



General Library Item

Name Minutes 2009-07-08

Content

LANE COMMUNITY COLLEGE BOARD OF EDUCATION Minutes - July 8, 2009

1. Attendance

Board members present: Bob Ackerman, Pat Albright, Roger Hall, Susie Johnston, Gary LeClair, and Tony McCown. Sharon Stiles was absent. 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; and Lane Community College Employees Federation President Bob Baldwin.

A. Chair Johnston called the meeting to order at 6:33 p.m.

B. Oath of Office Administered to New Board Members

President Spilde administered the Oath of Office to Susie Johnston, Zone 4, and Gary LeClair, Zone 3.

C. Election of Chair and Vice Chair

Chair Susie Johnston opened nominations for chair of the board of education.

Hall nominated Pat Albright for chair of the board. Ackerman seconded.

Motion passed unanimously.

Chair Albright opened nominations for vice chair of the board of education.

Johnston nominated Tony McCown for vice chair. Hall seconded.

Motion passed unanimously.

1) Statements from Newly-elected Chair and Vice Chair

Albright thanked the board members for electing him as chair. He is optimistic about the upcoming year while realizing that there is much work to be done. He expressed appreciation of Johnston's leadership over the past year.

McCown appreciated the confidence of his fellow board members. He has had many roles at the college and will do his best to fulfill this one.

D. President's Report

First, I would like to congratulate new board member Gary LeClair and returning board member, Susie Johnston. I look forward to working with you over the next four years. Congratulations to Pat on your election as chair and Tony as vice chair. I look forward to a productive year.

Though the academic year ended shortly after our last meeting, a number of things have happened. You are aware that the legislature adjourned on June 29, and we ended up with an allocation of \$450.5 million for the Community College Support Fund. While still a decrease of 10 percent from the current biennium, it was a great improvement on the initial co-chairs' budget of \$423 million.

You also know that we received \$8 million for the Downtown Campus which makes the project an immediate reality.

This was achieved through a collective lobbying effort, and I would like to thank everyone from the Oregon Community College Association to our unions to board members to management to community members who advocated on our behalf. Special thanks should go to Senator Rod Monroe, Mount Hood Community College board member, who did a lot of heavy lifting on the support fund, Representative Larry Galizio, Portland Community College faculty member, and Speaker Dave Hunt who carried the construction projects. Our local delegation was very helpful and receptive to our needs throughout the session. Lastly, we should recognize the work of Brett Rowlett who stayed on top of all the issues and made sure our interests were represented.

The additional funds amount to about \$1.4 million each year. They have been added to the budget in a "hold for allocation." I will recommend that for the time being we place the funds in the Financial Stabilization Fund, created by the board in 2003. The reason for this is that we need to closely follow the revenue forecast in the coming months to see if any further reductions need to be made.

On another finance issue, we sold \$45 million of bonds at a good rate – 3.7 percent. We are in receipt of the funds, and you will have noted that we are asking for authorization for the use of the funds on the consent agenda. This addition to the budget is allowable under local budget law.

Lastly, on money issues, I am happy to report that we have received an additional \$650,000 for the Health and Wellness Center in the last three weeks.

Our graduation ceremony on June 14 was a joyful event. I'd like to thank all of the board members that attended.

My trip to Jordan was very interesting. We had a US delegation of about 15 State and US Department of Education staff, including Assistant Deputy Secretary Glenn Cummings, as well as community college presidents, George Boggs, President of AACC and Noah Brown, President of ACCT. There were about 100 people from across the broader Middle East and North Africa, all interested in the American community college. I presented on accreditation and board governance. The State department announced some planning grants, so there is the potential for partnerships that could result in faculty or student exchanges.

On my return I travelled to Seattle to attend the first gates Foundation Post Secondary Initiative. Most of the attendees were their grantees, not only from community colleges, but non-profits and researchers, think tanks that have been doing work for them, and most of the major foundations. The focus of their funding will be improving the completion rate of community college students. It will be important for us to help them define what they mean by completion, and I will be in a position to work on that in my role as AACC board chair. At Lane we are already focusing on student success through our Title III grant, so this will be an extension of that work.

