



General Library Item

Name Minutes 2013-09-17

Content

Lane Community College
Board of Education Minutes
September 17, 2013

1. Attendance

Board members present: Bob Ackerman, Pat Albright, Matt Keating, Rosie Pryor, and Sharon Stiles. Members absent: Tony McCown, Gary LeClair. Also present were: President Mary Spilde; Vice President Brian Kelly; Executive Dean Maurice Hamington; Lane Community College Education Association President Jim Salt, Lane Community College Employees Federation Grievance Chair Denise Brinkman, and Associated Students of Lane Community College Vice President Anayeli Jimenez.

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

B. President's Report

Good evening. I hope everyone's had some time off. This summer, I had the opportunity to see my son get married in my own backyard, and I visited my mother in Scotland.

Congratulations to Dave Willis, Health Pierce and our custodial team for logging 277 workdays without a time-loss accident. This is a remarkable record.

Nine of our Public Safety officers have completed EMT training here at Lane. Five are licensed and certified, and the rest soon will be. This increases the level of care while waiting for campus Health Clinic staff or local firefighters to arrive on scene, especially after hours and weekends. Funding for the training was provided by a Hope Grant facilitated by EMT instructor Cory Miner. Kudos to Public Safety Chief Jace Smith for his leadership.

I think we're nearly done with the 30th Avenue road construction. Thanks to Brian Kelly, Dave Willis, Dennis Carr, Jace Smith, Russ Pierson, and Joan Aschim for quickly developing a communications channel with Lane County so that we could give timely heads-up to our students and staff about traffic issues.

Thanks to Bill Schuetz, Thad Cowdin and all IT staff in who took one of our closed Fridays this summer to upgrade our data systems. It was a massive project. Congratulations also to Alen Bahret. Thanks to his work, our track and field now have laptop wireless service, which won a special recognition from Campus Technology magazine.

I am sorry to note the passing of Nancy Rogers in late August. She worked in Student Financial Services from 1977 to 2010. LCCEF is planning to plant a tree in her honor.

Lane has won an Apex Award of Excellence in the category of Education and Training Campaigns, Programs and Plans for the Lane Preview Night campaign. The Apex Awards are an annual global competition for business, nonprofit, and agency communicators. This is the 25th year of these awards. Judges evaluated 2,400 entries. Kudos to Tracy Simms for her leadership of our award-winning work.

The Downtown Campus won first place in the Mayor's Choice category, chosen by Eugene Mayor Kitty Piercy, at this year's People's Choice Award from the American Institute of Architects, Southwestern Oregon Chapter, in conjunction with the American Society of Landscape Architects, Willamette Valley Section. Winners were announced last Friday at the City Club of Eugene. The Downtown Campus also won second place in the Public Institutional Architecture category.

College Database has recognized Lane as one of 50 colleges committed to saving the planet. They researched thousands of academic programs from top schools. They called out our Energy Management and Renewable Energy Technician degrees as standout programs. College Database is an online resource for college-related data and rankings information. Kudos to Jennifer Hayward, Roger Ebbage and everyone who contributes to sustainability at Lane.

I interviewed with Community College Times and Community College Journal recently. The Times did a feature on how community colleges are stimulating urban renewal. Our Downtown Campus was the lead story. The Journal interviewed me for an article offering advice for new, incoming presidents. That story also was excerpted in the Times. Hats off to Brett Rowlett for leading our Eugene Celebration team and thanks to everyone who volunteered, including Pat Albright for helping staff our booth, and Marleena Pearson for helping find ambulance drivers for the parade. We were a major sponsor this year. With the LCC stage next to our Downtown Campus and the KLCC stage on the other end of Olive Street, we were highly visible.

I'd like to welcome our 200 or so students now on campus through Eugene School District 4J's Early College and Career Options program. We are going to use the ECCO program to develop a model that will allow us to eventually offer Early College opportunities for high school students from across our district. This work is being led by Deron Fort

in High School Connections and is funded by a \$100,000 grant from the Next Generation Learning Challenges program through the Bill & Melinda Gates Foundation. You may recall from Deron's presentation to the board a few months ago that research shows that high school students who have significant, positive, credit-earning educational experiences on college campuses are more likely to graduate from high school, go on to college, and persist toward a college certificate or degree.

