



General Library Item

Name Minutes 2008-11-05

Content

LANE COMMUNITY COLLEGE
BOARD OF EDUCATION
Minutes - November 5, 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

A. Chair Johnston called the meeting to order at 6:30 p.m.

B. President's Report

This is a momentous time for our college, our state and the country. I have never felt so hopeful about our future. Last night Barack Obama pointed out that by working together we can make change, and that was well demonstrated by the collective effort to pass bond measure 20-142. It truly was a team effort. John Lively, Anne Marie Levis and Trevor Steele provided great leadership to our advocacy efforts. Each one of them stepped up and helped the college. John kept us on track and focused on our strategy. Anne Marie went above and beyond her role in helping us develop the information campaign and helped raise money, place lawn signs, use her office space, and wore her button to every conceivable community event. Trevor played to his strength and dissected the voter lists time and again to make sure we were canvassing and phoning the right precincts. That was an amazing amount of work.

The Lane League took the lead in presenting to numerous organizations about the college and the bond. Internally, the support of Jim Salt and Bob Baldwin really helped; and their designees –Doug Smyth and Rodger Gamblin organized volunteers for our advocacy efforts. Ken Murdoff was superb and creative in getting staff to show up to call and canvass. Sonya Christian initiated the staff organizing. Tracy Simms and Joan Aschim led the information efforts and strengthened our profile in the community. Josh Canaday and Jonathan Morton, the Oregon Student Association and OSPIRG did a great job registering voters and getting out the vote. Matt Keating and Lane Students for Obama were amazing in working for our bond measure. Beyond that, there were hundreds of staff volunteers. We will thank them individually soon.

Other community volunteers included Al King and Rosie Pryor, who organized endorsements. Many community members gave generously to fund PAC activities. Our own board members, ably led by Susie Johnston, all gave of their time or treasure to assure passage of this bond. Many, many organizations from unions to chambers of commerce to elected officials supported us and helped us get out our message.

This was no small victory in these economic times. Personally, what I found most encouraging was talking to people directly either in person or by phone about what Lane Community College means to them. There are many more who helped, but the bottom line is that it was a collective effort, and it is that kind of effort that convinced the voters to pass 20-142. I am deeply grateful to everyone who worked so hard. Congratulations to you. Congratulations to us. This means so much to the college, and it will literally transform our learning environment and help us focus on programs and services that help students prepare for jobs and their future. We will be having a celebration party in the near future, and we hope to recognize our volunteers then. Finally on this topic, through all of this work we made great strides in our connection with the community – our profile is strong, we are well supported. As we have a board discussion on Marketing within the next couple of months, you will be hearing a recommendation from me to do everything we can to assure that we do not lose this momentum.

Clatsop Community College also passed their bond. Portland Community College is still counting votes in Multnomah County. Both Klamath and Central Oregon Community Colleges' bonds failed.

Previously this month, Lane was featured in Inside Higher Education regarding the bond measure.

Lane and the Center for Meeting and Learning (CML) recently received an award from Cascade Pacific Resource Conservation and Development for "providing an outstanding facility, service and commitment to sustainability for the Local Food Connection." Paula Westgate accepted the award for Lane at the Connection's annual meeting and awards dinner at Pfeiffer Vineyards. The Local Food Connection brings together farmers, fishers and food buyers for networking, business and educational interaction. This event will be held once again in the CML on February 2, 2009, for the third time. The event is highlighted by a catered lunch prepared by the CML chefs with ingredients donated by local producers. For more information see <http://cascadepacific.org/category/food>.

Lane Community College hosted the Oregon Student Athlete Association State High School Cross Country Meet on Saturday for the 37th year in a row! Student-athletes representing 150 different high schools were greeted by 4,000 spectators.

I would like to request that you remove the agenda item on Construction Management/General Contractor. We are still in process, and interviews are being finalized this week. However, I would like to ask you to have a special meeting early next week to approve my recommendation. Donna will work with you to find a time for this one agenda item. There is beginning to be talks in Salem about possible reductions in state funding in this year. The governor's office is talking about a steep decline in the revenue forecast. I don't know if there will be an impact this year; we will know more around mid-November. The governor's budget will be out December 1. I have heard that our budget allocation will remain flat if anything. We will prepare budget projections based on \$550 million, an even budget, and reduced budgets. There is kind of a bleak outlook on the state level, but we will be working hard at the Capitol. On the upside—there is discussion at the state level about increasing the funding for capital construction.

