



General Library Item

Name Minutes 2009-12-02

Content

LANE COMMUNITY COLLEGE BOARD OF EDUCATION MINUTES December 2, 2009

1. Attendance

Board members present: Bob Ackerman, Pat Albright, Susie Johnston, Gary LeClair, Tony McCown and Sharon Stiles. Absent: Roger Hall. Also present were: President Mary Spilde; Vice President Sonya Christian; Chief Financial Officer Greg Morgan; Legal Counsel Meg Kieran; Lane Community College Education Association President Jim Salt; Lane Community College Employees Federation President Bob Baldwin; and ASLCC President James Manning.

A. Chair Albright called the meeting to order at 6:34 p.m.

B. Address by Robert Ackerman

President Spilde asked Ackerman to recite a statement in support of community colleges which he had adapted from the Gettysburg address.

"Two score and five years ago, our legislature brought forth to this state a community college system dedicated to the proposition that students should have access to reasonably priced undergraduate transfer courses and technical and vocational training.

Now, we are engaged in an economic crisis, testing whether that system or any other educational system can long endure. We meet here today on a great battlefield of educational funding to urge you to adequately fund our community colleges so that this state may achieve a prompt economic recovery. It is altogether fitting and proper that we should do this.

The legislature and the governor should know that what we say here, they must never forget the role of the community colleges in providing life-long learning, technical vocational training, academic transfer courses, and economic recovery. It is paramount for us to be dedicated to the unfinished work that is within the capacity of community colleges. We here today resolve that our community colleges shall not have been created in vain, that the legislature and governor shall give community colleges a new birth, so that our community colleges which were created by the people, for the people, and of the people shall not perish from the educational agenda of this great state."

C. President's Report

I'd like to begin my report by recognizing some of our stars from Athletics:

- Rodger Bates, Health, Physical Education and Athletics Division Dean
- John Scholl, track coach
- Cesar Perez, student and track athlete

Cesar recently won the men's 8,000-meter race at the NWAACC championships with a time of 25 minutes, 25 seconds. His win helped the Titans finish third overall. Travis was Southern Region champion in the previous meet. John was named Southern Region Women's Coach of the Year for guiding the women's team to the Southern Region title. He also coached the men's team.

We're really proud of all of you. Thank you for coming tonight.

I'd like to remind the board to attend our first basketball home game on Wednesday, December 9, beginning at 6 p.m. The women's team intends to advance its 71-home game winning streak, a national record.

The College Council Budget Development Sub Committee has begun its work – we have had three meetings to date. Now that we have the audit, staff will begin to develop projections for the FY11 budget. As you saw during the work session with the budget committee, at least for the short term we are in a much better financial position. The challenge will be to develop future budgets that are sustainable over time as we attempt to preserve jobs and keep up with increased enrollments.

As you know, we had two visitors from our accrediting body. My thanks to Pat Albright, Tony McCown and Roger Hall for meeting with them. We have reviewed a confidential draft of the report. We have the opportunity to review it for factual errors. I am happy to say that in my conversation with the chair of the evaluation team at the exit meeting, he applauded Lane for being vibrant and dedicated to our mission and our students through these extraordinarily tight fiscal times. The evaluation team will submit their report and confidential recommendation regarding our accreditation status to the commission for their consideration at the January commission meeting after which we will get official

notification from the commission. I believe I can say that the draft report contained no recommendations and one commendation on finances. This will not be official until the commission acts, but it is very gratifying to read all the positive efforts that the evaluators noted.

I am really proud of the work done by the Accreditation Coordinating Team. They have tried to keep the Accreditation standards visible in our daily work and not just something to consider during the time of developing our reports. I am also very proud of all the faculty and staff for their daily contributions in helping the college meet the standards. Remember this is an institutional accreditation. It's not an evaluation of me, or the board or the Executive Team or the staff. It's about each and every one of us as a whole and how the work that each one of us does meets the standards. Join me in recognizing their work.