We're also part of a new partnership that has launched Connected Lane County, our Regional Achievement Collaborative Pilot program. It is one of 11 regional partnerships across the state that will get a little bit of funding from the Oregon Education Investment Board. The local collaborative will take a leadership role and will help meet key student outcomes such as preparing children for kindergarten, creating opportunities for high school students to earn college credit, and ensuring smooth transitions into career and college. We are working in support of Oregon's 40-40-20 goals of higher attainment for all students by 2025. The collaborative includes school districts, higher education, and early childhood partners. This is work that I started with Greg Rikhoff and UO President Lariviere in 2010. Tonight's agenda gives us time to talk about our anticipated enrollment drop this year. While that decline is likely to be serious, I just wanted to share a bright note. Our International Program expects to see an increase thanks to improved retention and recruitment efforts. We expect to see headcount from 350 to 400 this fall, compared to 265 in fall 2012. Kudos to Jennifer Falzerano.

Here's another good number. Titan Court is now 96% leased for fall term. Kudos to Jenette Kane and Campus Advantage for their outreach and innovations such as leasing blocks of rooms to the UO. So far the residents are about 70% from Lane, 29% from the UO, and 1% are NCU. Many are dual-enrolled. About 30% are international. A special thanks to Facilities and Public Safety for a blazingly fast response to a kitchen fire we had in one of the units last week. No one was hurt and all the systems worked well. We did sustain some water damage in four units from the sprinklers, but mitigation is already underway.

Governor Kitzhaber may call a special legislative session later this month to try and get his "grand bargain" passed. Another run at a "grand bargain" on PERS reform and new revenue could boost education budgets for K-12, community colleges and universities. The Governor would like to see additional funding for community colleges to help eliminate or flatten future tuition increases.

The Oregon Senate met yesterday and earlier today to confirm a list of agency appointments submitted by the Governor. I would like to congratulate ASLCC Vice President Anayeli Jimenez, who was selected to represent community college students on the Higher Education Coordinating Commission (HECC), and former ASLCC President Merriam Weatherhead, who was appointed to a four-year term on the Student Access Commission. It's good to know Oregon students will be represented well on both of those commissions.

As you may remember from our last meeting, interest rates for federal student loans were set to double for the upcoming school year.

Last month, President Obama announced his latest plan to make college more affordable. In general, the plan focuses on increased consumer information for students, technological innovation to lower the cost of education, shortening time to degree, and steering student aid and other resources on the basis of institutional performance. A number of the proposals require Congressional approval, and House Republicans have already indicated their opposition. However, other parts the plan can be implemented through the Department of Education. Many of the specific details were not included, so we will be watching this closely over the next few months and have more for you in future reports.

I will be attending the fall League board meeting in Dallas, and then the ACCT Congress in Seattle. I look forward to seeing several of you there.

Fall in-service is Thursday of next week, September 26. I am delighted that our keynote speaker will be Nancy Golden, now the state's interim Chief Education Officer. The board is invited to help us kick off the new year at this annual event.

And finally, I'd like to introduce our new Executive Dean of Student Affairs, Kerry Levett, and our Vice President of College Services, Brian Kelly.

2) Personnel

The college's current personnel appointments were presented.

C. Board Agenda Review

Item 3.D, LCCEF Contract, was added to Discussion/Action items.

D. Statements from the Audience

Rodger Gamblin, IT Technician and LCCEF Officer, expressed concern regarding employees who are disciplined for behavior that training could have avoided. He suggested drawing on the expertise of employees to devise training programs.

2. Consent agenda

Stiles moved, seconded by Albright, to approve the Consent Agenda consisting of:

- Approval of the July 10, 2013, minutes
- Central Plant CM/GC

Motion passed unanimously.

3. Discussion/Action Items

A. Department of Community Colleges and Workforce Development

Gerald Hamilton, Interim Executive Director of the Oregon Department of Community Colleges and Workforce Development, updated the board on state issues. HECC Executive Director interviews have been conducted, and there should be an appointment by the end of the month. CCWD will be working with HECC to set rules and create funding formulas that focus on higher education. Hamilton distributed a handout regarding community college budget, tuition, capital construction, and educational attainment in Oregon. Hamilton discussed developmental education, the new P-20 structure, and outcome based funding, and completion.

B. Downtown Center – Willamette Street

Spilde reviewed that an RFP had been conducted last spring to determine if there was any interest in the community for the Willamette Street Downtown Center. The board had discussed the proposals at the board retreat in August. The RFP committee is not recommending either proposal.

