



General Library Item

Name Minutes 2008-09-10

Content

LANE COMMUNITY COLLEGE BOARD OF EDUCATION Minutes - September 10, 2008

1. Attendance

Board members present: Bob Ackerman, Pat Albright, Roger Hall, Paul Holman, Susie Johnston, and Tony McCown. Absent: 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; Lane Community College Education Association President Jim Salt; Lane Community College Employees Federation President Bob Baldwin; and Associated Students of Lane Community College President Josh Canaday.

A. Chair Johnston called the meeting to order at 6:36 p.m.

B. President's Report

Welcome back to the first meeting of the 2008-09 academic year. We have had a busy summer closing out last year and preparing for all the exciting things that will go on this year.

Of course, the thing that is uppermost in our minds right now, besides welcoming students back this month and getting the year started, is the facilities bond measure. Planning and implementation for getting information out about the bond is going well.

- The website is up and is linked to the college home page
- An information flyer has been developed
- A number of peripheral materials – banners, bookmarks, posters have been developed
- Several presentations to community groups have already been done with many more to complete over the next 50 plus days
- A schedule of ten media visits has been developed throughout the country to include Susie Johnston, John Lively or a PAC member, and myself

I am trying to keep the college bond information effort separate from the political advocacy activities, so I will not be reporting on that; Susie is keeping you apprised of that work.

We are preparing for the all-staff inservice meeting on Tuesday, September 23, starting at 8:30 a.m. in the Center for Meeting and Learning. Please come if you can.

Last year, the Student Services Administrators Deans group endorsed a proposal from the Oregon Community College Student Government Advisors group and piloted a Student Government Certification program. To acquire certification, each student government submitted a document at the April 11th meeting of the Oregon Community College Student Association. Six community colleges received certification; Lane was one of them. Congratulations to ASLCC President Josh Canaday and his team.

I am pleased to tell you that we again received a Certificate of Excellence for Financial Reporting from the Government Finance Officers Association. Thanks to Stan Barker, Greg Morgan and the finance team.

I want to thank our staff for Lane's immediate response to the Hynix closure. We have recently hosted an education and training fair and are assisting those who are losing their jobs.

I am pleased to introduce our new Outreach Recruitment Coordinator, David Van DerHaeghen. After Karen Edmonds resigned last year from the High School and Community Relations position, we redesigned the position to focus on recruitment, and we are very pleased to have David join us.

1) July and August Highlights

July and August 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

No changes were made to the agenda.

D. Statements from Audience

No statements from the audience were made.

2A. Consent Agenda

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

- The approval of the June 30, 2008 minutes

- The approval of the July 9, 2008 minutes

Motion passed unanimously.

3. Policy Review

A. Second Reading

1. B.025, College Governance System

Hall moved, seconded by Holman, to approve the second reading of board policy B.025, College Governance System.

POLICY NUMBER: B.025

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: COLLEGE GOVERNANCE SYSTEM

Lane Community College shall be governed by a system that is a learning-centered system and fulfills the vision, mission, and core values of the college.

The president shall be the steward of the governance system, be accountable and responsible for the decisions made in the governance system, and evaluated accordingly.

The college governance system shall recognize that the best decisions are made through the inclusion of many and diverse voices. The system of governance shall ensure that the authority, responsibility, accountability, and relationship among and between the board, managers, faculty, staff, and students are clearly described and communicated. The system of governance shall be evaluated as to its:

1. Clarity
2. Wide and explicit communication
3. Effectiveness
4. Efficiency and timeliness
5. Processes that encourage employee and student participation in problem solving and decision making
6. Processes that assure that decisions are made at the appropriate level, by the appropriate group with the needed expertise
7. Recognition of the support needed for employees and students to participate and contribute meaningfully

ADOPTED: March 10, 2004

REVISED: September 10, 2008

B. First Reading

1. C.010, President/Board Global Relationship

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

POLICY NUMBER: C.010

POLICY TYPE: BOARD-PRESIDENT LINKAGE

POLICY TITLE: GLOBAL BOARD-PRESIDENT RELATIONSHIP

The president is accountable to the full board. The board will instruct the president through written policies that prescribe the college Ends to be achieved and describe college situations and actions to be avoided, allowing the president to use any reasonable interpretation of these policies.

1. The board's sole official connection to the college, its achievements, and conduct will be through the president.
2. Ends policies direct the president to achieve certain results; Executive Directions policies constrain the president to act within acceptable boundaries of prudence and ethics. With respect to Ends and executive means, the president is authorized to establish all further policies (utilizing the College Governance System), make all decisions, take all actions and develop all activities as long as they are consistent with the board's policies.
3. The board may change its policies, thereby shifting the boundary between board and presidential domains. By so doing, the board changes the latitude of choice given to the president. But so long as any particular delegation is in place, the board and its members will respect and support the president's choices. This does not prevent the board from obtaining information in the delegated areas.
4. No individual board member, officer, or committee has authority over the president. Information or assistance may be requested by individual board members, but if such a request—in the president's judgment – requires a material amount of staff time or funds, it may be refused, unless authorized by the board.
5. Board members who have a concern or issue will first inform the president or designee, providing the administration an opportunity for response. A board member can request that an issue be discussed at a work session or placed on a future board agenda (see B.030 Agenda Planning).