For the second year in a row, the Oregon Opportunity Grant (OOG) has run out of funds. The grant is the state's only need-based aid program. Record enrollment and demand forced the Oregon Student Assistance Commission to suspend new awards as of December 15, and reduce awards for all students in the spring. I would like to commend government relations director Brett Rowlett for helping persuade the OOG Steering Committee to revise its recommendations on those reductions, from \$400 to \$120 for full-time students, and from \$200 to \$60 for part-time students. He also challenged a governor's office proposal to suspend all awards immediately, which would have cost Lane students alone \$1 million in financial aid. Lane has the 14th highest percentage increase in federal financial aid applications nationwide among colleges processing more than 10,000 applications. Oregon ranks 5th out of the 50 states. Thanks to Helen Garrett, Bert Logan and their staff for managing our staggering financial aid workload so well. Fourth-week enrollment figures verify our upward trend. Lane is just ahead of other Oregon community colleges with an increase of 17.9 percent in credit FTE, and an overall FTE increase of 16.7 percent. Noncredit FTE is up this time, by 7.9 percent. Our headcount also is just ahead of other colleges, at an increase of 7.7 percent.

The Center for Meeting and Learning won the Lane County Trashbuster Award for food service establishments. The Center was acknowledged for green event practices, waste reduction, reuse and recycling.

Margaret Robertson, who teaches engineering graphics, landscape technology, and mechanical drafting at Lane, signed a contract with Prentice Hall for a textbook titled, "Sustainability: Theory and Practice," due out in April 2011. Prentice Hall approached Margaret after learning about Lane's sustainability leadership from our website.

Once again, the Shining Star event brought together donors and scholarship recipients. We had better than a board quorum, so I want to thank you for attending. I know that, like me, you found it inspiring and touching.

We hosted several community outreach efforts last month:

Our Dental Clinic partnered with local dentists and hygienists to provide free services for veterans in observance of Veterans Day.

Our culinary students, faculty and staff once again helped prepare the Whiteaker Community Thanksgiving Dinner for about 2,000 men, women, and children. Chefs Clive Wanstall and Brian Kelly organized about 30 LCC students and graduates to oversee two days of food preparation. They were helped by another 60 students, staff and community members who cooked and served 1,900 pounds of turkey, and 500 pounds of yams and squash, among other treats. Staff members Bev Farfan and Sue Thompson coordinated drives to collect food, clothing and sleeping bags. They collected 616 sleeping bags, blankets, throws or comforters, 384 stuffed animals, and hundreds of hats, gloves, scarves, coats, umbrellas, day packs, flashlights and other items. Thanks to all our volunteers and especially to our students.

\$100,023 was raised from 293 donors in our employee giving campaign. I'd like to thank campaign chair Cathy Lindsley, committee members Carol McKiel and Patty Parks, Foundation staff Bonnie Phipps and Kathy Thomas, and cooperative education student Jennifer Holst. We're a little above our \$100,000 goal.

Donna Koechig and Jim Garcia helped host a White House Initiative forum on Latino education. The guest speaker was Juan Sepulveda, executive director of the Initiative. We had a good turnout. These conversations are occurring nationwide to help create an executive order to improve Latino education in America. We were the only college in Oregon to be asked to host a conversation.

We hosted a legislative town hall with State Senators Bill Morrisette and Floyd Prozanski, and State Representatives Phil Barnhart, Terry Beyer, Val Hoyle, and Nancy Nathanson. About 50 faculty, staff and students attended. Legislators spent much of their time advocating a yes vote on January's ballot measures. I also reminded them that community colleges have no representation on the Oregon Opportunity Grant commission, and they pledged to change that.

Our Facilities department has submitted a \$634,000 grant request for seismic improvements to buildings 9 and 10. The Oregon Emergency Management department plans to award funds in February on a competitive and geographic basis.

We no longer have any excuse to be late for anything around here. Campus electricians installed 550 new campus clocks last month. The clocks are synchronized with servers and computers and receive a signal from a new master clock on the Center building roof. The master clock automatically adjusts for time changes. Until now, our electricians were troubleshooting and replacing clocks at a rate of at least one a week.

You may have seen our great front-page stories in the Register-Guard on international education and College Now. Lane also was mentioned in a New York Times story on clean energy programs at community colleges. Lane was also featured in Fortune magazine following an interview I did. You also may want to read a recent story in The Washington Post from November 30 titled, "The Best and the Brightest Take a Detour—Recession-Wary Honor Students are Using Community College as Door to Elite Schools."

Brett and I attended the AACC Washington Institute in D.C. While there, I met with Labor Secretary Hilda Solis. We also met with White House staff working on the Economic Council. I also attended the AACC board meeting.

I gave the keynote address at the National Green Workforce Education Conference in Albany, New York, and was quoted in an article posted online by the Interstate Renewable Energy Council. The conference was attended by about 500 people from the U.S. and Europe.

You probably know that the American Graduation Initiative is on hold because of the health care reform debate.

Nonetheless, we will continue working to support the initiative and to compete for funding for Lane.

