



General Library Item

Name Minutes 2008-01-09

Content

LANE COMMUNITY COLLEGE
BOARD OF EDUCATION
Minutes - January 9, 2008

1. Attendance

Board members present: Bob Ackerman, Pat Albright, Roger Hall, Paul Holman, Susie Johnston, Tony McCown, and Pat Riggs-Henson. Also present were: President Mary Spilde; Executive Assistant to the President Tracy Simms; 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. Chair Riggs-Henson called the meeting to order at 6:31 p.m.

B. President's Report

Happy New Year! I hope that everyone had a good holiday season. I'd like to welcome back Paul Holman. We're glad you are feeling better.

Winter term got off to a good start. We were monitoring the weather on Monday morning, but thankfully it was just warm enough to avoid ice, and we were able to start on time.

Lane's Cooperative Education program and one of our outstanding employers was featured in the 2007-08 edition of Best of Co-op – A Guide to the Best Co-op Colleges and Employers. John Zemek, founder of Applied Scientific Instrumentation, was inducted into the Co-op Hall of Fame. John is a 1990 graduate of Lane and provides opportunity for Lane students to intern in his company. Sixty-six percent of his employees are former electronics or drafting co-op students from Lane.

The Post Secondary Education Quality Commission will be having its first meeting at the end of the month. The governor is finalizing appointments, and we did have a meeting with the governor's staff to develop the agenda for the first meeting.

Each year the League for Innovation in Community Colleges holds an art competition and a booklet is published. This year's booklet features some of the student artists here at Lane. As you can see from the publication, the artwork is of a very high quality.

1) December Highlights

December 2007 Highlights at Lane Community College as offered in the board mailing were presented.

2) Personnel

The college's current personnel appointments were presented.

C. Board Agenda Review/Changes

Items 4a, Resolution No. 518, Honoring Lyle Swetland, and 4b, Resolution No. 519, Honoring Frank Nearing, were moved to items 2d and 2e. Item 2c, Tuition Rate, was taken off the consent agenda and moved to discussion item 4e. Item 4e, Budget Development FY09 was moved to item 4f. Item 4g, Alternate Construction Approaches was added to the agenda.

D. Resolution No. 518, Honoring Lyle Swetland

Ackerman moved to adopt Resolution No. 518, Honoring Lyle Swetland. Hall seconded.

Lyle Swetland served as a dedicated member of the founding Lane Community College Board of Education from October 1964 to July 1969 in the Zone 7 At Large position. Ackerman, who had served on the board along with Swetland, recalled many situations when Swetland was involved in significant college discussions. 1964 was a unique time in the educational history of Lane County. Swetland showed a sincere commitment to community college education. Ackerman took pride in having known him and was pleased that the board was able to honor him in such a profound way this evening.

Motion passed unanimously.

Spilde presented Swetland's family with a framed print of "The Road to Lane" by Lane instructor and artist Jerry Ross.

E. Resolution No. 519, Honoring Frank Nearing

Hall moved to adopt Resolution No. 519, Honoring Frank Nearing. Holman seconded.

Hall expressed personal admiration for Nearing's work over the years, calling him a consummate professional. Nearing reported the news respectfully and honoring the college as he did so.

Motion passed unanimously.

Spilde presented Nearing with a framed print of "The Road to Lane" by Lane instructor and artist Jerry Ross.

Nearing expressed appreciation for the recognition. He recalled attending broadcasting classes as a student in 1984. He also remembered the presidential search process in which Spilde was chosen as president.

F. Statements from Audience

No statements from the audience were offered.

2A. Consent Agenda

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

- The approval of the December 12, 2007 minutes
- Academic Calendar

Motion passed unanimously.

3. Policy Review

A. Second Reading

1. B.090, Budget Preparation and Adoption

Hall moved, seconded by McCown, to approve the second reading of board policy B.090, Budget Preparation and Adoption.

Motion passed unanimously.

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

REVIEWED: January 9, 2008

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

Albright moved, seconded by McCown, to approve the second reading of board policy B.100, Officers of the Board of Education.

Motion passed unanimously.

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

REVIEWED: January 9, 2008

B. First Reading

1. A.090, Communication and Support to the Board

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

POLICY NUMBER: A.090

POLICY TYPE: EXECUTIVE DIRECTIONS

POLICY TITLE: COMMUNICATION AND SUPPORT TO THE BOARD

The president shall assure that the board is informed and supported in its work.

