



General Library Item

Name Minutes 2012-09-19

Content

Lane Community College
Board of Education Minutes
September 19, 2012

1. Attendance

Board members present: Bob Ackerman, Pat Albright, Susie Johnston, Gary LeClair, and Tony McCown, Rosie Pryor, and Sharon Stiles. Also present were: President Mary Spilde; Chief Financial Officer Greg Morgan; Vice President Sonya Christian; Lane Community College Education Association President Jim Salt; Lane Community College Employees Federation President Bob Baldwin; and Associated Students of Lane Community College President Mary Weatherhead.

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

B. President's Report

Welcome to fall term. Summer went by too fast, but the weather is great, and the brisk feel of fall is invigorating. Thanks to everyone for joining us at the opening of Titan Court yesterday. What a great way to start a new year at Lane. It's a new frontier for us that will return many benefits to our students, the college and our community. I'm grateful to all of you who could be there to share the moment, and especially to Sharon for her opening comments. It's very exciting, and I'm sure we'll be learning a lot.

We also opened another facility this summer, a children's dental clinic for the South Lane community at our Cottage Grove campus. This was the work of a local coalition. Thanks to board member Susie Johnston, Executive Dean Helen Garrett, and Cottage Grove and Community Education Director Jenette Kane for representing us at the opening. Congratulations to Josie Skeers of Specialized Support Services for being named Classified Employee of the Month for August. She joined Lane in 1996 in food services and now helps men and women with developmental disabilities with their jobs on campus.

Our Child and Family Center has achieved five-year accreditation from the National Association for the Education of Young Children—the nation's leading organization of early childhood professionals. The distinction makes us the only NAEYC-accredited childcare center in Lane County. Kudos to Sue Norton and Georgia Soto who worked very hard on making this happen.

In late August, Governor John Kitzhaber presented our Small Business Development Center with two national awards from the Small Business Administration. The highly coveted district regional awards for Center Excellence and Innovation were accepted by Shirl Meads, operations manager; Gary Smith, instructor and coach; and Jim Lindly, director. Lane received the awards for outstanding commitment in service delivery and for catalyzing innovative approaches to training and advising for Lane County businesses.

Two more bond projects have won awards:

Building 10 won a First Place People's Choice Award for Public Projects at the Eugene Celebration;

And our track won a Distinguished Outdoor Track Award from the American Sports Builders Association. Our track now is in the running for ASBA's Facility of the Year which will be announced in December.

Dr. Pat O'Connor has quietly been doing an amazing job in our Advanced Technologies Division. Just one example: This summer we offered our first Hybrid Electric Vehicle auto technology class, giving students hands-on experience with the latest technology. Thanks to instructors Kelly Mathers and Egan Riordon for making this possible.

I want to commend Vice President Sonya Christian for helping us land a \$789,000 grant from the Lumina Foundation for the Degree Qualifications Profile. Lane will lead Oregon's 17 community colleges and 7 public universities in the project to define what students should be expected to know, and be able to do, regardless of their majors or fields of study, upon earning an associate degree or bachelor's degree. The DQP in Oregon project supports Oregon's 40-40-20 education attainment goal.

We are happy for the safe return of one of our former ESL students, Rudwan Dawod, a resident of Springfield from Darfur and Sudan. You probably heard that he was detained during a peaceful student-led protest while he was in Sudan recently and was held for weeks under dire conditions. Many people spoke up, and he was freed and returned home.

Each of you has the annual Marketing and Public Relations Project Review at your places, featuring last year's primary marketing activities. I know you prefer not to have paper, but this seemed to be the easiest way to ensure there were no technical difficulties with the type and size of graphic files.

I'm sure you noticed the two flip charts outside the Boardroom that reflect some of the current recruitment materials that Marketing is using in its campaigns. And finally, this year Marketing and Public Relations will be focusing on strategic communications. A couple of immediate results are reflected in the fall issues of the Eugene Chamber's Open for Business (where the new Downtown Campus is proudly featured on the front cover) and the Eugene Magazine where there is a comprehensive article capturing a bit of Lane's history and its ongoing growth and service to the community. The article was written by our recently retired writing instructor Lance Sparks and photographed by our very own Dan Welton.

Tomorrow is our annual fall in-service for faculty and staff. Sharon will give the opening welcome, and I hope we'll see other board members there as well.

A couple of other events to note are the upcoming dedication of our diversity mural that transformed Building 5, thanks to muralist and instructor Tom Madison. He is organizing an event for Thursday, September 27, beginning at 4 p.m.