You're invited to attend tomorrow's reception for printmaking alumni whose works have been selected for our permanent art collection. Thanks to Art and Applied Design instructor Susan Lowdermilk for helping make this happen.

These 18 exceptional prints are now installed in the south entrance corridor of building 19 by the Workforce Center.

The reception is from 5 - 7 p.m.

The annual Native American Student Association Powwow will be held Saturday, December 5, in the gym, with grand entries at 1 p.m. and 7 p.m. That same day you can drop by the Holiday Market in the cafeteria and do a little gift shopping.

Please remember that the college is closed to the public for winter break from December 21 to 28.

I wish everyone a safe and happy holiday.

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

Discussion Items 4C – G were moved to Items 2B – F. Item 4C was added to present a video of President Spilde's OSU Outstanding Alum Award.

D. Statements from Audience

Ross Jensen, an OSPIRG officer, requested an expansion of the OSPIRG office space.

2A. Consent Agenda

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

- The approval of the November 4, 2009 meeting minutes.

Motion passed unanimously.

2B. Downtown Campus Upgrade Phase One RFP – Project Manager

Details of the selection process for the downtown campus project manager were distributed. Thirteen firms submitted proposals to be selected as the project management firm for the Lane Community College downtown campus project. Six of the proposing firms were selected for interviews. Based upon the interviews and a comprehensive assessment of the proposals, the selection committee reached consensus to recommend Gerding Edlen as the Project Management firm for the Lane Community College downtown campus project.

2C. Resolution No. 543, Budget Resolution to Supplement General Fund Appropriation for Fiscal Year 2009-10

LeClair moved to adopt Resolution No. 543 to provide additional budget authority for FY 2009-10 general fund revenue and expenditures. McCown seconded.

Motion passed unanimously.

2D. Resolution No. 544, Financial Aid Budget Authority

McCown moved to adopt Resolution No. 544 to provide sufficient financial aid budget authority for Fiscal Year 2010. LeClair seconded.

Motion passed unanimously.

2E. Resolution No. 545, Budget Resolution to Fund Stabilization Reserve

Stiles moved to adopt Resolution No. 545 to fund the stabilization reserve fund. Johnston seconded.

Motion passed unanimously.

2F. Resolution No. 546, Budget Resolution to Fund PERS Stabilization Reserve

LeClair moved to adopt Resolution No. 546 to add to the PERS reserve. McCown seconded.

Motion passed unanimously.

3. Policy Review

A. Second Reading

1. Interfund Transfers, E.080

Johnston moved, seconded by LeClair, to approve the second reading of board policy E.080, Interfund Transfers.

The board questioned whether it is the board or the administration that approves the transfers. Morgan responded that if the policy is in place, the administration could approve transfers, but they are normally taken to the board.

The text describing Fund IX transfers was examined and determined to be confusing. McCown moved to remove the text in parenthesis and the last paragraph. Johnston seconded.

McCown withdrew his motion.

Ackerman moved to postpone the second reading of the policy to the January meeting. McCown seconded.

Motion passed unanimously.

A second reading will be held at the January 13, 2010, meeting.

POLICY NUMBER: E.080

POLICY TYPE: BUDGET AND FINANCIAL

POLICY TITLE: INTERFUND TRANSFERS

All transfers between funds shall be in conformance with ORS 294.361. The Budget Document shall clearly show for each fund the amounts, origin and destination of each transfer. Accompanying documentation shall list the specific purposes for each transfer.

Transfers from the General Fund to other funds (except Fund IX-Special Revenue Admin Restricted) shall be for the following purposes:

- Debt service on an obligation incurred as a part of normal operations of the college;
- Goods and services provided to General Fund units by units in other funds;
- Construction, maintenance and acquisition of facilities and/or real property used by the college in support of its mission;
- Acquisition of capital equipment for use by the college in support of its mission;
- Matching funds for grants and contracts;
- Operation of certain financial aid functions and matching funds required for financial aid grants;
- Contractual and legal obligations to employees and retirees for compensation and benefits;
- Other needs as deemed appropriate and necessary by the board for fulfilling the obligations of the college.

Since Fund IX contains units that could be considered general operations of the college, the boundary between the General Fund and Fund IX is more "permeable." While units in Fund IX primarily rely on designated revenues, transfers from the General Fund may be used to augment the resources for any or all of these units. The level of funding through General Fund transfers to Fund IX is at the discretion of the board under advice from the Budget Committee and the president.