I got a call from a reporter in Washington, D.C. on Monday to talk about a recent US Department of Education award to five states for technical assistance to develop curriculum for green jobs. The reporter told me that his contact at the Department of Education noted that Oregon was selected because of the work at Lane Community College. The article was in the Statesman Journal yesterday. It turns out that Deputy Assistant Secretary Cummings, who was in Jordan, was the person touting Lane.

Senator Merkley and staff visited the college on June 29 to hear more about the Downtown Campus and the Health and Wellness center. We have submitted two requests for appropriations for these projects.

Finally, I have asked Chair Albright to add an item to my report for a short presentation and discussion regarding the site of the Downtown Campus. We will have a fuller discussion of this at our work session on July 21, but I wanted you to start thinking about the options in preparation for that meeting. The City of Eugene has worked with the developers who currently own or have options on the sites to develop a number of options for how Lane might participate. Susan Muir, Director of Planning for the City, is here, and I would like to invite her to say just a few words about the City's role. Then we will walk you through the packet and take any questions you might have right now, keeping in mind we will have a more complete discussion at the board work session in a couple of weeks.

1) June Highlights

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

2) Personnel

The college's current personnel appointments were presented.

E. Board Agenda Review/Changes

No changes were made to the agenda.

F. Statements from Audience

Justin Blakely, student, expressed dissatisfaction with services he received from Disability Resources. He believes that Lane can do better in helping the disabled.

2A. Consent Agenda

LeClair moved, and seconded by Johnston, to approve the Consent Agenda consisting of:

- Approval of the June 10, 2009, Minutes
- Appointment of District School Clerk and Deputy Clerks
- Resolution No. 534, President's Annual Authorizations for FY 2009-2010
- Resolution No. 535, Budget Authority for Financial Aid
- Resolution No. 536, Specific Purpose Budget Resolution for Bond Sale Proceeds Appropriation for FY 2008-09
- Resolution No. 537, Authorizing Budget Transfers for 2008-09
- Resolution No. 538, Specific Purpose Budget Authority for Debt Service Fund

for FY 2009-10

- Resolution No. 539, Imposing and Categorizing Taxes for bonded Indebtedness for FY 2009-10
- Resolution No. 540, Reauthorization of Community College Rules of Procurement

Motion passed unanimously.

3. Policy Review

A. Second Reading

1. Expanded Options, D.120

Hall moved to approve the second reading of board policy D.120, Expanded Options. Johnston seconded.

Motion passed unanimously.

POLICY NUMBER: D.120

POLICY TYPE: MISCELLANEOUS

POLICY TITLE: EXPANDED OPTIONS PROGRAM

Consistent with Senate Bill 300 (2005 Oregon Laws, Chapter 674, Sections 1-21), the Board is committed to providing additional options to students enrolled in grades 11 and 12 to continue or complete their education, to earn concurrent high school and college credits and to gain early entry into post-secondary education.

Eligible students may apply to take courses at Lane Community College through the Expanded Options Program. A student is eligible if he or she is in grade 11 or 12 or is 16 years of age or older, has developed an education learning plan and has not completed four years of high school. A student must demonstrate preparedness for the intended

courses at Lane. A student who has graduated from high school may not participate; however, a student who has completed course requirements for graduation, but who has not received a diploma, may participate in the Expanded Options Program.

Lane Community College will provide written notice to the student's school district and the State Department of Education and shall enter into a financial agreement with the student's district such that each district will be responsible for their students' tuition, fees or other required instructional costs associated with the student's enrollment.

The College does not intend to provide special education and related services to the student.

ADOPTED: April 12, 2006

REVIEWED: July 8, 2009

2. Advertising, D.130

Johnston moved to approve the second reading of board policy D.130, Advertising. LeClair seconded.

Motion passed unanimously.

POLICY NUMBER: D.130

POLICY TYPE: MISCELLANEOUS

POLICY TITLE: ADVERTISING

GUIDELINE:

Advertisements shall relate to the mission, vision and core values of the College.

TRUTH IN ADVERTISING:

Advertisements shall tell the truth and shall reveal significant facts, the omission of which would mislead the public. Advertisers are responsible for providing accurate copy. Prior to making advertising claims, advertisers shall have in their possession documents that substantiate such claims.

