



General Library Item

Name Minutes 2008-12-03

Content

LANE COMMUNITY COLLEGE
BOARD OF EDUCATION
Minutes - December 3, 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; Chief Financial Officer 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 6:39

B. President's Report

On the budget front, things are not good. You have heard about the state revenue shortfall for the current year of \$160 million announced on the revenue forecast on November 19. The governor announced a 1.2 percent across-the-board cut to biennial budgets. For Lane that is about \$740,000. We are monitoring our financial results very closely; we are constraining spending; we have some additional revenue because of the enrollment increase; we have an ending fund balance. Given all of these factors, I am not recommending that we make any reductions for this year at this time. This gives us a little breathing room, but not much.

The governor's budget was announced this week with dreadful consequences for community colleges. Of course, due to the state of the economy, we expected that it would not be the 10 percent increase the governor had promised. However, we did not anticipate the disparate treatment we received compared with the other sectors of education. K-12 received a 2.4 percent increase; OUS received a 5 percent increase; community colleges received a 3 percent decrease, which amounts to \$15 million. This is inexplicable. Real cuts to community colleges at a time when we are needed more than ever to train people for jobs that are more recession proof is unconscionable. Let me be clear: we recognize the challenges facing the state budget, but we cannot help but notice how inequitably community colleges have been treated. If you think there is a déjà vu here, you are right. You will recall the 2005 session when the governor's office rolled out a budget that was a decrease. After we brought this to their attention, the Essential Budget Level (EBL) process for community colleges, which is flawed, was blamed. We spent the entire session digging ourselves out of that hole. Last session Senator Devlin introduced a bill to fix the EBL for community colleges. The governor said he would fix it through Executive Order. This did not happen. While he authored an Executive Order to complete the work by December 1, he has not held his agency accountable for completing the work. Community colleges submitted all the data in August, and it was forwarded to the Department of Administrative Services (DAS) in October. We will be working to have DAS complete the work.

We have a long, hard legislative session before us. I am very pleased to announce that Brett Rowlett has been hired as our new Director of Governmental and Community Relations. You may remember Brett from when he was Lane's campus organizer for the Oregon Student Association. Since then he has worked at the University of Oregon and the Oregon Student Assistance Commission. We are very glad to have Brett on board. Already, he has worked with Oregon Community College Association (OCCA) and DAS on the EBL issues; we have sent letters to our local legislative delegation, and Brett will be contacting them in the next couple of days before their caucus meeting this weekend. More on the budget process later in the agenda.

I held an all staff meeting this afternoon to share budget information with the staff, and everything will be posted on the web in the next couple of days.

It has been a very busy term. We are very pleased with our 13.4 percent increase in enrollment. Mostly to do with the economy and increases in student aid, but our strategic enrollment management is also playing a part. The state was up overall by 10.5 percent, so we are just ahead of the curve. It is too early to say if we will maintain this relatively good position as the year goes on. However, there are discussions going on that may affect the funding distribution formula such as growth and small school base.

I had a productive set of meetings with the League for Innovation board, attending the American Association for Sustainability in Higher Education, and the American Association of Community Colleges board meeting last month. I was able to connect with the Kresge Foundation and rekindle our request for funding for the Health and Wellness

building. I also met with the National Science Foundation, the Department of Labor, and the Department of Education about grant opportunities. It appears that their goals align very well with Lane's because the focus will be on green technology and sustainability for many of their grant awards.

Kate Barry received the Tenison Haley Outstanding Individual Contribution Award at the 2008 Oregon Diversity Institute in November. Tenison was an outstanding advocate for diversity issues from Rogue Community College, and it is indeed an honor for Kate to be recognized for her tireless efforts on behalf of under-represented individuals and groups.

You may have noticed that we are now in the public phase of the Opening Doors campaign. After the first of the year, we will be releasing the names of some lead donors. It was very exciting yesterday when I held in my hand a check for \$1.5 million for the new building. That was the first time I have held a check for that amount! We are very close to our match and expect to make it.

I want to wish everyone a happy holiday season.

Now I would like to introduce a more lengthy topic regarding our land assets. Marston Morgan has been doing some work to help us think about how these assets might be effectively used. He has introduced us to Dr. Mark Gillem from the University of Oregon School of Architecture, and we have a very interesting and exciting option to consider. I would like to ask Marston to briefly introduce the topic and then ask Mark to make a presentation.

1) University of Oregon School of Architecture Presentation

Marston Morgan, budget committee member, explained that, in addition to the main campus, Lane has accumulated 172 acres of land on the perimeter of the campus. The college needs to determine the best use of the land. Morgan introduced Mark Gillem, Assistant Professor in the University of Oregon School of Architecture. Gillem's department has worked with several community regions to develop land use plans and strategies. In considering the use of the college's perimeter land, Gillem noted that plans would be developed with Lane's core values in mind. This would be a collaborative process that would include stakeholder participation. If chosen to develop a plan, the process would take about a year and the cost to Lane would be approximately \$25,000. Other funding would come from grants and the University of Oregon. Gillem described the project process, which would include precedent studies, community visioning, site analysis, program identification, alternative development and review, and final plan design and documentation.

