



General Library Item

Name Minutes 2013-05-08

Content

Lane Community College
Board of Education Minutes
May 8, 2013

1. Attendance

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

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

B. President's Report

First I would like to introduce Maurice Hamington, Lane's new Executive Dean of Academic Affairs – Transfer. Hamington had previously worked at Lane teaching philosophy and religion, and it is great to have him back. I want to congratulate our student chapter of the National Student Nursing Association for winning the Global Initiatives in Nursing Award at NSNA's recent annual conference. Kudos to Lane student Jesse Kennedy, past president of our student chapter, for his election as new NSNA president, and to Mary Gross, who will be our chapter president. I would like to invite Jesse, Mary, and Program Coordinator Tricia Tully to come to the podium for a photo, and I believe Trish has a certificate to officially present to the college.

[Tricia Tully, Nursing Program Coordinator, presented the certificate and talked about activities of the past year, including a very successful nursing project in Thailand.]

Two weeks ago I attended the All-Oregon Academic Team scholars event in Salem sponsored by the Oregon Community College Association where we celebrated the state's best community college students, including Kaitlyn Worman and Tracy Weimer from Lane.

Kaitlyn is a science major, a member of Phi Theta Kappa, enrolled in our Honors Program, edited our literary arts magazine Denali, and placed as a semifinalist in the Norman Mailer National Award for Community College Fiction Writing. She plans to pursue a medical career. Her sister Megan is a former All-Oregon Academic Team member and she graduated from Stanford Law School last year.

Tracy majored in business and was the treasurer for student government. She also is a leader in PTK. She was named a New Century Scholar, representing all of Oregon. Tracy is a first-generation student from rural Oregon and will graduate with an AAS-Accounting and an ASOT-Business. She will transfer to the UO and pursue a career in post-secondary education administration.

Thanks to Ce Rosenow and Katie Morrison Graham for traveling to Salem to support our students, and congratulations to Kaitlyn and Tracy.

I'd like to congratulate our Sigma Zeta Chapter of Phi Theta Kappa. At their recent annual national convention, Kaitlyn was elected International Vice President for Division IV, and Tracy was acknowledged for her Guistwhite scholarship. In addition, faculty member Velda Arnaud received the first Marshall Award recognizing outstanding advisors.

A tip of the chef's hat to Clive Wanstall and his culinary students. They received the 2013 Volunteer of the Year Team Award from United Way of Lane County. Their talent and selflessness continue to earn the admiration of the community.

Kudos to Diesel Technology students Cory Sceva and James Holland, who received "Mike Rowe Works" Foundation Tools Scholarships from the Associated Equipment Distributors Foundation. Both received a \$1,000 tool scholarship. Congratulations King Estate Winery as our 2013 Outstanding Cooperative Education Employer of the Year. King Estate has provided internships for 24 students in the last five years and hired our graduates, including one who now is their Executive Sous-Chef. The winery also has donated 20 cases of wine every year to the Harvest Dinner.

We had spring inservice last Friday, and I want thank Roxanne Watson and everyone on the planning committee for an informative and energizing professional development experience, and especially Brad Hinson for a great keynote presentation.

Congratulations to Andrea Newton, who was awarded the Lifetime Achievement Award from the Oregon Association for Career and Technical Education. Andrea truly deserves this honor with her many years at Lane, preceded by 26 years in K12 administration.

I would like to recognize Alen Bahret for his work in developing our 25Live scheduling software to control field lighting. As a result of Alen's work, Lane will receive a Campus Technology Innovator Award from Campus Technology Magazine. We're one of 9 winners from 235 nominees.

We were all sorry to learn of the passing of David Shellabarger. David taught math at Lane for many years. He was an innovative math instructor on the cutting edge of reform. We will miss him.

Lane is one of only 29 institutions nationally and the only community college to receive a National Endowment for the Humanities Digital Humanities Start-Up grant for 2013-14. The project, titled "Bringing Digital Humanities to the Community College and Vice Versa," addresses the lag in community college involvement in the emerging field of digital humanities, which encompasses digital archives and new digital methods of humanities research and study. Anne McGrail is the project's director. Congratulations to Anne and to our grants team.