RESTRICTIONS:

Lane Community College reserves the right to refuse any advertisement at any time, including, but not limited to the following:

1. Advertisements that are deemed to discriminate on the basis of age, sex, race, color, national origin, religion or sexual orientation.
2. Advertisements deemed to contain statements, illustrations or implications which are offensive to good taste or public decency.
3. Advertisements for any product or service which if purchased by a qualified individual would be in violation of any law.
4. Advertisements bearing the name/logo "Lane Community College" or "LCC" must be approved by the College.

ADOPTED: September 13, 2006

3. Security of Personal Information, D.150

LeClair moved to approve the second reading of board policy D.150, Security of Personal Information. McCown seconded.

POLICY NUMBER: D.150

POLICY TYPE: MISCELLANEOUS

POLICY TITLE: SECURITY OF PERSONAL INFORMATION

Consistent with Oregon's Identity Theft Protection Act (ORS 646A.600 to 646A.628), the Board is committed to protecting the personal information of all College consumers that is included in any college electronic data or written records.

The President is authorized to establish an identity theft prevention program designed to detect, prevent and mitigate the theft of personally identifiable information as defined by ORS 646A.602(11) that is included in any college data, records or that is requested in any college procedures.

This policy applies to any college record or procedure which contains a person's personally identifiable information. In the event of any breach of security, any person whose personal information was included in the breach will be notified as soon as possible, consistent with Oregon's Identity Theft Protection Act.

This policy complies with the Fair and Accurate Credit Transactions Act of 2003, Sections 114 and 315.

ADOPTED: July 8, 2009

B. First Reading

1. Definition of a Balanced Budget, E.010

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

POLICY NUMBER: E.010

POLICY TYPE: BUDGET AND FINANCIAL

POLICY TITLE: DEFINITION OF A BALANCED BUDGET

The board directs the president to develop annual budget recommendations that are in accordance with the college's strategic plan and conform to the requirements of Local Budget Law (ORS 294.326). The budget shall provide for:

- Annual operating expenditures not to exceed projected revenues (Expenditures shall be budgeted according to the college's strategic priorities.)
- Debt service, both current (due in less than 12 months) and long term
- Reserves for maintenance and repairs to its existing facilities
- Reserves for acquisition, maintenance and replacement of capital equipment
- Reserves for strategic capital projects
- Funding levels to fulfill future terms and conditions of employment, including early retirement benefits
- Allocations for special projects related to the strategic directions of the college
- Allocations for contingencies (unforeseen events requiring expenditures of current resources)
- Ending Fund Balances (according to policies set specifically for that purpose)

Lane has a further responsibility to:

- Plan how it will spend any "onetime" unanticipated revenue, allocating it strategically and prudently between:
 - o The restoration of any shortfall to targeted ending fund balances,
 - o Currently unfunded projects in the strategic plan, and/or
 - o Holding some or all of it in reserve during financially volatile periods.
- Permanently stabilize its finances in their entirety (operating budget, reserves, contingencies and ending fund balances) when it perceives a long term change (increase or decrease) to its available future recurring resources

ADOPTED: January 14, 2004

REVIEWED: November 8, 2006

2. Unappropriated Ending Fund Balance, E.020

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

POLICY NUMBER: E.020

POLICY TYPE: BUDGET AND FINANCIAL

POLICY TITLE: UNAPPROPRIATED ENDING FUND BALANCE

The president shall assure budgeting that maintains the estimate of unappropriated ending fund balance at no less than three percent of the general fund operational expenditure budget.

ADOPTED: January 14, 2004

REVIEWED: December 6, 2006

4. Discussion/Action Items

A. Computer Information Technology Presentation

Mark Williams, Academic Technology, and Jim Bailey, Computer Information Technology, presented information on the Computer Information Technology Division. The division offers courses in network operation, computer simulation programming, web programming, computer gaming, and computer literacy. The division awards pathways certificates and partners with Media Arts for a one-year web design certificate. CIT students have many cooperative education opportunities.

Bailey and two students in the computer gaming program demonstrated Second Life, a virtual world which was launched in 2003. Lane received an NSF grant which enables us to explore teaching in Second Life.

B. Board Appointments to Community Organizations

Albright moved to nominate Hall to continue to serve as the Lane Community College representation to the Foundation and Johnston to serve as alternate. Hall seconded.

Motion passed unanimously.

