



General Library Item

Name Minutes 2008-05-14

Content

LANE COMMUNITY COLLEGE BOARD OF EDUCATION Minutes - May 14, 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 Max McNally.

A. Chair Riggs-Henson called the meeting to order at 6:34 p.m.

B. President's Report

This is the time of year when there are many events celebrating our students. The Lane Foundation has named Molly Bedortha of Eugene, Sherry Duerst-Higgins of Cottage Grove, Lorraine Kerwood of Eugene, and Juan Carlos Valle of Eugene its Distinguished Alumni for 2008. The awards go to alumni who completed at least 30 credit hours or earned an associate's degree at Lane, have demonstrated achievement in their chosen profession, provided service to the community, and made an outstanding contribution to the college.

Bedortha worked her way through two nursing degrees at Lane, once staffed the Ask-A-Nurse program, and now heads up the Triage Team at the University of Oregon Student Health Center. Duerst-Higgins has dental assisting and real estate training from Lane, has worked 16 years as a leading broker in Cottage Grove, and is a former South Lane School Board member. Kerwood, the founder of NextStep Recycling, is a Business Development Center client and serves on Lane's Computer Information Technology Advisory Board. She's also Lane's 2008 co-op employer of the year. Valle was a homeless immigrant when he arrived in Eugene, barely spoke English and lacked a high school diploma. Eugene's Centro LatinoAmericano gave him shelter and access to education. He earned a degree in hospitality from Lane, a bachelor's and master's from the University of Oregon, and now works for the Social Security Administration.

On April 30, we held a Founders' Day lunch, hosted by Cart Woodard and John Altucker. The guest speaker was Dale Parnell, former Lane Community College President. It was a wonderful event. We also hosted a Retiree Lunch on April 29 with many of our retirees and Dale Parnell in attendance. On April 29, we hosted the annual Advisory Committee dinner.

Back On Course (BOC) is a one-credit class designed as an intervention for students who are not meeting college academic progress standards. BOC was collaboratively developed by faculty and staff in Financial Aid, Counseling/Human Development and Enrollment Services. The curriculum for BOC uses Skip Downing's On Course text and was developed collaboratively by faculty and staff in Financial Aid, Counseling/Human Development, and Enrollment Services. Outcomes indicate Back On Course is effective in assisting students to meet academic progress standards with 73 percent of the students who completed BOC achieving good standing. A committee of prior Innovation of the Year winners made this selection, which will be featured on the League for Innovation website for national recognition.

During the week of May 12, we celebrate Lane staff and students' efforts to address human and environmental needs on campus and in the community. Volunteers will work for the Day of Caring at the Food for Lane County Grass Roots Garden. Students and staff will continue their efforts to address hunger in the community by starting a "I Can, One Can" food drive. We would like everyone to commit to buy one can of food each month to donate. Donated food will go to Food for Lane County.

You may continue to be proud of our Phi Theta Kappa (PTK) chapter. Here are the awards Sigma Zeta received at the PTK awards ceremony held in Eugene on May 10:

--Most Distinguished Chapter (the highest award of the convention and our second in a row!)
 --Scholarship Hallmark
 --Leadership Hallmark
 --Distinguished Service Program
 --Distinguished Advisor Award - Velda Arnaud
 --Most Distinguished Chapter President - Dee Lauzon
 --Distinguished Chapter Officer -- Josh Farnsworth
 --Distinguished Chapter Member -- Jeff Phillips
 --Most Supportive College President -- Mary Spilde
 --Travel Award
 --Participation Award
 --Chapter Newsletter Award
 --Chapter Website Award
 --Five Star Program Award

While the number of awards is down slightly from the previous year, the ones we earned were of a higher caliber. We take pride in encouraging other chapters to grow and develop. Terri Sullivan was elected to the Regional Vice President position for 2008-09. Dale Parnell was also the guest speaker at this event.

The *Community College Moment*, the faculty-led journal of professional development and scholarship published annually at Lane, announces publication of the 2008 issue, with its timely theme of Democracy.

The *Moment*, now in its eighth year, is a rarity at community colleges. The focus at these schools is on teaching — as it should be. But faculty and staff bring so much more to their professions. The *Moment* was founded to showcase the breadth and depth of experience and expertise found at a comprehensive community college like Lane. This is a way for students, and the community, to see the diversity of expertise and ideas, and the professionalism that translates into Lane being consistently recognized as a top ranked school.