On Saturday, September 29, you can dispose of your old, unused or unwanted prescription drugs at the Prescription Drug Take Back Day, from 10 a.m. to 2 p.m., outside Building 19. Lane Public Safety collects the items, no questions asked, and turns them over to the DEA for proper incineration. DEA sponsors these events across the nation a couple of times a year.

Last but not least, I will remind you of our biggest event – the start of fall classes on September 24. Enrollment seems to be down a bit, which we anticipated last Spring term.

Nonetheless, main campus parking lots will again be congested as new students find their way around campus and adjust their schedules. Please encourage those you know to take the bus, carpool, try Zimride, our social media rideshare service, and to arrive early and be patient and careful. Things will settle down in a couple of weeks.

That concludes my report.

1) Personnel

The college's current personnel appointments were presented.

C. Board Agenda Review/Changes

No changes were made to the agenda.

D. Statements from Audience

Alen Bahret, LCCEF, introduced the board to the union's executive council:

Vice President: Alen Bahret

Treasurer: Barb Lawder

Grievance Chair: Denise Brinkman

Secretary: Sharon Foster

Political Committee Chair: Rodger Gamblin

Chief Labor Delegate: Marcia Bell

Membership Chair: Jennifer Hayward

Rodger Gamblin, IT Department and LCCEF officer, congratulated Stiles and Pryor on their board chair and vice chair positions. Regarding the subject of civility, Gamblin thanked Albright for his comment that the board's statement was not meant to be disciplinary, and recognized Christian for her work on the achievement compacts.

2A. Consent Agenda

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

- Approval of the July 16, 2012, Minutes
- Downtown Campus Audio/Visual Equipment
- Resolution No. 584 for QECBs

Motion passed unanimously.

3. Policy Review

A. Second Reading

1. Tuition Waiver for Dependents of Veterans, D.140

McCown moved, seconded by Johnson, to approve the second reading of board policy D.140, Tuition Waiver for Dependents of Veterans, with the following revisions.

Motion passed unanimously.

POLICY NUMBER: D.140

POLICY TYPE: MISCELLANEOUS

POLICY TITLE: Tuition Waiver for **Dependents of Veterans** Family of Oregon Fallen Service Members

Lane Community College will provide a tuition waiver to the spouse and children age 23 and under (including adoptive and step-children) of members of all branches of the United States Armed Forces or United States Coast Guard who:

- **Died while on active duty, or**
- **Died as a result of a military service-connected disability, or**
- **Is 100% permanently disabled as a result of a military service-connected disability as certified by the U.S. Department of Veterans' Affairs.**

In addition, the student must be a resident of the Lane Community College district at the time of application for a waiver. The spouse of the fallen service member must initiate the request for a waiver within ten years of the determination of death or 100% disability. The spouse will lose eligibility upon remarriage. Dependent children must initiate this benefit prior to age 23.

Students will receive a first-dollar tuition waiver if they are the survivor of a member of the U.S. Armed Forces or U.S. Coast Guard that died on active duty or died as a result of 100% service-connected disability, and do not receive the Marine Gunnery Sergeant John D. Fry Scholarship. Students who are the spouse or dependent of a member of the U.S. Armed Forces or U.S. Coast Guard that is 100% percent disables or died as result of less than 100% disability shall be granted a waiver in coordination with other student financial assistance (including VA Benefits) for which the recipient may be eligible, utilizing other grant resources before applying this tuition waiver in order to provide a total benefit not to exceed the total estimated cost of attendance.

The tuition waiver is available to students admitted to a certificate or degree program only. This waiver is also limited to 135 college credits or the completion of an Associate degree, whichever comes first. The waiver does not include required fees and may not be applied to community education programs or distance learning programs for recipients residing out of state. Continuation of this tuition waiver benefit is contingent upon the student meeting the applicable satisfactory academic progress requirements.

Lane Community College will provide a tuition waiver to the spouse and children (including adoptive and step-children) of members of all branches of the United States Armed Forces or United States Coast Guard who die, or have become 100% permanently disabled, in connection to their service, and who listed Oregon as their permanent residence at the time of application for a waiver. For purposes of this policy, determination of a permanent, 100% service-connected disability shall be documented by the Department of Veterans Affairs.