1) October Highlights

October 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

Agenda Item 4B, Construction Management/General Contractor Services, was removed from the agenda.

D. Statements from Audience

Steve McQuiddy, Academic Learning Skills instructor, stated that the college needs to move forward with faculty negotiations and settle the faculty contract.

Ken Zimmerman, English instructor, urged the board to direct the college bargaining team to accept the faculty bargaining team's offer.

Adrian Mitchell, Academic Learning Skills instructor, asked the college to come to a reasonable agreement with the faculty.

Dennis Gilbert, Science instructor, asked the board to come to terms with the cost of maintaining an outstanding faculty.

Stan Taylor, Political Science instructor, expressed concern about faculty contract negotiations.

Roma Cusimano, Spanish instructor, asked the board to direct the college's bargaining team to reasonably consider what has been proposed by the faculty bargaining team.

Doug Smyth, Counseling faculty, stated that he believed the board and administration will do the right thing when it comes to the faculty contract.

Jane Benjamin, Geography instructor, asked for fair compensation for the faculty.

Garry Oldham, Human Services instructor, urged the board to direct the college's bargaining team to come to the bargaining table and work with faculty representatives to come to a fair contract.

Francisca Johnson, Foundation board member, thanked the board, President Spilde, and Donna Koechig for their support of the Longhouse.

2A. Consent Agenda

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

- The approval of the October 8, 2008 minutes
- Banner Upgrade for Title III Project

Motion passed unanimously.

3. Policy Review

A. Second Reading

1. B.110, Governing Style

McCown moved, seconded by Hall, to approve the second reading of board policy B.110, Governing Style.

Motion passed unanimously.

POLICY NUMBER: B.110

POLICY TYPE: GOVERNANCE PROCESS

POLICY TITLE: GOVERNING STYLE

The board will govern with an emphasis on meeting community needs, respecting diverse viewpoints, leading strategically, clearly distinguishing board and president roles, making collective decisions, being future-oriented, and being proactive.

More specifically, the board will:

1. Operate in all ways mindful of its obligation to the people of its district.
2. Strive to govern with excellence, particularly in matters such as attendance, policy-making principles, respect of roles, speaking with one voice, and adherence to ethical practices.
3. Keep adequately informed about relevant global and local educational and other issues, actively gathering information to fulfill this role.
4. Direct, control, and inspire the organization through the careful establishment of the broadest organizational values and perspectives through written policies.
5. Focus chiefly on intended long-term impacts on the world outside the organization (Ends), not on the administrative or programmatic means of attaining those effects.

6. Be an initiator of policy. The board will be responsible for board performance.
7. Use the expertise of individual members to enhance the ability of the board.
8. Monitor and regularly discuss the board's own process and performance.
 - A. Self-monitoring will include an annual comparison of board activity and discipline to its Governance Process and Board-Staff Relationship policies.
 - B. Continual redevelopment will include orientation of new members in the board's adopted governance process and periodic board discussion of process improvement.
9. Acting as a committee of the whole, perform the functions of the Audit Committee including:
 - A. The appointment, compensation and oversight of the work of any public accounting firm employed by the College to audit its financial statements.
 - B. The appointment, compensation and oversight of independent counsel or other advisor as deemed necessary to carry out its audit duties.

Additionally, the President shall be responsible for establishing and reporting to the Board procedures for:

1. The receipt, retention and treatment of complaints received by the College regarding accounting, internal controls and auditing matters.
2. The confidential, anonymous submission by employees regarding questionable accounting or auditing matters.

ADOPTED: November 9, 1998

REVISED: July 27, 2004

REVISED: March 9, 2005

REVISED: November 5, 2008

2. C.040, Borrowing

Albright moved, seconded by Holman, to approve the second reading of board policy C.040, Borrowing.

Motion passed unanimously.

POLICY NUMBER: C.040

POLICY TYPE: BOARD-PRESIDENT LINKAGE

POLICY TITLE: BORROWING

The board may authorize borrowing for the college, in compliance with state laws, by resolution stating the upper limit to be obligated at any one time. The president or designee may initiate emergency borrowing prior to board approval should a quorum of the board not be available to authorize borrowing.

