



General Library Item

Name Minutes 2012-12-05

Content

Lane Community College
Board of Education Minutes
December 5, 2012

1. Attendance

Board members present: Bob Ackerman, Pat Albright, Susie Johnston, Tony McCown, Rosie Pryor, and Sharon Stiles. Also present were: President Mary Spilde; Chief Financial Officer Greg Morgan; Executive Dean Andrea Newton; Lane Community College Education Association President Jim Salt; Lane Community College Employees Federation Vice President Alen Bahret; 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

Thanks to our guest Andrea Henderson of the Oregon Community College Association, and Government and Community Relations Director Brett Rowlett, for taking us through state legislative issues during the work session. Here on campus, we hosted Chief Education Officer Rudy Crew on November 16. After meeting with some of you on the board, he toured campus, including our High School Connections program, and held a forum with faculty and staff to discuss issues ranging from OEIB to achievement compacts. It's safe to say it was a lively discussion. Dr. Crew discussed the possibility of tweaking achievement compacts and developing regional education goals, acknowledging that what may work in Portland and the valley may not be what works for coastal communities. Thank you to all who attended and to Dr. Crew for his visit.

We also hosted State Representative Nancy Nathanson on November 28. She toured our career and technical programs as well as High School Connections. Thanks to Advanced Technologies Division Dean Pat O'Connor and all the staff who helped with the visit.

I would like to congratulate Deb Landforce of Women in Transition, and Melissa Stark of Music, Dance and Theater Arts, for winning Faculty Recognition Awards for fall term. Students submit the nominations. Thanks to Dean Larry Scott for coordinating this awards program.

We have again increased our overall recycling rate at the college by 1 percent over last year. Total waste has gone down by 20 percent, from 586 tons to 471 tons. While this is due in part to the slowing down of bond projects, it's also due to conservation efforts across the college, including the paperless work order system used by Facilities. Kudos to recycling coordinator Mike Sims, to Facilities, and to everyone who recycles.

Downtown Campus activity has kept us busy.

We have transitioned to Campus Advantage as our new housing manager. Their specific expertise should serve us well. They are already marketing for next fall.

Downtown staff are preparing to move and attended an orientation last week on several issues such as how to live in a LEED Platinum building; evacuation and safety; accessibility; IT issues; parking; and other topics. They start moving December 7 and will continue over the next two weeks, possibly longer. They will commemorate the move on Friday, January 4, by forming a human chain and passing a piece of Downtown Center carpet hand-to-hand to place in a time capsule that will be buried at the new site. Kudos to Jenette Kane for coordinating the downtown move.

The academic building opens to students on the first day of winter term, January 7.

Finally, we have set March 15 as the date for our grand opening celebration.

We are holding interviews and open forums with Executive Dean candidates this week. We have seven candidates. As you know, Andrea and Don are staying on through the end of the year to help with the transition and we are grateful to them for that support. Thank you to the search committee for all their work.

Marketing has purchased gymnasium and outdoor signage in every area high school that offers an advertising program, including Sheldon, South Eugene, Cottage Grove, Thurston, Marist, Churchill and Springfield. We're using the message, "Student Success Starts Here!"

Once again, thanks to the Culinary Arts and Hospitality program and other Lane volunteers for putting on the annual Whiteaker Community Thanksgiving Dinner. I'm sure you saw the stories in The Register-Guard and on TV. I don't think the community or media could even have Thanksgiving without our students and staff.

The annual Pow Wow was held last Saturday and was well attended. Thank you to our CML staff, Barbara Delansky and the many volunteers. It was great event.

Finally a reminder that the college will be closed for winter break from December 24 through January 1. Have a safe and happy holiday.

That concludes my report.

1) Personnel

The college's current personnel appointments were presented.

The board meeting was recessed at 6:40 time to open the CM/GC Public Hearing for Building 11.

A. Call to order

B. Statements from Audience

No statements from the audience were offered.

The public hearing was closed at 6:42 p.m.

Chair Stiles reconvened the board meeting at 6:43 p.m.

C. Board Agenda Review/Changes

No changes were made to the agenda

D. Statements from Audience

Justin Blakely, former student, expressed dissatisfaction with Disability Resources.

Rodger Gamblin, IT Technician and LCCEF Officer, thanked Alen Bahret for substituting for President Bob Baldwin. He praised the Health Clinic for their services and asked to expand hours for students.

Christina Howard, Chair of the Assessment Team, shared the new core learning outcomes developed by faculty.