There are several campus events before the June meeting. Here are just a few:

- Lane Day at the Capitol, May 15
- Employee Recognition Gala, May 15
- Lane Family Day, May 18
- Newton-McNair retirement reception, May 29
- Gift of Literacy, May 30
- Ken Murdoff retirement reception, June 6
- Classical Cuisine dinner, June 6

We enjoyed several events last month including:

- Job Fair on April 17 which led to record attendance. In fact, some employers ran out of job applications.
- Lane Preview on April 18, which drew hundreds of high school students and their families to campus.
- Peace Conference on April 19 which highlighted issues of gender violence.
- Advisory Committee Gala on April 30 where we celebrated our 43 program committees and their 700 community volunteers, and announced King Estate as Employer of the Year.

We continue to be aggressive in seeking solutions for Building 4 and will welcome NIOSH for a site visit here on May 14 and 15. NIOSH is the National Institute of Occupational Safety & Health. We're looking forward to adding their expertise to our problem-solving efforts.

I'd like to conclude my report with a special thanks to outgoing student body president Mary Weatherhead. Mary did an outstanding job of organizing students to register more than 6,000 student voters this fall. She also was the first community college woman to be elected as chair of the Oregon Student Association Board of Directors. Most recently, she emceed a rally for higher education at the state capitol and spoke to more than 600 attendees about the importance of funding for community colleges and higher education. She has represented the students of Lane well, both on campus and off. Congratulations, Mary, and good luck in your future endeavors.

I also want to welcome incoming president Paul Zito. I am looking forward to working with you throughout the coming year.

2) Personnel

The college's current personnel appointments were presented.

C. Board Agenda Review

No changes were made to the board agenda.

D. Statements from the Audience

Rodger Gamblin, IT Technician and LCCEF Officer, acknowledged that last year he had convinced President Spilde to engage in a facilitation process with the union and the college to develop the relationship. That has stopped due to LCCEF's withdrawal from the process. Gamblin acknowledged that he had stated it would determine where the problems are by who withdrew from the process, and he still stands by that. Next, Gamblin addressed Baldwin's comments at the last board meeting, where Baldwin made remarks about the college contemplating layoffs. Gamblin stated that it was a deductive inference that if the board was asking for a zero tuition increase scenario at the 428 million level of state funding, there is a deductive inference that it would cause layoffs. That is how Baldwin presented it to the members—through that logical inference. Finally, Gamblin stated that he felt it would be a mistake for the board to put restrictions on bargaining, such as health insurance.

Todd Smith, Center for Student Success Project Manager, introduced the architectural team that the board approved last month, Pivot Architecture.

Mary Weatherhead, ASLCC President, urged the board to vote in favor of the student activity fees results from the student body election.

2. Consent agenda

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

- Approval of the April 10, 2013, minutes

Motion passed unanimously.

3. Discussion/Action Items

A. Spotlight on Student Success: International Programs

Craig Taylor, Director of Institutional Research, Assessment, and Planning, presented mission fulfillment indicators that examined progress and degree completion. Working with Achieving the Dream has helped Lane create a system of data on students who come into the college with the intent to earn a degree or to transfer directly. The data compared international and resident students showing how many return for second year and their completion rates.

Jennifer Falzerano, International Program Director, introduced several people from her department:

- Christine Marshall, Administrative and Systems Coordinator
- Jane Marshall, Admissions and SEVIS Coordinator
- Colby Sheldon, Admissions and SEVIS Advisor
- Dao Tran, Academic and Retention Advisor
- Jennifer Hare, Academic and Retention Advisor
- Alicia Madani, Admissions Support Specialist
- Shi Nae DeCoster, Administrative Support Specialist
- Beth Schenderlein, Student Services Specialist
- Irene Inesa, International Student and Student Worker from Indonesia

The International Program is a comprehensive program supporting the college's internationalization goals through international student services, affordable study abroad and global learning opportunities. The program provides services from recruitment to graduation and beyond including enrollment services, academic advising, student engagement, and connecting with alumni.