Ackerman moved to approve the cancellation of the Request for Proposals. Stiles seconded.

Motion passed unanimously.

C. Enrollment and Budget Implications

The board was presented with the financial impact of enrollment declines of 2, 5, 10, and 15%. Spilde informed the board that there is a plan to balance the budget by the end of the year with a 10% decline. A 15% decline would present more of a challenge. Summer enrollment was down approximately 12%. Currently, enrollment for fall term registrations is down 14%.

Kelly explained that goals are being established with regard to marketing, recruitment, growth and retention, enterprise and auxiliary activities, grants, partnerships, capital improvement plan, and strategic development of online courses, programs, and services. Measures are being taken to review and reduce expenditures and hold vacant positions as long as possible. Budget balancing options include deferring capital outlay, classified and faculty part-time reductions, materials and supplies reductions, and looking at one-time funds such as the ending fund balance.

Ackerman asked if it would help if contingency accounts were reduced. Jen Steele explained that contingency accounts would only reduce the budget and not the actual funds. Spilde responded that one of the proposals is to not spend capital outlay, which is a contingency account.

The board will continue to receive enrollment updates on an ongoing basis.

D. LCCEF Contract

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

Motion passed unanimously.

Albright observed that the advancements may seem meager, but at least we are not seeing reductions. It is not the advancement that employees should be getting, but it is based on our funding and budget. Relative to other agencies, it is rather incredible.

Motion approved unanimously.

4. Policy Review

A. Second Reading

1. Compensation and Benefits, A.080

Albright moved, seconded by Keating, to approve the second reading of board policy A.080, Compensation and Benefits.

Motion passed unanimously.

Policy Number: A.080

Policy Type: EXECUTIVE DIRECTIONS

Policy Title: COMPENSATION AND BENEFITS

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the president shall assure fiscal integrity and public image.

Accordingly, the president shall:

- Not change his or her own compensations and benefits.
- Not promise permanent or guaranteed employment.
- Establish current compensation and benefits which:
 - Not establish deferred or long-term compensation and benefits which cause any employee to lose benefits already accrued under any forgoing plan.
 - Do not deviate materially from the professional market for the skills employed, are competitive, and are consistent with board-approved collective bargaining agreements.
 - Not create obligations over a longer period than prudent.

ADOPTED: November 9, 1998

REVISED: April 12, 2000

REVIEWED: May 12, 2004

REVIEWED: June 11, 2008

REVIEWED: May 12, 2010

2. Communication and Support to the Board, A.090

Stiles moved, seconded by Keating, to approve the second reading of board policy A.090, Communication and Support to the Board.

Motion passed unanimously.

Policy Number: A.090

Policy Type: EXECUTIVE DIRECTIONS

Policy Title: COMMUNICATION AND SUPPORT TO THE BOARD

The president shall assure that the board is informed and supported in its work.

Accordingly, the president shall:

- Submit monitoring data required by the board (see policy on Monitoring Presidential Performance) in a timely, accurate, and understandable fashion, directly addressing provisions of board policies being monitored.
- Keep the board aware of relevant trends, anticipated adverse media coverage, or material external and internal changes, particularly changes in the assumptions upon which any board policy has previously been established.
- Advise the board if, in the president's opinion, the board is not in compliance with its own policies on Governance Process and Board-President Linkage, particularly in the case of board behavior that is detrimental to the working relationship between the board and the president.
- Marshal for the board as many staff and external points of view, issues, and options as needed for fully informed board choices
- Provide a mechanism for official board, officer, or committee communications.
- Deal with the board as a whole except when (a) fulfilling individual requests or providing information; or (b) responding officers or committees duly charged by the board.
- Report in a timely manner known noncompliance with any policy of the board.
- Supply for the consent agenda all items delegated to the president yet required by law or contract to be board-approved, along with the monitoring assurance pertaining thereto.
- Provide semiannual budget planning information.

ADOPTED: November 9, 1998

REVISED: April 12, 2000

REVISED: January 14, 2004

REVIEWED: February 13, 2008

REVIEWED: May 12, 2010

B. First Reading

1. Ethical Conduct for Lane Community College Employees

The following changes were recommended to this policy. A second reading will be held in October.