ADOPTED: January 14, 2004

REVIEWED: April 23, 2007

2. Interfund Loans, E.090

McCown moved, seconded by Ackerman, to approve the second reading of board policy E.090, Interfund Loans.

Motion passed unanimously.

POLICY NUMBER: E.090

POLICY TYPE: BUDGET AND FINANCIAL

POLICY TITLE: INTERFUND LOANS

Loans from one fund to another shall conform to the requirements of ORS 294.460 and be authorized by the Board of Education. Interfund loans may not be from: a Debt Service fund, a Financial Aid fund, employee/retiree benefit funds, or funds legally restricted to specific uses. Repayment of the loan must be budgeted according to an approved schedule and at a stated rate of interest.

The full repayment of interfund loans shall occur no later than:

- five years from the date of the loan, if the funds are to be used to acquire or improve real or personal property, or
- June 30 of the fiscal year following the year in which the loan was authorized, if the funds are to be used for operating purposes.

ADOPTED: June 9, 2004

REVIEWED: May 9, 2007

3. Debt Issuance and Management, E.100

McCown moved, seconded by Johnston, to approve the second reading of board policy E.100, Debt Issuance and Management.

Motion passed unanimously.

POLICY NUMBER: E.100

POLICY TYPE: BUDGET AND FINANCIAL

POLICY TITLE: DEBT ISSUANCE AND MANAGEMENT

The president shall ensure that sufficient funds are available to meet current and future debt service requirements on all indebtedness, while adequately providing for recurring operating requirements. The issuance of debt limits the college's flexibility to respond to future learning priorities; consequently, the college shall issue and manage debt in a manner which maintains a sound fiscal position, protects its creditworthiness and complies with ORS 341.675 and ORS 341.715.

To meet the objectives of this policy the president shall ensure that the college incurs and services all debts in a manner that will:

- Maintain a balanced relationship between debt service requirements and current operating needs.
 - Maintain and enhance the college's ability to obtain access to credit markets, at favorable interest rates, in amounts needed for capital improvements and to provide essential learning services.
 - Prudently incur and manage debt to minimize costs to the taxpayers and ensure that current decisions do not adversely affect future generations.
 - Preserve the college's flexibility in capital financing by maintaining an adequate margin of statutory debt capacity.
- The board shall approve borrowing as described in Board Policy C.040. Long-term debt (due more than a year in the future) shall not be issued to fund normal operating needs.

ADOPTED: June 9, 2004

REVIEWED: May 9, 2007

B. First Reading

1. Financial Reporting, E.110

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

POLICY NUMBER: E.110

POLICY TYPE: BUDGET AND FINANCIAL

POLICY TITLE: FINANCIAL REPORTING

Lane's annual audited financial statements shall conform to generally accepted accounting principles. Applicable professional accounting standards and guidance shall be incorporated into Lane's financial statements.

ADOPTED: March 9, 2005

REVIEWED: June 28, 2007

2. Global Executive Directions, A.010

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

POLICY NUMBER: A.010

POLICY TYPE: EXECUTIVE DIRECTIONS

POLICY TITLE: GLOBAL EXECUTIVE DIRECTIONS

The president shall assure that every activity, decision, or organizational circumstance shall be lawful, prudent, and in accord with commonly accepted business and professional ethics.

ADOPTED: November 9, 1998

REVISED: April 12, 2000

REVIEWED: September 10, 2003

REVIEWED: June 28, 2007

4. Discussion/Action Items

A. ASLCC and Student Clubs

Barb Delansky, Student Life and Leadership Director, Sam Bennington, ASLCC Vice President, and April Kay Williams, ASLCC Multicultural and Events Coordinator, presented an overview of student programs and activities. ASLCC was one of only eight student governments in Oregon who received certification last year. ASLCC activities this year included registering 900 students to vote. Now the goal is to educate voters regarding the January ballot measures. The board asked if student officers receive a stipend. They do, and each student government sets their own budget and determines the amount of pay for each position—no more than a few hundred dollars a month.

Bennington and Williams informed the board of the Native American Powwow to take place on Saturday. There is a Martin Luther King, Jr., celebration set for January 18, 2010.

As a past ASLCC president, McCown acknowledged the significance of Delansky's and others' roles in the success of the student government.

