expenditures by Category – Lane
- General Fund Operating Expenditures – Lane and All Oregon Community Colleges (graphic)

6. Reports

LCCEF President Bob Baldwin distributed an article on the Western Culinary Institute, noting that the comments are not nearly as complimentary as those we get about Lane's program. Officer elections were held in November; all officers were reelected without opposition. LCCEF received a request from management on behalf of the board relating to the bargaining schedule. A bargaining team will be selected in January. Pending labor issues include the reclassification of a classified position to management, student employees replacing classified staff; and the termination of a female in the trades group. A couple of other grievances are pending. The union hopes to get most of the issues resolved before entering into bargaining. There has been some dissatisfaction with PacificSource on some healthcare services. Upcoming health insurance discussions will look into potential changes that could result in savings. The average age of Lane's classified insured employee is 57. The market has an average age of 35.

LCCEA President Jim Salt reported that Academic Learning Skills instructor Judy McKenzie is going to take some time to go to Namibia to teach people to read. She is getting funding from the National Education Association and Faculty Professional Development. Progress has been made regarding the part-time flight technology instructor issue. A meeting was organized between the administration and faculty to talk about the program and what could be done to raise revenues. It was a positive meeting, and this is the way it should be done to solve these types of issues. An agreement is very close regarding the campus gates. LCCEA is preparing a bargaining team and will be ready to go into negotiations in January.

Interim Associate Vice President Kate Barry reported that Instruction and Student Services completed a successful fall term and is getting ready for winter term. The unit planning process is currently underway. She thanked the board for their support of students in basic skills.

Associate Vice President Greg Morgan reported that a group from Japan came to the United States to study higher education and selected Lane as one of their visits on November 19. KLCC has made great progress and is just a few thousand dollars short of meeting their campaign goal. The move will take place during the first week of January. Information Technology replaced the main database server. This machine is much faster and costs less than three years of maintenance on the old machine.

Board Reports

Albright attended the Oregon Community College Association (OCCA) meeting last week. The Governor's 40/40/20 proposal was discussed. Most of the discussion centered on the issue of access to educational institutions. OCCA is considering getting a consultant to investigate the possibility of providing their own insurance plan. Albright attended both community conversations. These conversations bring out new ideas that we tend not to consider. He recommended pursuing these conversations and getting into the outer reaches of the county.

Johnston attended the Springfield community conversation. These are a great opportunity for Lane to hear how Lane is viewed in the community. She read a letter from the Gift of Literacy book by a student in the "Class of 2018."

Hall stated that the idea behind getting bargaining teams ready for January was to try to get negotiations started earlier.

Riggs-Henson wished everyone happy holidays. She encouraged board members to review potential community conversation dates and let Donna know their availability.

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

Wednesday, January 9, Boardroom, Building 3, Lane Community College.

9. The board meeting unanimously adjourned at 9:00 p.m..

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