I attended the State Board of Education meeting to see the decision to award Lane \$632,000 in Strategic Investment Funds accepted. These funds will allow us to augment enrollment in Health Careers and Sustainability/Energy program areas.

The First National Community College Conference on Sustainability was held here in April. It was a very successful conference. Thanks to Jennifer Hayward, Sustainability Coordinator, for all of her work.

We have been developing plans based on the Management Structure changes. I will be leaving vacant the VP of College Operations and the Assistant to the VP for College Operations. Similarly, we will not fill the HR position until later in the year. We plan to fill the Chief Information Officer position immediately. This is a critical position (vacated by Stephen Pruch). I plan to fill the Governmental Relations position in the fall, prior to the legislative session. The remainder of the positions will be filled with interims for one more year. We are still working with department faculty and staff to identify “pilots” for the department chair model. Hopefully by next meeting I will be able to share a complete chart for next year’s management assignments.

Now I would like to recognize two of our outstanding students. Both students were nominated as Lane’s Oregon Student Scholars, the All-USA Academic Team, and recognized at an event in Salem on April 18. Jeffery Phillips is an Administrative Assistant major and plans to transfer to the University of Oregon to major in Business Administration. Dee Lauzon is working on an Association of Arts Oregon Transfer degree and plans to transfer to the University of Oregon.

I’d like to welcome Kristen Jones from Linn-Benton Community College and Oregon Council of Basic Skills Director chair, and David Moore, State Adult Education Director to make a special presentation for Dawn DeWolf, who received the Oregon Council of Adult Basic Skills Development 2007 Leader of the Year Award.

1) April Highlights

April 2008 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

Item 4, Discussion/Action Items, was moved to Item 3. Item 3, Policy Review, was moved to Item 4. Item 3D, Set Budget Committee Session, was added. Item 2B, Longhouse Construction Bid Approval, was moved to Item 3E.

D. Statements from Audience

Dennis Gilbert, faculty member, requested that a system be created in which costs and revenues are linked and calculated at the program level.

2A. Consent Agenda

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

- The approval of the April 9, 2008 minutes.

Motion passed unanimously.

3. Discussion/Action Items

A. ASLCC/OSPIRG Presentation

Barb Delansky, Student Life and Leadership Director, Max McNally, ASLCC President, and Joe Marino, OSPIRG Campus Organizer, presented an overview of the ASLCC and OSPIRG programs and activities. Delansky acknowledged the key people in Student Life and Leadership who work with these programs: Bette Dorris, legal secretary, Tina Lymath, Administrative Specialist, and Alejandro Juarez, Oregon Student Association Coordinator.

McNally thanked everyone who helped ASLCC accomplish their goals this year. Activities included registering 1500 students to vote over the year, lobbying at both the state and federal level, a trip to Washington, D.C., student and council club work, and leadership development.

Marino spoke about Lane's OSPIRG chapter and their work this year. Highlights included a clean car show, light bulb exchange, film presentations, panel discussions, Sustainapalooza – a sustainability focused festival, and student led press conferences. Marino showed a short DVD highlighting OSPIRG's work this year.

B. Facilities Planning

Sonya Christian provided an update to the planning process for potential bond projects. The Bond Criteria Applications group has come up with a set of criteria and a draft proposal is being discussed. Once it has been reviewed, it will go to President Spilde, who will then make recommendations to the board. Christian shared two possible lists of bond projects.

The Downtown Center was also discussed. The board considered performing an assessment of community needs. Christian reported that an initial piece of research had been done, and there was a heavy emphasis on career and technical renewal.

There was urgency to get started on bond work. Spilde reminded the board that Funk/Levis is assessing community perception and improving Lane's image in the community. The college cannot pay for bond advocacy; a political action committee must be established to perform that work.

The board agreed to hold a work session at the next board meeting to address the bond projects.

C. Community Outreach, Marketing and Public Information Report

Simms provided an update on the progress that is going on with community outreach, marketing and the public information campaign. She distributed a brand guide developed to direct the Marketing and Public Relations work, a summary of marketing and bond overview, the summer issue of Aspire, and a community outreach strategic plan status report.

Research that has been conducted to effectively inform and guide the public information campaign work, such as holding meetings with community leaders, forming community perception focus groups, community perception polling in Lane's district, and message testing. Methods of increasing public awareness and support for Lane include research based cohesive messaging, public information enhancements, leveraging partners, and organizing the Lane League, a volunteer organization.