The tuition waiver is limited to 135 college credits or the completion of an Associate degree, whichever comes first. The waiver does not include required fees and may not be applied to community education programs or distance learning programs for recipients residing out of state. This waiver shall be granted in coordination with other Student Financial Assistance (including VA Benefits) for which the recipient may be eligible, utilizing other grant resources before applying this tuition waiver in order to provide a total benefit not to exceed the total estimated cost of attendance. Continuation of this tuition waiver benefit is contingent upon the student meeting the applicable satisfactory academic progress requirements.

The spouse or domestic partner of the fallen service member must initiate the request for a waiver within ten years of the determination of death or 100% disability. The spouse will lose eligibility upon remarriage. Dependent children must initiate this benefit prior to age 23.

ADOPTED: May 13, 2009

REVISED: March 9, 2011

REVISED: September 19, 2012

2. Security of Personal Information, D.150

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

Motion passed unanimously.

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: November 13, 2002

REVISED: July 27, 2004

REVISED: July 13, 2005

REVISED: June 11, 2008

REVIEWED: July 8, 2009

REVIEWED: September 19, 2012

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 October.

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:
 - The restoration of any shortfall to targeted ending fund balances,
 - Currently unfunded projects in the strategic plan, and/or
 - 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

REVIEWED: September 15, 2009

REVIEWED: September 19, 2012

2. Unappropriated Ending Fund Balance, E.020

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

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

REVIEWED: September 15, 2009

4. Discussion/Action Items

A. Lane Transit District

Andy Vobora, Director of Service Planning of Lane Transit District (LTD), presented information on LTD's services. Ridership to Lane Community College has increased over the last three years. Vobora explained the history of the EmX system, the bus rapid transit service, as well as the current benefits. The board discussed the possibility of EmX lines coming out to campus at some point in the future. LTD is sensitive to business needs and works together to ensure that businesses are not impacted negatively by the implementation of EmX lines.

Pryor moved that the Lane Community College board take the opportunity to positively affirm its support for the regional transportation plan including the bus rapid transit system that is anticipated by that plan. McCown seconded.

Motion passed unanimously.

B. Specialized Support Services Program Review

Jennifer Steele, Project Manager in College Operations, explained the Program Review process. It is part of Lane's ongoing work in developing strategy, evidence, and outcome driven planning, operating and evaluation systems throughout the college. Program Review components include core purpose and mission, department information, operating environment, key performance indicators, and self evaluation. This month's highlighted program is Specialized Support Services (S3).

Alyse Stone, Director of S3, introduced her team of staff members and some of the students that they serve. S3 is the only program of its kind in Oregon. Students with special needs work on campus and engage in their learning. The program prepares students for working in the community. As much good as it does for the students in the program, it also does for the other students and employees on campus as it helps them learn to be comfortable learning and working with people with different abilities. Currently, the program serves 85 students with developmental disabilities.

C. Strategic Directions

Christian explained that Lane has been working on the strategic directions approved by the board in March 2010. The report included in the board mailing gave an update on each direction and the work that has been associated with it. The college has focused on two of the directions each year while still continuing to work on all six, which has helped faculty and staff design and implement strategic initiatives and review current policies and procedures. Board members complimented Christian on her work and on the report, which was informative and covered a lot of issues on which they had had questions.

D. Achievement Compacts

Spilde updated the board on the achievement compact work. In the July meeting, the board had expressed concern regarding the alternative framework of the taskforce report. It was agreed that the President and board member McCown and Albright would meet with the taskforce over the summer. Two meetings were held, and a copy of the latest proposal was distributed to the board and is being recommended for approval.

Albright moved that the board approve the document to go forward to the Oregon Education Investment Board (OEIB) and other interested agencies. McCown seconded.

The board was concerned with some of the issues embedded in the legislation but agreed that submitting the proposal was the best way to move forward and determine the next steps. They were concerned with the possibility of performance based funding, and the proposal raises those issues. The state needs to understand that they have an obligation to illustrate how they are going to fund achievement compacts and the goal of 40-40-20. This may be the best vehicle to address how education is funded in Oregon.

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:

- Student FTE by Reimbursement Category

6. Reports

ASLCC President Mary Weatherhead reported that ASLCC registered over 1500 students to vote during the summer term, which brings the total to 4,161. Previously, the highest number of students registered to vote was just over 3,000. ASLCC's goal is to register 8,000 students. ASLCC has been working with Helen Garrett on the student success initiative fee to help support progress and completion. Students and officers attended the 65th Annual Student Congress to help choose priority issues, which included student loan forgiveness, the DREAM Act, and legislative shared governance. Weatherhead concluded her year as the community college representative on that board.