Accordingly, the president shall:

1. Submit monitoring data required by the board (see policy on Monitoring Presidential Performance) in a timely, accurate, and understandable fashion, directly addressing provisions of board policies being monitored.
2. Keep the board aware of relevant trends, anticipated adverse media coverage, or material external and internal changes, particularly changes in the assumptions upon which any board policy has previously been established.
3. Advise the board if, in the president's opinion, the board is not in compliance with its own policies on Governance Process and Board-President Linkage, particularly in the case of board behavior that is detrimental to the working relationship between the board and the president.
4. Marshal for the board as many staff and external points of view, issues, and options as needed for fully informed board choices
5. Provide a mechanism for official board, officer, or committee communications.
6. Deal with the board as a whole except when (a) fulfilling individual requests or providing information; or (b) responding officers or committees duly charged by the board.
7. Report in a timely manner known noncompliance with any policy of the board.
8. Supply for the consent agenda all items delegated to the president yet required by law or contract to be board-approved, along with the monitoring assurance pertaining thereto.
9. Provide semiannual budget planning information.

ADOPTED: November 9, 1998

REVISED: April 12, 2000

REVISED: January 14, 2004

2. B.120, Board Job Description

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

POLICY NUMBER: B.120

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARD JOB DESCRIPTION

The job of the board is to represent the people of the college district in determining and assuring organizational performance.

The board is legally vested with final decisionmaking in all matters of board policies, programs, facilities, budget, and personnel.

Consequently, the contributions of the board shall include:

1. The link between the organization and the citizens of the district.

2. Written governing policies which, at the broadest levels, address:

A. Ends: Organizational products, impacts, benefits, outcomes (what's good for which needs at what cost).

B. Executive Directions: Directions for executive authority which establish the prudent and ethical boundaries within which all executive activity and decisions must take place.

C. Governance Process: Specification of how the board conceives, carries out, and monitors its own task.

D. Board-President Relationship: How accountability/authority and duties are delegated and monitored.

3. The assurance of presidential performance.

ADOPTED: November 9, 1998

REVISED: February 11, 2004

3. B.130, Agenda Planning

This policy states that "at each board meeting, any board member may place items on a **future** agenda." The question arose whether to remove the word "future," as there are times when an agenda item is added at the beginning of a scheduled meeting. Spilde advised the board that the word "future" is there to assure that staff would have time to prepare for a particular issue. Legal counsel Meg Kieran will review the language and provide a recommendation at the February board meeting.

POLICY NUMBER: B.130

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: AGENDA PLANNING

The board will follow an annual agenda that: (1) reviews all policies and (2) continually improves board performance through board education and enriched input and deliberation. Accordingly, the cycle will start each year on the first of July. (See Policy C.060 – Monitoring President Performance.)

The chairperson in consultation with the president sets the agenda (see B.150, #1.0). At each board meeting, any board member may place items on a future agenda. The item will be added to a future agenda, unless the president states that the item will require an unacceptable amount of staff time or funds, in which case the board must act to place the item on a future agenda. (see C.010, #4).

ADOPTED: November 9, 1998

REVISED: March 10, 1999

REVISED: April 14, 1999

REVISED: September 8, 1999

REVISED: February 11, 2004

4. Discussion/Action Items

A. Career and Technical Education Coordinating Committee

Andrea Newton presented information on the Career and Technical Education Coordinating Committee (CTECC), the group which oversees all of the other advisory committees. The group meets monthly and is comprised of representative members from various industries. CTECC is appointed to serve the college by providing guidance, coordination, and support of all of Lane's advisory committees.

There are currently 48 advisory committees, with over 680 members. Career and technical programs are required by the state to have advisory committees; other programs, such as English as a Second Language and the Florence center, choose to have advisory committees to provide direction and support. CTECC provides each advisory committee member with a handbook. Every three years a representative from each advisory committee attends the monthly CTECC meeting to provide an update. An event is held in the spring to appreciate and recognize the work of advisory committee members.

CTECC member Peter Thurston shared his experience of being on the committee, and chair Kristen Gunson shared the process and considerations used to evaluate each advisory committee.

B. Community Perception Survey

Dave Funk and Jana Rygas from Funk Lewis & Associates responded to questions and comments regarding the community perception survey results shared with the board in the December 2007 meeting. Spilde provided

background on Lake Research Partners, the national public opinion and political strategy research firm which performed the survey.

The board took a ten-minute break at 7:50 p.m.

C. Tuition Rate, Board Policy D.110

The board was asked to approve an increase in the tuition rate relative to inflation for 2008-09 in accordance with board policy. McCown pointed out that the policy does not consider affordability for the students or other revenue factors when raising tuition. He recommended that the policy be modified to establish the Higher Education Price Index (HEPI) as the barometer and that tuition increases be considered on an annual basis during the budget process using HEPI as just one of many factors. Ackerman favored a process that links tuition increases with a review of other Oregon community college tuition rates. Board members agreed that the policy was originally set up to avoid sporadic rate increases, but that it was time for a review of the policy. However, budget projections for FY09 include the tuition rate increase; the majority of board members felt that it would be prudent to increase the rate for next year and perform a review of the policy beginning in February.