ADOPTED: November 9, 1998

REVISED: May 12, 1999

REVISED: March 10, 2004

REVISED: October 12, 2005

2. C.020, Delegation to the President

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

POLICY NUMBER: C.020

POLICY TYPE: BOARD-PRESIDENT LINKAGE

POLICY TITLE: DELEGATION TO THE PRESIDENT

The president's performance will be considered to be synonymous with the total performance of the college.

The president's job contributions can be stated as performance in the following areas:

1. College accomplishment of the provisions of board policies on Ends.

2. College operation within the boundaries established in board policies on Executive Directions and state mandated policies.

3. Achievement of annual goals approved by the board.

ADOPTED: November 9, 1998

REVISED: April 14, 2004

REVISED: November 9, 2005

3. C.030, Contractual Authority

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

POLICY NUMBER: C.030

POLICY TYPE: BOARD-PRESIDENT LINKAGE

POLICY TITLE: CONTRACTUAL AUTHORITY

Only the president, or formally designated representatives, may commit the college to financial obligations or contractual agreements. No obligation may be incurred unless it first has been authorized by the budget or by the budget change process. Any contract entered into in violation of this policy is void as to the college.

All contracts of \$100,000 for goods and services contracts, or \$150,000 for public improvements contracts or greater shall be approved for award by the board of education. The president is authorized by the board to enter into contractual agreements on behalf of the college up to a total dollar value not exceeding \$100,000 for goods and services contracts, or \$150,000 for public improvements contracts. The president may delegate this authority to college staff.

The Lane Community College Board of Education shall be the college's Local Contract Review Board as defined in ORS 279A.060.

ADOPTED: November 9, 1998

REVISED: April 14, 2004

REVISED: April 13, 2005

REVISED: November 9, 2005

REVISED: July 19, 2006

4. Discussion/Action Items

A. Enrollment Management – Recruitment and Retention

Christian presented information regarding enrollment management at Lane. The focus is on recruitment, retention, and efficiencies. We are working on some new areas of growth and expanding niche areas such as dental hygiene online and automotive technology. The main area of recruitment is in high school connections. Areas of efficiency include greater capacity utilization, room utilization, and instructional redesign.

Simms described Lane's marketing efforts. The target audience is high school students through the age of 25. The new tagline is "achieving dreams." Simms presented this year's high school poster, which has been translated into Spanish. She also showed examples in a series of advertisements. Lane Tubers Café will be having a video contest for a 60-second video answering the question "How are you achieving your dreams?"

Laurie Swanson-Gribskov, Dean of Cooperative Education, spoke regarding efforts in High School Connections. There has been an increase in the number of high school students Lane is serving, as well as an increase in College Now students. All high school College Now teachers have gone through the certification process to meet Lane's standards for college faculty. This represents a true partnership with high schools. It is a major financial incentive to high school students to take college courses in high school, and it is a financial benefit for Lane because of the 900+ FTE we receive.

Kate Barry, Executive Dean of Student Affairs, and Mary Parthemer, TRIO Director, addressed retention strategies, including first year experiences, academic advising, learning communities, supplemental instruction, and early alert/warning and intervention systems. Lane just received a Title III grant to develop a comprehensive, integrated first-year experience program called Engaging Students. 700 students have been served through the Back on Course initiative.

B. CCSSE Report

Christian and Taylor presented information on the Community College Survey of Student Engagement (CCSSE). The key to student success is engagement plus learning plus satisfaction. Students persist and achieve when they engage. Taylor discussed how Lane compares to other colleges and CCSSE respondents.

C. Senior Discount

Anna Kate Malliris, Assistant to the Vice President, provided information on the need to reinstate the senior discount. In 2006, Lane started an initiative to respond to the needs of the senior population and develop services for and about seniors. A community conversation was held, and an advisory committee was formed in 2007. The advisory committee has supported Lane by providing advice and direction in offering education and opportunities for seniors. One proposal is to offer seniors a 25 percent discount on noncredit classes. This should not have a negative fiscal impact; it should have a positive impact in drawing seniors to Lane.

Hall moved that the board institute a 25 percent senior discount for all students 60 years of age and older, effective Winter Term 2009, on regular tuition for all Continuing Education non-credit classes that are not part of a Career/Technical program (Massage, EMT, Real Estate, etc.) and all Business Development Center classes. The senior discount will not apply to class or college fees. McCown seconded.