The program serves a diverse population of 320 students from 30 countries. Staff and faculty members orient the students to life in the United States, assist with moving into Titan Court and offer cultural adjustment activities. The population has grown 64% in unduplicated headcount from Fall 2010 to Spring 2013. The current growth rate places Lane on track to meet the goal of 1,000 students by 2020. Lane has active recruiting partnerships with China, Colombia, Hong Kong, Indonesia, Japan, Korea, Macau, Saudi Arabia, Thailand, Vietnam, United Arab Emirates, and Yemen. Students are offered opportunities to study abroad.

B. ASLCC Elections

McCown moved to approve the 2012 ASLCC election results. Pryor seconded.

Weatherhead explained that participation was low, in part due to the fact that candidates were running unopposed and there was less campaigning.

Motion passed unanimously.

C. CMGC Guaranteed Maximum Price for Building 11

Todd Smith, Bond Manager, asked the board to approve the Guaranteed Maximum Price (GMP) on the Building 11 remodel and seismic upgrade. Chambers Construction, the Construction Manager General Contractor (CM/GC), has completed the 40% construction document estimate for the Building 11 Remodel and seismic upgrade.

The 40% construction documents estimate is under the target Guaranteed Maximum Price (GMP) amount and includes a 10% contingency. This will establish the GMP at \$2,204,411.

LeClair moved to approve the GMP from Chambers Construction for the Building 11 Remodel and seismic upgrade in the amount of \$2,204,411. Albright seconded.

Motion passed unanimously.

D. CMGC Center for Student Success

Todd Smith, Bond Manager, provided information on the selection process for the CM/GC contractor for the CENTER for Student Success. Two firms submitted proposals, Lease Crutcher Lewis (LCL) and Chambers Construction. The selection committee felt that LCL had more experience and expertise for this particular project and that LCL would save money in the end by exploring existing conditions further and minimizing some of the risk of doing renovation. Both firms have local presence; LCL indicated that they had been working in the Eugene areas for ten years and have 60 employees living in Eugene and the surrounding areas. The selection committee came to a unanimous decision and recommended that a contract be awarded to Lease Crutcher Lewis, LLC, of Portland, Oregon.

LeClair moved that Lease Crutcher Lewis, LLC, of Portland, Oregon, be awarded a contract for CM/GC Services for the Center Building Project, with pre-construction services in the amount of \$58,400 and a CM/GC fee of \$677,200, resulting in a total fee of \$735,600. Johnston seconded.

Board members raised the concern that LCL's definition of local is not necessarily the same as the board's, which is based more on local taxes and philanthropic gifts. It is appropriate to be mindful of local businesses and how companies like Chambers gets experience for these types of projects.

Motion passed unanimously.

E. Tribute to Former Student Body President Omar Barbarossa

Ackerman recognized the passing of former ASLCC President Omar Barbarossa. Barbarossa was president in 1970 during a year that Ackerman was board chair, and he was involved in the selection of the college's third president, Eldon Schafer. Barbarossa was a charismatic, inspiring leader. He died after a long illness on September 16, 2007. His obituary noted that he was "highly ambitious" and "well educated" and was known in New Mexico and nationally for his expertise in organizing and managing major political campaigns. His success started at Lane.

F. Resolution No. 588, Declaring an Emergency and Exemption from the Competitive Bidding Requirements for Temporary Dental Clinic Remodel

Spilde explained that, due to environmental quality issues in Building 4 and the relocation of the dental clinic, in order for the clinic to be ready for instruction and operation by September 2013, work for equipment installation and modifications needs to begin immediately, thus causing an emergency situation and the need for exemption from the competitive bidding requirements.

McCown moved that the board approve an emergency board resolution to waive the competitive bidding procedure and approve an emergency procurement process for the remodel of leased space to relocate the college's dental clinic by Fall term 2013. Albright seconded.

Motion passed unanimously.