The board was interested in the prospect of collaborating with the University of Oregon and will consider having the School of Architecture develop a land use strategy.

2) November Highlights

November highlights at Lane Community College as offered in the board mailing were presented.

3) Personnel

The college's current personnel appointments were presented.

C. Board Agenda Review/Changes

Item 4.A, UO School of Architecture Presentation, was moved to include in the President's Report. Item 5.B, Auditor's Report, was moved to Item 2.B.

D. Statements from Audience

Jane Benjamin, Geography instructor, expressed concern regarding the bargaining process for the faculty contract, as faculty have been working without a contract for five months. Benjamin urged the board to direct the college bargaining team to respect the faculty bargaining team and consider the faculty's proposal.

2A. Consent Agenda

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

- The approval of the November 5, 2008, minutes
- The approval of the November 12, 2008, minutes
- Advisory Committee List

Motion passed unanimously.

2.B. Auditor's Report

Greg Morgan, Chief Finance Officer, and Kenneth Kuhns, auditor from Kenneth Kuhns & Co., answered questions and responded to comments regarding the audit report.

3. Policy Review

A. Second Reading

1. Purchasing Procedure, C.050

Holman moved, seconded by Albright, to approve the second reading of board policy C.050, Purchasing Procedure.

Motion passed unanimously.

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

REVIEWED: December 3, 2008

2. Personnel Services, D.010

Albright moved, seconded by Riggs-Henson, to approve the second reading of board policy D.010, Personnel Services.

Motion passed unanimously.

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

REVIEWED: December 3, 2008

B. First Reading

1. Harassment, D.020

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

POLICY NUMBER: D.020

POLICY TYPE: MISCELLANEOUS

POLICY TITLE: HARASSMENT

Harassment Policy

Lane has a zero tolerance policy regarding all forms of harassment. Any proven harassment will result in immediate and appropriate action to stop the harassment and prevent its recurrence, including employee discipline consistent with collective bargaining agreements, or student sanctions. Remedial action will be designed to stop the harassing behavior. Any remedial action will be in keeping with the educational mission of the college. Whether or not the alleged harassing behavior is sufficiently severe or pervasive to be judged a violation of this policy, the college may take action to address a complainant's concerns and to ensure that Lane, as a workplace and as an academic institution, maintains a respectful environment. All forms of harassment, including student- to-student harassment, are covered by Lane's harassment policies. Incidents of harassment may bring about sanctions up to and including termination of employment or expulsion from the college.

Sexual Harassment

Sexual discrimination in the form of sexual harassment is prohibited. Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and/or other verbal, written, visual, or physical sexual conduct that makes the terms or conditions of employment contingent on the acceptance of unwanted sexual advances, that negatively affects employment or educational opportunities, or that creates an intimidating, hostile, or offensive environment for one of the parties.

Harassment Based on Race/Ethnicity or National Origin

Harassment based on race, ethnicity or national origin is defined as unwelcome verbal, written or physical conduct based on a person's actual or perceived race, ethnicity or national origin that unreasonably interferes with an individual's work or academic performance, adversely affects the targeted individual's or others' work or learning opportunities, or creates an intimidating, hostile or offensive environment.

ADOPTED: November 9, 1998

REVISED: September 8, 2004

REVIEWED: September 13, 2006

2. Possession of Firearms, D.030

Spilde explained that the college may have to revise this policy due to training in non credit classes. Legal counsel will review the policy and recommend changes for another first reading in January if necessary.

POLICY NUMBER: D.030

POLICY TYPE: MISCELLANEOUS

POLICY TITLE: POSSESSION OF FIREARMS

No person, including students, employees, college patrons or vendors may bring, possess, conceal, brandish, use or

be in possession of a firearm, destructive device, or other dangerous weapons as defined by law, or give the appearance of being in possession on college-owned or controlled property or at activities under the jurisdiction or sponsorship of the college, except as provided by Oregon or federal law.

ADOPTED: November 9, 1998

REVISED: November 16, 2004

REVISED: February 15, 2006

4. Discussion/Action Items

A. Budget Committee Appointments

Hall moved, seconded by Riggs-Henson, to approve the appointment of Rayna Luvert, Zone 2, and the reappointment of Dennis Shine, Zone 4, to the Lane Community College Budget Committee to complete three-year terms effective immediately and ending June 30, 2011.

Motion passed unanimously.

B. Foundation Strategic Conversation Review

Spilde shared the notes from the strategic conversation held with the Foundation Board in November. It was clear that both boards would like to continue these kinds of conversations. Spilde also shared a document regarding matters related to Foundation funding, highlighting areas of college support of the Foundation and the Foundation's return to the college. Hall pointed out that the Foundation raised \$600,000 for scholarships last year.

C. Budget Development FY10

Spilde explained that the College Council Budget Subcommittee has met to discuss budget strategies, principles, and criteria. The college will need direction from the board in terms of building projections. The item will be brought back to the January board meeting, when perhaps things will be clearer regarding the governor's budget.