D. Set Budget Committee Session

The board discussed setting a date to meet with the budget committee regarding concerns which arose at the last budget committee meeting.

Albright moved that the board meet with the budget committee some time in July. McCown seconded.

Motion passed unanimously.

Spilde proposed meeting in a work session before the July 9 board meeting. The board agreed.

E. Longhouse Construction Bid Approval

Bids have been solicited for phase one and two of the Longhouse project. Susie Johnston recused herself from the discussion and decision since her spouse works for one of the bidding companies.

McCown moved that, in accordance with the bid documents, McBeth Builders, of Creswell, Oregon be awarded a contract for \$203,750. Holman seconded.

Motion passed unanimously.

4. Policy Review

A. Second Reading,

1. B.160, Board Members' Code of Conduct

Hall moved, seconded by McCown, to approve the second reading of board policy B.160, Board Members' Code of Conduct.

POLICY NUMBER: B.160

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: BOARD MEMBERS' CODE OF CONDUCT

The board commits itself and its members to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

Accordingly,

1. Board members must represent unconflicted loyalty to the interests of the citizens of the district. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any board member acting as an individual consumer of the organization's services.
2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility in accordance with Oregon statutes. Should a board member apply for employment by the college, the board member must resign.
3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.

A. Board members' interaction with the president or with staff must recognize the lack of authority in any individual board member or group of board members except as noted above.

B. Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any board member or board members to speak for the board (except for the chairperson, as noted in B.050.2.C).

C. Members will give no consequence or public voice to individual judgments of the president or staff performance, except as that performance is assessed against explicit board policies by the official process.

D. As new issues come before the board, the board will first determine if a policy has been violated. If a policy has been violated, the board will specify monitoring to correct the violation. If no policy has been violated, the board may determine that clarification of an existing policy or creation of a new policy is necessary.

4. Members will respect the confidentiality appropriate to issues of a sensitive nature.

ADOPTED: November 9, 1998

REVISED: January 13, 1999

REVISED: April 14, 1999

REVISED: February 11, 2004

REVISED: July 27, 2004

REVIEWED: May 14, 2008

Motion Passed unanimously.

2. B.200, Parliamentary Procedure

McCown moved, seconded by Johnston, to approve the second reading of board policy B.200, Parliamentary Procedure.

POLICY NUMBER: B.200

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: PARLIAMENTARY PROCEDURE

Unless otherwise provided in board policy, or as provided in Oregon Revised Statutes, the board shall conduct all of its meetings in accord with Roberts' Rules of Order, Newly Revised.

ADOPTED: November 8, 2000

REVIEWED: March 10, 2004

REVIEWED: May 14, 2008

Motion Passed unanimously.

4.B. First Reading

4.B.1. Tuition, D.110

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

POLICY NUMBER: D.110

POLICY TYPE: MISCELLANEOUS

POLICY TITLE: TUITION

In order to maintain a constant tuition rate relative to inflation, each December, the board will adjust the per credit tuition rate to reflect changes in an appropriate index for two-year public colleges since the last tuition adjustment. The rate will be rounded to the nearest half-dollar and become effective the following academic year (Summer Term). Periodically and as needed, the board will review Lane's tuition rates to ensure: a) that tuition revenues are appropriate for the needs of the district and, b) that Lane's tuition is comparable with other Oregon community colleges that are similar to Lane in terms of student FTE and instructional programs. **Prior to approval of the tuition increase, the board will review the index options, affordability and access for students, and the revenue requirements of the college.**

ADOPTED: November 13, 2002

REVISED: July 27, 2004

REVISED: July 13, 2005

4.B.2. Compensation and Benefits, A.080

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

POLICY NUMBER: A.080

POLICY TYPE: EXECUTIVE DIRECTIONS

POLICY TITLE: COMPENSATION AND BENEFITS

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the president shall assure fiscal integrity and public image.

Accordingly, the president shall:

1. Not change his or her own compensations and benefits.

2. Not promise permanent or guaranteed employment.

3. Establish current compensation and benefits which:

A. Do not deviate materially from the professional market for the skills employed, are competitive, and are consistent with board-approved collective bargaining agreements.

B. Not create obligations over a longer period than prudent

4. Not establish deferred or long-term compensation and benefits which cause any employee to lose benefits already accrued under any forgoing plan.