2. Consent Agenda

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

- Approval of the November 14, 2012 minutes
- Integrated Pest Management Plan
- Building 11 Architectural and Engineering Services

3. Policy Review

A. Second Reading

1. Capital Reserve Funds, E.050

McCown moved, seconded by Ackerman, to approve the second reading of board policy E.050, Capital Reserve Funds.

Motion passed unanimously.

POLICY NUMBER: E.050

POLICY TYPE: BUDGET AND FINANCIAL

POLICY TITLE: CAPITAL RESERVE FUNDS

The college shall establish and maintain separate reserve funds (as described in ORS 341.321 and ORS 294.525) in Capital Projects Fund IV for the following purposes:

1. To replace capital equipment that is broken or beyond its useful life as determined by the Capital Assets Replacement Forecast;
2. To maintain and repair college facilities according to the Major Maintenance Schedule;
3. To maintain and upgrade the college's information/telecommunications system according to planning schedules maintained by Information Technology;
4. To build new instructional facilities and/or to purchase property that facilitates planned long-term growth of the college.

Appropriate levels of funding for reserves will be determined using existing college decision-making structures. The president will make recommendations to the Board of Education for approval to establish and fund these reserves. Optimal funding levels will be determined using benchmarks, professional standards and best practices from other colleges and adapting these to Lane's specific situation. It is expected that full funding of these reserves will take place over a number of years and that annual transfers to these reserves will be budgeted from the General Fund and other sources as appropriate.

As required in ORS 294.525, the board shall periodically review the reserve fund "and determine whether the fund will be continued or abolished." While ORS 294 allows review to take place every 10 years, reserve funds established under these policies shall be reviewed (a) annually by the president; and (b) at least every three years or more frequently as determined by the board.

As allowed in ORS 294.525, the board may determine at any time that a reserve fund is no longer necessary or that some or all of the reserves may be transferred to the General Fund.

ADOPTED: January 14, 2004

REVIEWED: February 14, 2007

REVIEWED: October 19, 2009

REVIEWED: December 5, 2012

2. Budgeting of Non-Recurring Resources, E.060

Albright moved, seconded by McCown, to approve the second reading of board policy E.060, Budgeting of Non-Recurring Resources.

Motion passed unanimously.

POLICY NUMBER: E.060

POLICY TYPE: BUDGET AND FINANCIAL

POLICY TITLE: BUDGETING OF NON-RECURRING RESOURCES

Non-recurring resources are resources that are not part of an annual revenue stream. Non-recurring resources include but are not limited to such categories as:

Fund balances (i.e., "carryover") Reserves One-time grants or awards of money Funds withheld from annual budget allocations (e.g., funds held back from annual General Fund transfer to Capital Repair & Improvement) Special allocations from the state (e.g., allocations from the Emergency Board) Other special allocations (e.g., "seed money" for a project)

Non-recurring resources shall not be budgeted for ongoing recurring expenditures.

Non-recurring resources may be allocated for one-time expenditures including but not limited to the following:

- Capital equipment
- Capital construction
- Investment in a new program or service that will move to recurring funding sources after a specified trial period
- Projects related to the strategic directions of the college.

However, the college shall not rely on non-recurring resources for funding ongoing needs such as major maintenance and equipment replacement.

ADOPTED: January 14, 2004

REVIEWED: March 14, 2007

REVIEWED: November 4, 2009

B. First Reading

1. Interfund Loans, E.090

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

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

REVIEWED: December 2, 2009

REVIEWED: December 5, 2012

4. Discussion/Action Items

A. Auditor's Report

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

B. Health Clinic Program Review

Mona Arbuckle, Director of the Health Clinic, presented information and key indicators of the success of the Health Clinic team. Mona explained their program review process and an overview of the department. The clinic is connected to the entire community, and the budget is made up of general fund money and student fees. She introduced two students and a staff member, who gave testimony of the care and information they have received from the clinic.

C. Downtown Center Strategy

President Spilde presented recommendations given by Campbell Commercial Real Estate for the board's information regarding the sale of the old Downtown Center. Greg Morgan and Brett Rowlett are coordinating these efforts and stated that the recommendations are more optimistic than expected.

There still remains a possibility of the building becoming a business incubator with the University of Oregon and options regarding that effort will be explored. If this project is pursued, Lane will need to be an equal partner with the UO.

Board members agreed that they are not ready to put the building on the market. The building should be use accordingly with the mission of the school, and as stewards they need more research and investigation.

D. Bond Recommendation, Building 11

Todd Smith presented the bond recommendations in support of the CM/GC method for the Building 11 remodel. He explained that this has process has been used successfully in the past on other projects, and there has been a lot of positive participation from local subcontractors.