Policy Number: A.100

Policy Type: EXECUTIVE DIRECTIONS

Policy Title: ETHICAL CONDUCT FOR LANE COMMUNITY COLLEGE EMPLOYEES

Lane Community College the institution strives to adhere to the highest ethical standards in its representation to its constituencies and the public; in its teaching, scholarship and service; in its treatment of students, faculty, and staff; and in its relationships with regulatory and accrediting agencies. All concerned with the good of the college will seek ways to support institutional integrity.

The board is responsible to ensure the integrity of the college. Individuals are responsible for their personal integrity and for acting in a manner consistent with this policy. Integrity is demonstrated by conduct that is honest in words and actions, and promotes respect, fairness and openness. Responsible stewardship of resources and the public trust are expectations for all employees.

All college employees are expected to conduct themselves with integrity and to hold themselves to the highest standards of ethical conduct.

ADOPTED: October 13, 2004

REVIEWED: June 11, 2008

REVISED: June 9, 2010

It was suggested that legal counsel review all board policies pertaining to ethical conduct to align the language.

2. Accreditation, A.120 (new)

Spilde explained that new policies will be brought before the board to update our online policies and prepare for accreditation. The following is one of the new policies, and a second reading will be held in October.

Policy Number: A.120

Policy Type: EXECUTIVE DIRECTIONS

Policy Title: ACCREDITATION

The president shall assure that Lane Community College satisfactorily meets accreditation standards of the Northwest Commission on Colleges and Universities. The President assures, through the institution's governance and decision-making structures, that policies and procedures concerning academics, facilities, finance, health and safety, human resources, institutional integrity, students, and technology, are clearly defined; that they reflect legislative or regulatory mandates, Board of Education ends policies, and institutional core values; and that they are regularly reviewed and revised.

3. Health, Safety, and Safe Work Environment, A.130

The following is a new policy. A second reading will be held in October.

Policy Number: A.130

Policy Type: EXECUTIVE DIRECTIONS

Policy Title: HEALTH, SAFETY, AND SAFE WORK ENVIRONMENT

The college is committed to providing a safe environment for its students, faculty, staff and visitors, and abides by all applicable federal, state and local laws and regulations relating to a safe work environment. The President shall establish reasonable practices that:

- Support a safe and secure environment in all buildings and grounds owned, leased and operated by the College;
- Promote safety and emergency preparedness through policy development and programming;
- Support work methods and practices that promote a safe and healthful workplace at all times;
- Provide appropriate types and levels of security at college activities;
- Safeguard the college's property and physical assets.

4. Board Duties and Responsibilities: Educational Program, B.030

The following changes to this policy are recommended. A second reading will be held in October

Policy Number: B.030

Policy Type: GOVERNANCE PROCESS

Policy Title: BOARD DUTIES AND RESPONSIBILITIES: EDUCATIONAL PROGRAM

The board of education shall:

- Approve all major academic, vocational, and technical programs of study, degrees, certificates, and diplomas.
- Approve major substantive changes in the college's mission, policies, and programs.
- Exercise its authority under OAR 589-006-0050(18)(c) to establish an honorary degree for nonacademic learning, public service, or any other reason of distinction comparable to degree completion. An honorary degree shall lend prestige to the College and to staff, students, and community. Commitments made prior to the adoption of this policy shall be honored.
- Require reports and consider other presidential reports concerning the programs of the college.

5. Accountability/Reports

A. Benchmarks

Craig Taylor provided information on the following benchmarks:

- Student FTE by Reimbursement Category

B. Facilities Update

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

C. Community Outreach, A.110, Monitoring Report

Brett Rowlett, Director of Government and Community Relations, presented the Community Outreach monitoring report to the board. The board discussed community education as one area on which to focus. President Spilde informed the board that staff are already assessing the continuing education and non credit programs and looking at how to increase enrollment.

5. Reports

ASLCC Vice President Anayeli Jimenez reported that the students have been working hard with the summer and fall vote drive. The goal is to register 800 students. ASLCC is working with the Oregon Student Association to develop a student survey and to support the SEIU classified strike. They are sending students to capitol lobby days and conferences. Fifty students are being recruited to attend the Students of Color Coalition. Two students have been elected to the board of directors of the US Student Congress. Jimenez reported that she is looking forward to being as effective as possible in her position on Higher Education Coordinating Commission.

LCCEF Grievance Chair Denise Brinkman reported that the classified staff are glad that the contract was settled but unhappy about the negotiation process, which may result in long lasting mistrust and apprehension. She thanked the members of the LCCEF bargaining team for their hard work and all of the classified members for their support and hard work they do for the college every day. She thanked the board and the administration for providing the classified and faculty unions the opportunity to develop a relationship of solidarity and friendship and hopes to reciprocate when faculty contract negotiations begin fall term.