ADOPTED: November 9, 1998

REVIEWED: May 12, 2004

REVIEWED: November 9, 2005

REVIEWED: November 5, 2008

B. First Reading

1. Purchasing Procedure, C.050

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

POLICY NUMBER: C.050

POLICY TYPE: BOARD-PRESIDENT LINKAGE

POLICY TITLE: PURCHASING PROCEDURE

All procurement on behalf of the college shall be executed in accordance with the requirements of Oregon Revised Statute Chapters 279A, 279B and 279C, the Oregon Community College Rules of Procurement ("CCRP"), and Oregon Administrative Rules 125 (OAR 125) and Lane Community College on-line Policies and Procedures.

Where federal procurement regulations apply and are more restrictive than the state regulations, the federal regulations shall prevail.

Pursuant to ORS 279A.065(5), the Oregon Attorney General's Model Rules (OAR 137) do not apply to Lane Community College except those portions of the Oregon Attorney General's Model Rules that have been expressly identified in Section 300, Appendix A, of the CCRP.

The CCRP shall prevail over the provisions in OAR 125 and where topics are not addressed in the CCRP, the rules of OAR 125 shall remain in force.

ADOPTED: November 9, 1998

REVISED: June 9, 2004

REVISED: April 13, 2005

REVIEWED: November 9, 2005

2. Monitoring President's Performance, C.060

There was some conversation about the importance of communication to the community by the President in regards to this policy. Spilde suggested that the college develop some options for an addition to the policy to be brought back at a future meeting.

POLICY NUMBER: C.060

POLICY TYPE: BOARD-PRESIDENT LINKAGE

POLICY TITLE: MONITORING PRESIDENT'S PERFORMANCE

Any evaluation of the president's performance, formal or informal, may be derived only from the criteria established within board Ends and Executive Directions.

Accordingly,

1. The purpose of monitoring is to determine the degree to which board policies are being fulfilled. Information which does not do this will not be considered to be monitoring.
2. The board will acquire monitoring data by one or more of three methods: (a) by internal report, in which the president discloses compliance information to the board, (b) by external report, in which an external, disinterested third party selected by the board assesses compliance with board policies, and (c) by direct board inspection, in which a designated member or members of the board assess compliance with the appropriate policy criteria.
3. The standard for compliance shall be any reasonable presidential interpretation of the board policy being monitored.
4. All policies that instruct the president will be monitored at a frequency and by a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule.

Policy	Method	Frequency
Treatment of Learners, A.020	Internal	Annually
Treatment of Staff, A.030	Internal/External	Annually
Financial Planning and Budgeting, A.040	Internal	Semi-annual
Financial Condition and Activities, A.050	Internal	Quarterly
	External	Annually
Emergency President Succession, A.060	Internal	Annually
Asset Protection, A.070	Internal	Annually
Compensation and Benefits, A.080	Internal	Annually
Communication and Support to the Board, A.090	Internal/Direct Insp.	Annually
Governance Process Policies, B.010 – B.200	Direct Insp.	Annually

ADOPTED: November 9, 1998

REVISED: May 12, 1999

REVIEWED: May 12, 2004

REVIEWED: November 9, 2005

3. Personnel Services, D.010

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

POLICY NUMBER: D.010

POLICY TYPE: MISCELLANEOUS

POLICY TITLE: PERSONNEL SERVICES

The president or designees shall be authorized to commit the college on such items as personnel transactions, voluntary and non-voluntary payroll deductions, and in those personnel matters requiring immediate resolution.

ADOPTED: November 9, 1998

REVIEWED: May 12, 2004

REVIEWED: December 14, 2005

4. Discussion/Action Items

A. Business Development Center Presentation

Jim Lindly, Director of the Business Development Center (BDC) and Employee Training (ET), provided information on the BDC and ET. Lane's was the first business development center in the state, and we are still the host college for the state network. Lindly described some of the programs and services offered to companies and small businesses, such as free advising services, business development workshops, and small business education. Through ET, about 4004 employees were trained in the area this year. BDC success stories include Pioneer Natural Soap, Pacific Yurts, Euphoria Chocolate, and Swanson Superior.