Pryor moved that the board approve the use of the CM/GC method for the Building 11 Remodel. Ackerman 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:

- Lane Community College –A Student Profile: New Degree-Seeking Students Enrolled in Credit Classes

B. Facilities Update

An update on the status of bond and facility projects was presented.

6. Reports

ASLCC President Mary Weatherhead reported that 24 students were able to attend the Oregon Conference for Students of Color. ASLCC has passed a resolution in support of in state tuition for undocumented students. It will affect many students of underrepresented population that have a hard time transferring to colleges. They are very excited and proud to have passed this resolution that has been in the process for ten years. ASLCC is preparing for the coming legislative sessions to advocate for more funding and tuition equity. She is on the search committee for the executive dean positions and asked that consideration be taken when scheduling meetings that finals week is a challenge for students. She forwarded a complaint regarding the spaces assigned to students, stating that there is not enough space for student clubs and asked that the Bond Leadership Team take that in consideration when making decisions regarding space and renovations. Weatherhead expressed her gratitude for the Health Clinic.

LCCEF Alen Bahret reported on the governance system, stating a couple of students have joined the Facilities Council. As chair of the Bond Leadership Team, he encouraged the students to send a couple of representatives as the input of students is appreciated. Bahret stated that there are some problems regarding evaluations, and he will be meeting with one of the HR managers. The idea is to change the style and tone of the evaluations by managers, using it in a constructive manner, so the employee knows how to improve and not feel like they have been beaten up. The bargaining reopener is coming up in February; there will be a couple of topics. One is the hiring process and how to best engage classified staff. One of the issues is that classified staff have been told that if they don't have enough credentials they cannot chair committees. The other topic has to do with technical training for some of our aging staff. The day after Dr. Rudy Crew visited Lane, LCCEF had the opportunity to meet with him at the union level.

LCCEA President Jim Salt reported that another academic term is ending and students and faculty have been busy. He commented on the Governor's recommendations about the budget. It is obviously moving in the right direction, but not as far as it should be, and we can make it happen if we pull together. PERS savings is going to be a challenge. A good recommendation is the support of the tuition equity; this is the time to get it passed. Regarding the discussion on the ending fund balance, it seems that we can't win. He did not hear any discussion on why it went from negative in 2007 to positive in 2011. The key factor is that COLAs were not paid, classified staff were laid off, and contracted faculty positions were not filled. Now that we have a better financial situation, it is time to address that. Regarding the executive dean search, faculty share the same concern that Mary Weatherhead expressed earlier. Finals week is too challenging a time to conduct nine interviews. The ASLCC president, LCCEA president and LCCEF president filed a complaint with the college regarding processes about decision making.

Interim Executive Dean Andrea Newton reported that there are a good group of candidates for the executive dean search, and it is moving along. She distributed the highlights of Academic and Student Affairs.

Chief Financial Officer Greg Morgan thanked the board for hearing the program review of the Health Clinic. All the operations departments will be presenting their program reviews to ensure that we are using the resources effectively.

Board Reports

McCown attended the NASA Pow Wow last Saturday; it is probably one of the best events that the college puts on. It speaks to what the college is about, and the communities that it serves. He encouraged everyone to attend next year on December 7, 2013.

Johnston congratulated the budget office for the great audit. She attended the visit by Dr. Rudy Crew and appreciated the opportunity to meet him. She appreciated the Health Clinic presentation to the board.

Albright acknowledged the good work of the health clinic and felt that having it on site may reduce absenteeism. He mentioned that Spilde spoke at the Lane Economic Committee meeting and was well received.

Ackerman attended the Shining Star scholarship recognition, and it was an impressive event. Ackerman attended Dr. Rudy Crew's visit to Lane, where Ackerman tried to challenge him on issues of authority but was not satisfied with the answers.

Pryor also attended Dr. Crew's visit and was glad to have participated. She attended the Shining Star event and was inspired. She noted that, after working in a hospital for seven years, she's sure that programs like our health clinic are the best way to control costs for health insurance. Pryor attended the Lane Jazz Ensemble Concert on November 30 and is now a devoted fan of Vicky Brabham, who put on a great performance.

Stiles reported that Mary Jeanne Kuhar thanked the board for the renovations of the reception area. It looks beautiful, and she gave special thanks to Facilities Project Coordinator Mark Richardson. Florence students participated in the lighting boats in Newport. Stiles invited board members to the Holly Jolly Follies in Florence on December 14, 15, & 16.

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

Wednesday, January 9, 2012, Boardroom, Building 3, Lane Community College

8. The board meeting unanimously adjourned at 8:58 p.m.

Mary Spilde, President/District Clerk

Sharon Stiles, Board Chair