ADOPTED: November 9, 1998

REVISED: April 12, 2000

REVIEWED: May 12, 2004

4.B.3. Ethical Conduct for Lane Community College Employees, A.100

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

POLICY NUMBER: A.100

POLICY TYPE: EXECUTIVE DIRECTIONS

POLICY TITLE: ETHICAL CONDUCT FOR LANE COMMUNITY COLLEGE EMPLOYEES

The institution strives to adhere to the highest ethical standards in its representation to its constituencies and the public; in its teaching, scholarship and service; in its treatment of students, faculty, and staff; and in its relationships with regulatory and accrediting agencies. All concerned with the good of the college will seek ways to support institutional integrity.

The board is responsible to ensure the integrity of the college. Individuals are responsible for their personal integrity and for acting in a manner consistent with this policy. Integrity is demonstrated by conduct that is honest in words and actions, and promotes respect, fairness and openness. Responsible stewardship of resources and the public trust are expectations for all employees.

All college employees are expected to conduct their affairs with integrity and to hold themselves to the highest standards of ethical conduct.

ADOPTED: October 13, 2004

5. Accountability/Reports

A. Benchmarks

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

- Students 16 to 19 years of Age Enrolled in Credit Classes
- College Now

B. Quarterly Report: Financial Condition and Activities, A.050.

Morgan responded to questions and comments regarding the financial condition and activities quarterly report.

6. Reports

ASLCC President Max McNally reported that the voter registration drive is finished. 778 voters were registered—a little short of the goal of 1,000. ASLCC is now starting the get-out-the-vote drive. Earth week celebrations took place the week of April 20. ASLCC elections are currently taking place. Results will be in tomorrow morning.

LCCEF President Bob Baldwin reported that the classified union is celebrating the 35th anniversary of their local union. The union and the college have come to a verbal agreement on the contract last

Friday. They are putting together the written language and aiming for a June 5 ratification. He referred to the budget committee discussion held earlier that evening. He hopes that problems will be resolved and that the college community can come to a common understanding of the budget. The governance system can help in achieving that.

LCCEA President Jim Salt referred to board policy A.080, Compensation and Benefits. He raised the issue of compliance and asked if the college is adhering to the policy. The Oregon Educators Benefit Board insurance rates will be available tomorrow; we will then see if it is something that at least one of the college groups wants to pursue. Faculty bargaining has made no progress. The union rejected the college's proposal as a nonstarter, and they have not seen a new proposal. Salt reminded the board that he has been working to clarify some aspects of the budget and has tried to raise issues in a professional fashion.

Vice President Sonya Christian has been recruiting members to join the Springfield chamber. The Spring Conference was held May 2. The theme for the day was how we as employees create a balance in our lives. Lane received a \$275,000 grant to strengthen manufacturing workforce in Lane County. Christian read a tribute to English instructor Margaret Bayless sent in an e-mail by one of her students.

Associate Vice President Greg Morgan reported that the KLCC spring telethon was successful, but they did not raise as much as they have in the past. It is an economic reality that people give less in more difficult economic times such as these. He has been working on improving the transparency of the budget by meeting with and sending informational messages to staff.

Board Reports

McCown thanked and congratulated the college and LCCEF on coming to a verbal agreement on contract negotiations so quickly.

Riggs-Henson appreciated the time that staff had spent putting together the budget.

Hall encouraged the board members to become members of the Lane Community College Foundation.

Ackerman met with Andrea Henderson, Director of the Oregon Community College Association (OCCA) to discuss helping with OCCA's lobbying campaign. He will meet with five of the boards that are least involved in the lobbying process and encourage them to take a more active lobbying role.

Albright attended the Lane Economic Committee meeting. A comment was made that the Veneta/Elmira area community conversation went very well. That area is aggressively working on economic development. He attended the Lane League meeting at which going out to rural areas was discussed.

Johnston hosted the community conversation in Elmira this month. A lot of good input was received. She also attended the Founders Luncheon, at which Ackerman was complimented for his long-term commitment to the college. She attended the advisory committee recognition gala. It is commendable that so many Lane faculty and staff and

community members are involved in our advisory committees.

Holman noted that Florence's Siltcoos Station is featured on the inside cover of Aspire. Landscaping has been done at Siltcoos in front and back and is starting to bloom. He encouraged board members to take some time to check out the Station when they come for the Rhododendron Festival.

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

Wednesday, June 11, Boardroom, Building 3, Lane Community College

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

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