B. Foundation Board Conversation Debrief

Just prior to the board meeting, the board met with the Foundation board of trustees for a strategic conversation. Spilde explained that the notes from the meeting will be pulled together and shared with both boards. Spilde shared the budget numbers for the Foundation, specifically the costs to the general fund.

Board members felt that the meeting with the Foundation board was a productive one and would like to meet with them on a more regular basis.

The notes from the strategic conversation will be available and discussed at the December board meeting.

C. Budget Development FY10

Spilde explained that the budget office is beginning to develop budget projections and is going over the position list, since 80 percent of Lane's budget is personnel. Projections will be brought to the board in December showing different

budget scenarios. Given that the bond measure passed, the board directed the college to prepare budget projections without including an additional facilities budget, which is routinely put in the annual budget and taken out again. The board is planning to hold a work session with budget committee members prior to the meeting on December 3.

The board took a five-minute break at 8:05 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, 2008)

B. Financial Condition and Activities: Quarterly Report, 5-B

Morgan responded to questions and comments on the Financial Condition and Activities Quarterly Report.

6. Reports

ASLCC President Josh Canaday thanked everyone for their work on the bond. Canaday presented a huge thank you card made by ASLCC for the staff who worked on the bond. In the coming weeks, ASLCC will be focusing on training for the legislative session.

LCCEF President Bob Baldwin recognized Rodger Gamblin's work on getting the bond passed. He thanked Christian, who pulled together the internal employee campaign that was critical to the campaign. A series of grievances are coming out of Public Safety relating to staff cuts and inappropriate protection of staff and the college community. He expressed concern over the work that is going to Funk Levis that could have been done by classified staff. There may be an outsourcing issue there. Last month, legal counsel responded to questions raised at the September board meeting when Baldwin had grave concerns regarding the complaint process. Baldwin stood by those statements and is still deeply concerned about how the complaint process review is progressing.

LCCEA President Jim Salt acknowledged that passing the bond was an incredible accomplishment and everyone is to be congratulated for that. Salt recognized Doug Smyth, who led the efforts for faculty, and acknowledged the work of Ken Murdoff and Sonya Christian. The next step is to determine where the money goes; he looks forward to seeing what that process will be. He expressed concern regarding faculty bargaining and stated that it needs to change. He distributed a handout showing the increase in part-time FTE and the decrease in full-time FTE over the past six years. Part of the plan for the management structure reorganization had to do with a test pilot of the faculty chair model, and no progress has been made on that.

Executive Dean Kate Barry congratulated everyone for passing the bond. The South Lane School District has provided Lane with list of accomplishments since the joint summit held last spring. Lane hosted the cross country championship this past weekend, and our cross country team swept the championship. Lane's women soccer team also made it to the championship this year. The Dental Hygiene program is completing an accreditation site visit in November. The Title III project is up and running and off to a really strong start.

Chief Financial Officer Morgan reported that the college auditor's report will be presented at the next meeting. We need to be fiscally cautious because Lane will be rerated just before bonds are issued. KLCC has a new transmitter that went into service Monday night.

Board Reports

Ackerman thanked everyone who worked on the bond.

Holman also thanked everyone who helped the bond measure pass. In Florence, they will be looking at a breakdown of figures on measures that passed and failed.

McCown also thanked everyone who worked on the bond. He also showed appreciation for the conversation held with the Foundation board. McCown organized a conference here in the CML on October 27 and received great service at every turn.

Hall acknowledged that President Spilde put in extraordinary effort in getting the bond passed.

Riggs-Henson noted that she canvassed in Florence and was amazed at the support that came out for Lane. There were so many champions during this election.

Albright congratulated everyone on the passing of the bond measure. He was stopped by someone from the Daily Emerald on election night and made a comment regarding appreciation for support for Lane.

Johnston commented that the strategic conversation held with the Foundation board was successful and will help the board determine where it needs to be going. Johnston reported that it has been such a privilege to be chair this year and see the devotion, energy and commitment of the faculty and staff.

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

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

8. The board meeting unanimously adjourned at 8:54 p.m.

Mary Spilde, President/District Clerk

Susie Johnston, Board Chair