LCCEA President Jim Salt responded to Albright's statement regarding the LCCEF contract. Something less than inflation is a rollback; a nominal raise to a salary does not mean it is an advancement. Salt responded to Ackerman's earlier comment regarding contingency funds, stating that it is appropriate to use funds such as the ending fund balance to protect students and staff compensation and other needs of the budget. Salt asserted that the Library, one of the projects in the Center building remodel discussed in the work session, is a central body of the college, and faculty should be consulted about the remodeling proposals. He asked the board not to approve the plans until that has happened. Educational reform is a national, state, and local movement that is presented as a way of improving education, but often times reflects the interests of the proponents making the changes. Salt believes that Lane is already doing a good job in this area; one example is a Memorandum of Agreement signed in June that will save the college money and speed up how fast students move through developmental education. Faculty and the association are already working on addressing issues that move interests forward. Salt hopes to shift the conversation at the state level to not have gimmicks that are promoted as educational reform.

Executive Dean Maurice Hamington presented the highlights of Academic and Student Affairs. The Aviation Academy is now storing a helicopter for the Lane County Sheriff's Office and will bring it up to FAA standards, which will provide students hands-on work on light turbine aircraft. The Flight Technology department took delivery of two new RV12 aircraft and have incorporated them into the training program. The Diesel Technology program received a donation of a Freightliner truck. High School Connections received a \$100,000 planning grant for the Early College program from

the Next Generation Learning Challenge. The owner of Happy's Java and Soul Food Shack is a success story, and he insists that he would not be in business without the support of Small Business Development Center instructors Gary Smith and Frank Plaisted.

Vice President of College Services Brian Kelly recognized Public Safety, Facilities, and CML employees for dealing with the grease fire at Titan Court. He commended his staff for getting College Services reading for the new year. He reported that the Eugene Celebration had a wonderful Lane presence with the Downtown Campus and KLCC. KLCC is conducting a pre-radiothon and has already received \$80,000 in donations.

Keating reported that he recently met with John Stark, KLCC Director, and he is ready to help with the next drive. He was thrilled with the 96% occupancy rate at Titan Court. He congratulated Jimenez for her appointment to the HECC. Keating recently attended the Springfield Chamber of Commerce auction and thanked the Foundation team for representing Lane. He attended the LCCEF picnic organized by Baldwin and Gamblin, and it was a phenomenal event featuring several community leaders and officials. Keating met with the Student Productions Association president, a title Keating once held here at Lane. SPA will be producing the Shakespeare showcase and Midsummer Night's Dream. He thanked local representatives for banding together to denounce the recent racist remarks on Interstate 5, and he stands in full support.

Stiles reported that the Florence Center advisory committee met in August. Rachel Pierson is the new chair, and Jacque Betz, Budget Committee member, is vice chair. They are meeting with the Foundation on October 2.

Albright apologized to Salt for creating a misunderstanding on the meaning of the word advancement; he was talking about advancement from the current level. He is living and working with people who are suffering from reductions. He responded to Brinkman's report, stating that any proposal that came from the college during negotiations was a direction from the board. He looks forward to a more productive dialog between the college and the union. Albright recently attended a meeting at Springfield High School regarding Early College. He thanked Rowlett for his work on the Eugene Celebration. He attended the Lane Economic Committee meeting where a presentation was given from NEDCO, which provides small business loans, and they mentioned close ties with Lane's Small Business Development Center.

Ackerman noted that the collective bargaining process could benefit from a professional mediator.

Pryor supported Ackerman's proposal and joined Albright in assuring Brinkman that President Spilde and her bargaining team are representatives of the board. If blame is to be made, then the board should be blamed. She was also thrilled that Titan Court is 96% leased. She thanked Spilde, Dawn DeWolf, and Jenette Kane for their help to arrange videotaping for three credit union CEOs recently at Lane's Downtown Campus. She thanked the board members for their participation at the retreat in August.

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

Wednesday, October 9, 6:30 pm, Cottage Grove Center

8. The board meeting unanimously adjourned at 8:35 p.m.

Mary Spilde, President/District Clerk Rosie Pryor, Chair

Prepared by: Donna Zmolek, Assistant to the Board