4. Policy Review

A. Second Reading

1. Treatment of Learners

McCown moved, seconded by Pryor, to approve the second reading of board policy A.020, Treatment of Learners.

Motion passed unanimously.

Policy Number: A.020

Policy Type: EXECUTIVE DIRECTIONS

Policy Title: TREATMENT OF LEARNERS

With respect to interactions with learners, the president shall assure that procedures and decisions are safe, respectful and confidential.

Accordingly, the president shall assure that:

- The institution represents itself accurately and consistently to prospective students through its catalogs, publications and official statements.
- Admissions information forms avoid eliciting information for which there is no clear necessity.
- Methods of collecting, reviewing, transmitting, or storing information about learners will be protected against improper access in compliance with federal and state regulations.
- Facilities provide a reasonable level of privacy, both visual and aural.
- The college environment is welcoming and accepting to all learners.
- Learners have a clear understanding of what may be expected from the services offered.
- Learners are informed of their rights and responsibilities and are provided a process to address grievances.
- There is adequate provision for the safety and security of learners.

ADOPTED: November 9, 1998

REVISED: April 12, 2000

REVISED: May 12, 2004

REVIEWED: July 11, 2007

REVIEWED: February 3, 2010

2. Financial Planning and Budgeting

McCown moved, seconded by Pryor, to approve the second reading of board policy A.040, Financial Planning and Budgeting.

Motion passed unanimously.

Policy Number: A.040

Policy Type: EXECUTIVE DIRECTIONS

Policy Title: FINANCIAL PLANNING AND BUDGETING

Financial planning for any fiscal year or the remaining part of any fiscal year shall reflect the board's end priorities, avoid fiscal jeopardy, and shall be derived from a multi-year plan.

Accordingly, the president shall assure budgeting that:

- Complies with Oregon Local Budget Law.
- Contains sufficient information to enable credible projections of resources and expenditures as presented in the Budget Document in accordance with Oregon Local Budget Law.
- Discloses planning assumptions.
- Limits expenditures in any fiscal year to conservatively projected resources for that period.
- Maintains current assets at any time to at least twice current liabilities.
- Complies with budget and financial policies contained in Section E.

ADOPTED: November 9, 1998

REVISED: April 12, 2000

REVISED: January 14, 2004

REVIEWED: October 10, 2007

REVIEWED: March 17, 2010

B. First Reading

1. Financial Condition and Activities, A.050

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

Policy Number: A.050

Policy Type: EXECUTIVE DIRECTIONS

Policy Title: FINANCIAL CONDITION AND ACTIVITIES

With respect to the actual, on-going financial condition and activities, the president shall avoid fiscal jeopardy and assure that actual expenditures reflect board priorities as established in ends policies.

Accordingly, the president shall:

- Not expend more funds than have been received in the fiscal year to date, except as approved by the board.
- Not use any long-term reserves that are not budgeted and appropriated for expenditure.
- Settle payroll and debts in a timely manner.
- Assure that tax payments or other government-ordered payments or filings be on time and accurately filed.
- Make no single purchase or commitment of greater than \$100,000 for goods and services contracts, or \$150,000 for public improvements contracts, without board approval, except in extreme emergencies.
- Acquire, encumber, or dispose of real property only with board approval, except in extreme emergencies.

- Pursue receivables aggressively after a reasonable grace period.
- Comply with budget and financial policies contained in Section E.
- Not contract with the College's independent auditors for nonaudit services without prior approval of the Board.
- Provide the following annual certifications, by the president and by the vice president for college operations, to the Board upon receipt of the audited financial statements:
 - He/she has reviewed the annual audit report;
 - Based on his/her knowledge, the report does not contain any untrue statement of a material fact or omission of a material fact that makes the financial statements misleading;
 - Based on his/her knowledge, the financial statements present in all material respects the financial condition and results of operations.
- Establish and maintain an adequate internal control structure and procedures for financial operations and reporting.