Hall moved to approve an adjustment to 2008-09 tuition rates equivalent to a \$2.50 per credit hour increase for the resident student rate resulting in a total resident tuition rate of \$75.50, a corresponding tuition rate increase of 3.4 percent (rounded to the nearest dollar) to result in a new rate of \$260.00 per credit hour for out-of-state students, and a 3.4 percent increase in non-credit tuition rates. The credit hour rate for international students will remain at \$210. Holman seconded.

Motion passed 5 – 2. Ackerman & McCown dissented.

F. Budget Development FY09

Spilde provided an update on the budget development process for FY09. The budget development group made a lot of progress at its last meeting on Monday. One more meeting will be held before providing written proposals.

G. Alternate Construction Approaches

Ackerman moved to suspend board policy B.130, Agenda Planning, for the purposes of adding the consideration of the use of the Construction Management/General Contractor (CM/GC) process for the construction of the Health and Wellness building. McCown seconded.

Motion passed unanimously.

Ackerman moved that the board grant a specific exemption from the competitive bid process to allow the use of the CM/GC method for the Health and Wellness building. Johnston seconded.

Motion passed unanimously.

Ackerman moved that the board consider the draft findings, to be adopted after a public hearing on February 13, 2008. Hall seconded.

Motion passed unanimously.

The board reviewed the draft findings in support of using the Construction Management/General Contractor (CM/GC) method for the Health and Wellness building project.

5. Accountability/Reports

A. Benchmarks

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

- Gender and Race/Ethnicity Status of Graduates

B. Financial Planning and Budgeting, A.040, Monitoring Report

Morgan responded to questions and comments on the monitoring report with regard to Board Policy A.040, Financial Planning and Budgeting. A full discussion was held prior to the meeting in the board work session.

C. Compensation and Benefits, A.080, Monitoring Report

Dennis Carr, Executive Director of Human Resources, responded to questions and comments on the monitoring report with regard to Board Policy A.080, Compensation and Benefits.

D. Asset Protection, A.070, Monitoring Report

Morgan responded to questions and comments on the monitoring report with regard to Board Policy A.070, Asset Protection.

6. Reports

ASLCC President Dan Dawson reported that ASLCC will be evaluating the results of a survey done last term asking students to identify issues to take to legislators. The list will be compared to one done by the Oregon Student Association this Saturday. ASLCC will be taking students to the Students of Color Conference.

LCCEF President Bob Baldwin reported that requests for insurance proposals for the Oregon Educators Benefit Board are on the web site. He has seen a lot of tuition discussions over the years, and he did have some involvement in the original decision to implement an index system. Students should have a full and open opportunity to be involved in the discussions. A recent classified compensation study showed that Lane is running about 3.5 percent below average for regional comparators. Nearly half of the classified position top dollar wages qualify for food stamps for a family of four.

LCCEA President Jim Salt acknowledged that the intent of the current tuition policy was to rationalize the increase and to keep the need for decisions regarding tuition to a minimum. He hopes that this does not become a "staff compensation and benefits vs. student tuition" discussion. The policy for international tuition needs to be reviewed as

well. A recent faculty compensation study showed Lane's faculty falling to fifth or sixth in the state. The Financial Planning and Budgeting Monitoring Report stated that the planning assumptions were reviewed by the Finance Council, but Salt pointed out that the Finance Council has not met in many months.

Vice President Sonya Christian reported that Deborah Posen, previously an instructor at Lane and wife of math instructor Ben Hill, passed away on January 4 in an accidental drowning.

Associate Vice President Greg Morgan announced that KLCC is now in their new building downtown. They switched operations with only three seconds of down time. An open house will be held on March 7 during the First Friday Art Walk. They are very close to meeting the overall goal of \$2.5 million to pay for the new building. Classes for the Campus Civil Emergency Response Team begin this week. 30 – 50 volunteers will be trained on how to respond to campus emergencies. Lane won an award from the Government Finance Officers Association for budget presentation.

Board Reports

Johnston informed the board that Lane Council of Governments is holding their annual recognition dinner at Lane in the Center for Meeting and Learning on January 24. Johnston will not attend the next two board meetings; she will be traveling in Asia with her daughter.

McCown felt that a lot of progress was made during the tuition policy discussion. McCown reviewed his campaign platform to be sure that he is addressing the items which were presented to the public before his election. He suggested that a work session be held possibly after the budget cycle to determine how to address new policy ideas.

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

Wednesday, February 13, Boardroom, Building 3, Lane Community College

9. The board meeting unanimously adjourned at 9:36 p.m.

Mary Spilde, President/District Clerk

Pat Riggs-Henson, Board Chair