Ackerman moved to nominate McCown to continue to serve as the Lane Community College representative to the Lane Council of Governments, and Albright to serve as alternate. LeClair seconded.

Motion passed unanimously.

LeClair moved to nominate Albright to continue to serve as the Lane Community College representative to the Lane Economic Committee of the Lane Council of Governments. McCown seconded.

Motion passed unanimously.

McCown moved to nominate Ackerman to continue to serve as the Lane Community College representative to the Oregon Community College Association. LeClair seconded.

Motion passed unanimously.

C. Facilities Update: Bond and Deferred Maintenance

Bob Mention, Bond Project Manager, presented an update on bond and deferred maintenance projects. Spilde informed the board that two special meetings will be needed this summer to approve bids to keep the work on schedule.

D. LCCEF Contract Ratification

McCown moved to approve the contract between the LCCEF and the Lane Community College Board of Education. LeClair seconded.

Motion passed unanimously.

E. Election Canvass

McCown moved to accept the official abstracts from the May 19, 2009, Special District Election, Lane Community College Board, and declare Sharon Stiles, Zone 1, Gary LeClair, Zone 3, and Susie Johnston, Zone 4, winners. LeClair seconded.

Motion passed unanimously.

5. Accountability/Reports

A. Benchmarks

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

- Reasons for Attending Lane (New Credit Students)
- Students by Age Group – Fall Terms
- Credit Students: Gender and Enrollment Status – Fall Terms
- Race/Ethnicity of Students – Credit Students

6. Reports

LCCEF President Bob Baldwin welcomed LeClair to the Lane Community College board. He appreciated the board ratifying the LCCEF contract and acknowledged that the health care premium increase was inevitable. Community colleges fared better than was feared in terms of budget from the state. All groups collectively worked hard and successfully changed perceptions about the role of community colleges. Baldwin looked forward to strategic planning this year. The budget process has been a frenzied approach in April, May, and June. The finance council can be a major player in the understanding of how the budget process is being developed.

LCCEA President Jim Salt welcomed LeClair to the board and congratulated Albright and McCown on their new offices. He complimented Johnston for her job chairing the meetings and attending far more events than any chair has ever before. Salt thanked Rowlett and noted that the Oregon Education Association's new representative in governmental relations also did a fantastic job to achieve common goals. He expressed frustration at the disagreement between the college and LCCEA regarding faculty salary adjustments due to savings realized after moving to Oregon Educators Benefit Board insurance. The association believes it is an ongoing and permanent savings and asked the board to consider the savings the college is realizing and live up to equitable treatment between groups. Salt offered assistance as to how faculty evaluated the board.

Vice President Sonya Christian thanked Johnston for her work as board chair over the last year. She congratulated Albright and McCown and welcomed LeClair. She acknowledged Baldwin and thanked him for his comments at the Lane Workforce Partnership meeting. One board member expressed concern that many public entities are contracting out with individuals outside the area. Lane was mentioned. Baldwin took the opportunity to talk about the situation at Lane and connect with her to ensure that bridges were maintained. Managers are starting to gear up for next year. Chief Financial Officer Greg Morgan reported that KLCC news received 22 state and national awards.

Board Reports

Hall thanked Johnston for her leadership and welcomed LeClair. Hall is looking forward to working collaboratively in the coming year.

Johnston thanked everyone for their comments on her year as board chair. It will be good to see Albright and McCown in action. She welcomed LeClair. Johnston attended the graduation event in June and it was a great ceremony.

Ackerman welcomed the new leaders. The college could be in real budget trouble this year, and it will take a lot of work to keep that from happening. He felt that the increased budget allocation for community colleges is due to the good work all over community colleges and particularly Spilde and Rowlett.

LeClair responded to Baldwin's comment about medical insurance, stating that as a physician he can attest to the fact that Lane employees have a good program.

McCown welcomed LeClair and thanked the board for electing him as vice chair. It continues to amaze him the reach that Lane has because of Spilde's leadership. The outcome of the Jordan trip will be good.

Albright thanked members for the opportunity to lead the board through meetings and will do his best this year to guide the college this year as board chair.

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

Tuesday, September 15, 2009, Boardroom, Building 3, Lane Community College

8. The board meeting unanimously adjourned at 8:25 p.m.

Mary Spilde, President/District Clerk

Pat Albright, Board Chair