Motion passed unanimously.

D. Exemption for Legal Services

Spilde explained that consideration is being given to the issue of continuing to contract out for legal counsel or move to having an in-house counsel in an employment relationship. She distributed information regarding options for legal counsel, approximate expenses for legal services over the past year, and estimated expenses for employing a half-time attorney. Expenses for in-house counsel would include OPE, administrative support, and associated operating costs. The board agreed to discuss the issue at the October board meeting to decide whether to open a request for proposals or begin the hiring process. In the meantime, the college recommends continuing with current legal counsel.

Ackerman moved that the board exercise its authority to exempt legal services from the competitive process for 2008-09 and authorize an extension of the current legal services contract. Hall seconded.

Motion passed unanimously.

E. Aviation Move

Morgan reported that the Aviation Maintenance program will be moved to the Eugene Airport, which will free up Building 10 on the main campus for other purposes. In order to bring the building into compliance with building codes for new purposes and meet Lane's needs, the new and existing buildings at the airport require utility system upgrades. The college issued an invitation for bids to provide the required construction services.

Holman moved that Ordell Construction, LLC, of Springfield, Oregon be awarded a contract for \$343,232. Hall 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:

- Lane Transfer Students Admitted to the Oregon University System – Graduating and Stopping Out
- OUS GPA of Transfer Students – 6-year Average (2001-02 through 2006-07)

B. Treatment of Staff Monitoring Report

Carr responded to questions and comments on the Treatment of Staff Monitoring Report.

6. Reports

ASLCC President Josh Canaday reported that trainings were held for ASLCC officers over the summer. A retreat was held to discuss lobbying at the capital this year. There is a training this Friday for the voter registration drive. The goal is to get 2500 voter registration cards this fall; currently 90 have been submitted.

LCCEF President Bob Baldwin reported that classified union members have been busy getting activities together to promote the bond measure. Activities include organizing volunteers, running a phone bank, raising money, and basically volunteering at all levels. Response from membership has been overwhelmingly positive. Other measures concerning AFT Oregon are Measures 59, regarding the deduction on state tax, and 61, which has to do with prison building, either of which would devastate the state budget. The classified union has a significant concern regarding further reductions in public safety officer staffing. This has a direct impact on the safety of the college community. Downtown Center employees are worried that the college is in the process of eliminating the Downtown Center public safety officer and using an on-call service. That public safety officer is being moved to the main campus to compensate for the retirement of two officers. The union hopes to get actively involved in working on the complaint process. They had requested to be involved and so far have not been included. Employees need to be assured that there will be no retaliation if filing a complaint.

LCCEA President Jim Salt reported that the college and faculty recently reached an agreement on moving faculty into OEBC, and the new coverage will begin on October 1. The association endorsed the bond effort this fall and is working on trying to get as much bond support as possible. Faculty will be returning to the bargaining table this fall. Like the classified union, the association has an interest in the complaint process, but faculty concerns are centered more around how faculty members are facing complaints against them. Salt hopes to find collaborative ways to work with the college and come to an agreement which fully and fairly respecting everyone's rights. The college and association have not yet reached an agreement on maintaining faculty vacancies.

Christian reported that the Student Orientation and Registration event was very successful this year. The employee subcommittee working on the bond is going well; Phi Theta Kappa is co-sponsoring the student efforts with ASLCC. The college has received some very large grants. The strategic investment fund provides \$632,000 to spend in one year; this is the largest annual amount Lane has ever received. The Title III grant provides \$2 million over five years for student retention. Christian is looking forward to this academic year.

Morgan reported that the audit field work is mostly completed and will likely be reported in November. KLCC is having a new transmitter delivered today. Arbitron results from last spring show that about 40,000 people per week listen to KLCC in Lane County. KLCC is number two for all listeners at all times and number one in the afternoon with 35 to 50 year olds. A Veterans Career Fair will be held on September 20.

Board Reports

McCown reported that he is encouraged by the board's involvement in the bond and is more than confident that it will pass. McCown welcomed David Van DerHaeghen, whom he worked with in his capacity in the Oregon Student Association.

Hall thanked everyone for their good work and congratulated KLCC. He hoped that KLCC will provide listeners with information regarding Lane's upcoming bond measure.

Albright gave special thanks to Canaday, Baldwin, and Salt for expressing an active interest in promoting the bond. He shared an article on how weak economies spur growth in community college enrollment and asked if Lane is taking steps to accommodate that growth.

Johnston reported that there is still a lot of work to do on the bond measure and thanked everyone who has been to the PAC meetings.

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

Wednesday, October 8, Boardroom, Building 3, Lane Community College

8. The board meeting unanimously adjourned at 8:36 p.m.

Mary Spilde, President/District Clerk

Susie Johnston, Board Chair