ADOPTED: November 9, 1998

REVISED: May 12, 1999

REVISED: April 12, 2000

REVISED: January 14, 2004

REVISED: March 9, 2005

REVISED: July 19, 2006

REVIEWED: March 17, 2010

2. Asset Protection, A.070

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

Policy Number: A.070

Policy Type: EXECUTIVE DIRECTIONS

Policy Title: ASSET PROTECTION

The president shall assure that assets are protected, adequately maintained, and not placed at risk.

Accordingly, the president shall:

- Insure against theft and casualty losses and against liability losses to board members, staff, and the organization itself in an amount similar to the average for comparable organizations.
- Prevent uninsured personnel from access to material amounts of funds.
- Assure that plant and equipment are not subjected to improper wear and tear or insufficient maintenance.
- Assure that the organization, its board, or staff, are not unnecessarily exposed to claims of liability.
- Assure that every purchase:
 - includes normally prudent protection against conflict of interest;
 - and of over \$100,000 for goods and services contracts, or \$150,000 for public improvements contracts includes a stringent method of assuring the balance of long-term quality and cost.
- Protect intellectual property, information, and files from loss or significant damage.
- Receive, process, or disburse funds under sufficient controls to meet the board-appointed auditor's standards.
- Invest or hold operating capital in excess of daily requirements in accordance with ORS 294.035.
- Not endanger the organization's public image or credibility, particularly in ways that would hinder the accomplishment of its mission. Not name a building, substantial parts of buildings, or significant landscape features of Lane Community College without prior approval of the board; and, when a building has substantial support from a donor, without prior involvement of the Foundation.

ADOPTED: November 9, 1998

REVISED: April 12, 2000

REVISED: December 13, 2000

REVISED: September 10, 2003

REVISED: January 14, 2004

REVISED: July 19, 2006

REVIEWED: May 12, 2010

5. Accountability/Reports

A. Facilities Update

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

B. Financial Condition and Activities: Quarterly Report, A.050

The Financial Condition and Activities quarterly report was presented to the board.

6. Reports

ASLCC President Mary Weatherhead reported that the student body had a successful election. The ballot included the election of officers and constitutional changes. Weatherhead introduced incoming ASLCC President Paul Zito. A leader throughout campus and at the state level, Zito takes office June 1. Six hundred students marched on the Capitol steps and met with over 80 legislators and staffers. Fifteen students attended the Oregon Equal Rights Symposium, which will become an annual conference. Weatherhead stated that it has been a pleasure serving students this year. Over 6,500 students were registered to vote this year and educated on the topics as well. Over the year, a large number of students attended conferences, two new policies were proposed, ASLCC was restructured, students engaged in conversations around student debt, and community colleges issues were kept on the forefront of minds in Salem.

LCCEF President Bob Baldwin reminded board members that state purchasing laws prohibit the college from favoring local companies and philanthropic practices. He maintained that a budget built with \$428 million state funding would have to include layoffs, and that President Spilde has stated that would be the case. None of the classified staff are regarded as frivolous. The college's bargaining offer is still considered an insult and bargaining will not continue until that offer is taken off the table.

LCCEA President Jim Salt reported that he appreciated the plan for dealing with the Building 4 health issues to establish better and safer working conditions. At the state level, the Oregon Education Association Community College Council recently met where a good discussion was held on what is happening in Salem. The council is bringing more attention to community college needs. Salt appreciated that at least four of Lane's board members have indicated their lack of support for the performance based funding proposal and have heard the concerns raised. Salt expressed disappointment that there had not been a board resolution passed opposing the funding proposal and he hoped to see one in the future. Salt reported that he had had a healthy discussion with CCWD Commissioner Cam Preus, and she responded that she heard the concerns discussed in Lane's board meeting last month and that she would share their opposition to the committee. We can support student success without supporting performance based funding. Salt was reelected as president of the OEA Community College Council, which gives Lane faculty an opportunity to have input into statewide issues.