LCCEF President Bob Baldwin commented that the achievement compacts are a wonderful pipe dream. The odds are zero that OEIB and the state will take accountability. Instead, we will see performance based funding as a result. The strategic direction work was a bright spot in Baldwin's service as chair of College Council. A standard has been set for what the college can do when we come together and work diligently in a cooperative manner. He attended an annual convention in Detroit, where he heard from Jill and Joe Biden. Baldwin was glad that Lane's sister union has ended their strike. They showed us how to respond when labor relations aren't working out. Regarding labor relations, he has contacted labor consultant Kevin Boyle and has not heard back yet. There have been reports from some members that they feel they have been intimidated with respect to their potential testimony in a lawsuit filed against the college.

LCCEA Jim Salt reported that the sabbatical reports were held during inservice, and he gave his report from the sabbatical he took last year. He thanked the taskforce and board members for arriving at an achievement compacts recommendation they could all support. It gives Lane a voice in that discussion and hope to find a better path together. The Oregon Education Association (OEA) also has published a document which is not dissimilar to Lane's. The key difference is that Lane's focuses only on the financial part. The OEA Council had its annual retreat in August, which the chair of the higher education subcommittee, Michael Dembrow, and the executive director and commissioner of OCCA and CCWD attended.

Vice President Sonya Christian expressed appreciation for the members of the Achievement Compacts taskforce. The faculty are back on campus, so the achievement compact conversation will continue. The ASA leadership team is tackling the enrollment decline and is concerned that it will have a significant impact on the budget. That will be our biggest work this coming year to mitigate it sooner rather than later.

Chief Financial Officer Greg Morgan was pleased that S3 was able to present; it is exciting to see the work that they do. The program review process has been a remarkable template for improvement and ways to better serve students.

Board Reports

McCown enjoyed the program review.

LeClair thanked those that worked on the achievement compacts proposal, stating that he did not wish to impugn the OEIB, but he did not know how to make more out of less unless you can get less from somewhere else.

Pryor expressed appreciation for all of the work on the achievement compacts outcome and for all of the time and effort to get to this place. She encouraged Weatherhead to focus student interest in the regional transportation issue, and this is important to Lane students.

Albright attended the OCCA board meeting, and looked forward to OCCA's 50th anniversary at the conference in November. During one of the recent OCCA legislative calls, a discussion was held regarding the administrative rules that will govern the OEIB and education reform and the direction it takes. Albright recommended that we all try to assess what those rules will be. Outcome based funding may change the way community colleges are funded. If takes a wrong turn, we are fighting with one another, and we have tried so hard over the years to work together in our mission. Albright and Spilde will join two others to present a breakout session at the 43rd ACCT leadership congress. Albright attended the Lane Economic Committee where a discussion was held regarding the impact of land use planning on economic development. Talks are the works about industrial development of the Goshen area, which would have impact on Lane so we will want to be sure we are part of that discussion. The Central Lane Metro Planning Commission is looking for volunteers to discuss transportation and planning issues. Albright participated in the Linn Benton Community College Foundation golf tournament.

Johnston was proud of the work Lane does in S3. The presentation was touching and heartwarming. She attended the Titan Court Grand Opening and the Rites of Passage events this summer for African-American and Pan Asian students. She attended the opening of the No Cost Children's Dental Clinic in Cottage Grove, which was a wonderful event. It is

so difficult to obtain dental care for foster and low income children. She thanked Jenette Kane, the Cottage Grove Center, South Lane School District, and all of the other entities that are responsible for bringing this much needed service to Cottage Grove and the surrounding areas.

Ackerman reported that he was a soft yes on the achievement compact proposal, but agreed with Albright that this is a precursor to performance based funding. The S3 program really changes lives, and Ackerman will watch very closely to make sure they have priority in the budget.

Stiles welcomed everyone back from summer vacation. She looks forward to an exciting year. She attended the Titan Court event, which was fantastic. She congratulated Weatherhead for her work registering voters. The Florence Center completed the eight weeks of summer term. A team tech camp was held and successfully graduated 22 students. The Florence Center looks forward to hosting the October board meeting.

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

Wednesday, October 15, 2012, Lane Community College Florence Center

8. The board meeting unanimously adjourned at 8:45 p.m.

Mary Spilde, President/District Clerk

Sharon Stiles, Board Chair