D. Bond Measure Election Results

Pat Riggs-Henson moved to approve the November 4, 2008, Lane County general election results. Albright seconded.

Motion passed unanimously.

The board felt that there needs to be better penetration into the rural communities. Spilde reminded the board that there would be a marketing presentation soon, at which time the information learned in the election regarding community support can be incorporated into the discussion. In addition, the new community relations director can do some work in the rural communities to strengthen support as well.

Hall left the meeting at 8:15 p.m.

E. Bond Planning Update

Morgan explained that the college is soliciting an underwriter for the bond issues. We will probably need two bond issues because of the flow of projects. A construction schedule is being developed which will dictate what to sell and when. The IRS requires that the work be completed within three years, so careful construction scheduling is important. Morgan did not anticipate any problems selling our bonds.

A bond leadership team is being put together, and staff are meeting regarding bond project management. The board agreed to have "bond planning update" as a standing item on the board meeting agenda for the next several meetings.

The board took a five-minute break at 8:25 p.m.

5. Accountability/Reports

A. Benchmarks

Craig Taylor, Institutional Research, Assessment, and Planning director, described the Community College Survey of Student Engagement (CCSSE) and responded to questions and comments on the following CCSSE Benchmarks:

- Active and Collaborative Learning
- Student Effort
- Academic Challenge
- Student-Faculty Interaction
- Support for Learners

6. Reports

ASLCC President Josh Canaday reported that Lane will be hosting the Students of Color Coalition February 6-8, 2009. Three hundred students of color from across the state will be in attendance. ASLCC is in training for the upcoming legislative session.

LCCEF President Bob Baldwin reported that AFT will be putting pressure on legislators to push the funding level issue for community colleges. Baldwin sits on the Lane Workforce Partnership board and feels that our allies in business who need a trained workforce will have an opportunity to weigh in as well. The college's marketing expenses have been averaging \$300,000 per year, some of which could be an opportunity for classified work that needs to be brought back into the college rather than being outsourced. Regarding the firearm policy, Baldwin reminded the board that public safety officers would be in a position of losing their license if having a firearm on campus. The one group that would not have a firearm in case of emergency would be public safety officers. The classified union has concerns about the complaint process and has found that union input has not been considered, but there may be some point in the future when they may be allowed to comment on what management has decided.

LCCEA President Jim Salt summarized all of the ways that faculty has responded during difficult budget times, such as voluntary leave, program redevelopment, instructional redesign, the near elimination of release time for administrative tasks, increased class sizes, increased work load, working to get money from Salem, and participating in getting the bond passed. In response, faculty have seen workloads increased. There are 39 vacant full-time faculty

positions being filled with part-time faculty. The faculty union finally got a proposal from the college and had a better bargaining session. Unfortunately, faculty are focusing on bargaining when they should be concentrating on working with the college regarding the governor's budget.

Vice President Sonya Christian offered a warm welcome to Brett Rowlett. Academic and Student Affairs (ASA) is excited and looking forward to working with him. Christian responded to Salt's comments, stating that ASA has a genuine and sincere commitment in supporting instruction and faculty, is working on external funding for positions, and supports release time. Christian introduced Barbara Susman, Director of the Senior Companion Program. The senior population is one of the focus areas of the college. ASA is in the process of completing the hiring of the CIO position and the Director of the Aviation Academy. Last month, Christian attended the annual conference of the Council for Resource Development, at which Rosaria Haugland received the Region X Benefactor of the Year award. ASA is gearing up for faculty professional development in online instruction and looking at the college's web presence. Chief Financial Officer Morgan offered assistance in case there are follow up questions after the budget work session.

Board Reports

Ackerman attended the Foundation scholarship reception. The spirit of that group is great when donors and recipients are matched up. He also attended the Lane League breakfast and considers the League a group that is vital to the college. Ackerman attended the OCCA convention. He welcomed Rowlett to his new position, saying that he will be an asset to lobbying efforts and relations in Lane County.

McCown welcomed Brett Rowlett to Lane and looks forward to working with him again.

Riggs-Henson attended the annual conference of the American Association for Women in Community Colleges. It was amazing to see how many Lane women were there. It was an invigorating experience. She also attended the OCCA convention. She attended several workshops and realized how far ahead Lane is on so many issues.

Albright welcomed Rowlett to his new position. He attended the OCCA conference and considered Rowlett and Ackerman's session one of the most worthwhile and unique. Albright remembered being the same position as Salt when he was a faculty member in K-12, especially after Measure 5 was passed in 1991. The chief concern at that time was that something that was local had been taken out of their hands. Albright asked everyone to remember that our targets are appropriate and understand who is controlling the funding.

Johnston welcomed Rowlett. The governor's budget is grim news for community colleges. We are an important connection between K-12 and OUS as well as the workforce. Johnston encouraged everyone to enjoy some time off and reflect over the winter break.

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

Wednesday, January 14, Boardroom, Building 3, Lane Community College

8. The board meeting unanimously adjourned at 9:15 p.m.

Mary Spilde, President/District Clerk

Susie Johnston, Board Chair