Executive Dean Don McNair reported that Lane's Child Care Center collaborated with the Center for Meeting and Learning staff to display art in the David Joyce Gallery. US Congressman Peter DeFazio sent a letter on April 19 thanking Lane for sponsoring the Senior Companion Program for almost 40 years. Students have a new tool, the Progress Report, allowing self-service in MyLane to monitor their progress toward a Lane degree or certificate. Biology faculty member Stacy Kiser became President Elect of the National Association of Biology Teachers on January 1, 2013. TRiO Program Director Mary Parthemer was selected as a recipient of the 2013 On Course Ambassadors of the Year award in recognition of her work to bring On Course to students and colleagues at Lane.

Board Reports

McCown commented that it has been rewarding to see Weatherhead develop as a leader. He congratulated and welcomed Zito. McCown has lobbied with many students over the last ten years; he has worked with Zito and found him to be prepared and able. He encouraged members to attend Lane Family Day on May 18. He recognized the Printing and Graphics department for their work on print jobs from outside the college and will be sure to bring work to them when he is working with organizations in the community.

Johnston acknowledged that Mary Weatherhead has several accomplishments that she can be proud of and wished her luck in the future. She praised the international presentation. Lane is positioning itself nicely to increase the worldwide joy of Lane Community College. She congratulated the Nursing program on the award and the success of the Thailand trip. Johnston appreciated other board members' comments on our president and what she does for this college. It is an honor to work with somebody like Spilde.

Albright expressed his appreciation of Weatherhead and her abilities that she has brought to the table. He has found her to be one of the most organized, articulate, and active presidents. Albright noted that he was at one of the high schools recently wearing his Rites of Passage sweatshirt, and one of the students approached him very excited because he had just signed up for the program. Albright commented on the recent edition of the Torch featuring an article on President Spilde's contract being used as leverage for bargaining, and it made him wonder if we should be looking at the University of Oregon president's salary in relationship to the football coach's salary. We need to be making fair comparisons and be accurate in our reporting, and Albright gets concerned when individuals are targeted. It may not be a prudent approach in labor negotiations.

LeClair appreciated the emphasis on international students. So many of us have lost our cultural identities and diversity. International students can tell us a tremendous amount. LeClair shared Albright's concerns with the article in the Torch; it is horrendously inelegant, and it is damaging for all of us. Regarding bargaining, LeClair stated that it is unrealistic to expect the college to continue to fund health insurance at the rate we have had in the past. Some of us are losing the bigger picture, and it is hard to get back to feeling that we are working as a team.

Stiles had asked legal counsel to draft a response for the inaccuracies in a faculty email that went out to the LCCEF members and inaccuracies in the Torch so that the board can take a look at their legal responsibilities. Once inaccuracies have been published, they are very hard to get past. The board will respond to make sure everything is clarified. She attended the advisory board gala; the CML staff outdid themselves again. She congratulated the Nursing program. She said goodbye to Weatherhead and thanked her for her hard work. The Florence Center is partnering with Siuslaw to offer cooking classes.

Ackerman attended a meeting with a Torch reporter, and in preparation, he was devising a way to describe President Spilde with objective criteria. President Spilde has brought in millions of dollars on capital campaigns and bonds. There were others that were involved, but without Spilde it would not have been accomplished. Her lobbying efforts, contacts with the Foundation, and so on, have not been matched in the past. It makes a better learning environment for all of the students. Her legacy at Lane will be long lasting.

Pryor thanked Baldwin for reminding the board of the purchasing laws. As a member of Lane's Foundation board, Pryor has the opportunity to move about in the community and persuade people in the community to give to the college. We had a successful first capital campaign, and that is testimony to how valued this institution is in this community, but it also is evidence of the hard work that our president puts in, especially after the feasibility study

which showed we did not have a profile in the community. Spilde raised our profile and is a highly respected community college president. She was named the nation's best only a year ago. Pryor supported the president's contract, every component of it. Spilde is earning every penny.

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

Wednesday, June 12, 6:30 pm, Building 3, Room 216, Lane Community College Main Campus.

8. The board meeting unanimously adjourned 8:02 p.m.

Mary Spilde, President/District Clerk Sharon Stiles, Chair

Prepared by: Donna Zmolek, Assistant to the Board