B. Health Informatics AAS Degree

Mary Brau, Curriculum Coordinator, and Larry Scott, Computer Information Technology instructor, were available to respond to questions and comments on the new Health Informatics Associate of Applied Science degree. Health Informatics focuses on the application of computer science and software engineering to medical research and clinical information technology support, and the development of advanced imaging, database, and decision systems. The program provides instruction in computer science, health information systems architecture, medical knowledge structures, medical language and image processing, quantitative medical decision modeling, imaging techniques, electronic medical records, medical research systems, clinical decision support, and informatics aspects of specific research and practice problems.

A unique strength of this statewide degree model is the availability of these courses online, making it possible for all participating colleges to offer the AAS without individually developing all the courses in the program; therefore, no new funding is needed.

McCown moved to approve the curriculum and degree for the Health Informatics Associate of Applied Science degree, to be offered at Lane beginning Fall 2010. Stiles seconded.

Motion passed unanimously.

C. OSU Outstanding Alum Video

Albright acknowledged Spilde, who received an outstanding alum award from OSU last month. An OSU video honoring Spilde was presented. Lane has received national and international recognition under Spilde's leadership.

5. Accountability/Reports

A. Benchmarks

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

- General Fund Revenues and Transfers by Source
- General Fund Expenditures by Category - Lane
- General Fund Operating Expenditures – Lane and All Oregon Community Colleges

B. Auditor's Report

Greg Morgan, Chief Finance Officer, answered questions and responded to comments regarding the audit report.

6. Reports

ASLCC President James Manning thanked the board for their comments during the student presentation.

LCCEF President Bob Baldwin attended Lane's Regional Economic Summit, where Lane was well represented. He was struck by the number of people who are unaware of Lane's small business programs and wondered if that indicates a marketing opportunity. He agreed that some of the funding from the enrollment increase should be used to protect against the inevitable decline, but the federation would also like to see the college's economic position on reimbursing

the students and employees. Labor issues include a concern on how student employment is being used. Two significant issues in strategic planning are safety—the union believes that there is strong support for adding safety as a core value—and marketing. We need to think in strategic terms on how we market the college. Baldwin attended the White House Initiative on Hispanic Education. If we don't effectively address Hispanic issues in higher education, we will be neglecting a need in our community. Classified union elections were held last month; all officers were reelected without any opposition.

LCCEA President Jim Salt reported that the association opposed Resolution No. 545 to place funds in the stabilization reserve fund. The decision should have gone through the governance system but did not. There has been little discussion of where these additional reserves are coming from; a significant amount is coming from staff sacrifices in compensation and benefits. Fall term numbers show an enrollment increase of over 16%. The administration planned for a 15% increase in terms of preparing for more students, but only a 1% increase was included in the budget projections. When the enrollment increase became known this fall, the association requested a statement from administration on the estimated financial impact but have not been provided with that. The association has proposed filling the 40 faculty vacancies, but instead of receiving a response from the administration, funds will be put into the reserve fund. A meeting is scheduled for tomorrow to discuss the faculty chair test pilot program. Salt commended the board on being recognized for passing a resolution supporting the January tax measures.

Vice President Sonya Christian reported that Banner version 8.0 was implemented. Information Technology staff spent part of their Thanksgiving holiday completing the upgrade. Christian thanked those that helped to accomplish the overwhelming task.

Chief Financial Officer Greg Morgan reported that KLCC is in the process of updating their transmitters to HD radio.

Board Reports

McCown encouraged everyone to attend the Native American Powwow this weekend. It is a wonderful event and a great demonstration of the culture on campus. Regarding the stabilization reserve fund resolution, the college was aware of the upcoming ballot measures, and if they fail, the college will be facing a budget reduction. McCown agreed that we should look to find a way to compensate students and employees for the sacrifices they have made this year, but we also need to keep long term sustainability in mind as well. The Paragon award nominations for Phi Theta Kappa are due this January, and it would be a good gesture from the board if we could support Lane's chapter.

Stiles noted that tonight's presentation on the student activities was very good.

Albright attended the Shining Star event and was moved by the stories of our scholarship recipients. He also attended the Oregon School Board Association annual conference.

Johnston commended everyone for their work on the interim accreditation visit and report. She attended the Shining Star scholarship event.

Ackerman attended the town hall meeting and the Shining Star event, which was extremely inspirational. He also attended the Regional Economic Summit. Unfortunately, Lane was not included in the schedule of speakers and was not recognized as a partner of workforce in Lane County. Ackerman attended the Relief Nursery fundraising breakfast.

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

Wednesday, January 13, 6:30 pm, Boardroom, Building 3, Lane Community College

8. The board meeting unanimously adjourned at 7:59 p.m.

Mary Spilde, President/District Clerk

Pat Albright, Board Chair