



General Library Item

Name Minutes 2014-02-05

Content

Lane Community College
Board of Education Minutes
February 5, 2014

1. Attendance

Board members present: Bob Ackerman, Pat Albright, Matt Keating, Gary LeClair, Rosie Pryor, Sharon Stiles, and Tony McCown. Also present were: President Mary Spilde; Executive Dean Maurice Hamington; Legal Counsel Scott McCleery; Lane Community College Education Association President Jim Salt; Lane Community College Employees Federation President Bob Baldwin; and Associated Students of Lane Community College President Paul Zito. Vice President Brian Kelly participated by telephone.

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

B. President's Report

In January we received a \$100,000 gift from an anonymous donor for scholarships supporting students with experience working on LGBT issues or with the LGBT community. We are very grateful for this support.

Fourth week enrollment for winter term shows registrations down 11.6 percent compared to last year at the same time.

The Oregon Small Business Development Center Network, located at Lane, has launched a new market research service. The Southern Oregon University Market Research Institute, located at SOU in Ashland, will prepare customized market research data and analyses for OSBDCN clients. Kudos to OSBDCN State Director Michael Lainoff for his leadership on this, and thanks to US Bank for grant funding.

Many thanks to Greg Evans and ASLCC for one of the best Martin Luther King, Jr., Day community celebrations in years. Students brought the celebration back to campus with a special presentation by actor Giancarlo Esposito. Ragozzino Hall filled to capacity. I am proud of our own Elizabeth Andrade, who received the ASLCC Social Justice Award. Lane's Budget Committee member Carmen Urbina and Foundation Board Member Francisca Johnson received the Human Rights Commission Latina Leaders Award.

I am also proud to congratulate Elizabeth Andrade for being named Outstanding Classified Employee of the Month for January. You know Elizabeth from her presentations to the board and as the project coordinator in my office. Elizabeth truly lives Lane's core values with integrity and courage.

Congratulations to KLCC News Director Tripp Sommer. He has won the Leo C. Lee Award from the national Public Radio News Directors organization for career service and achievement in public radio journalism. Under his leadership, the KLCC newsroom has won more than 70 awards in PRNDI's annual Excellence in Journalism competitions. Tripp also has trained hundreds of volunteer and student journalists, some of whom have gone on to national fame.

Thanks to Downtown Campus Director Jenette Kane and Public Safety Officer Mike Schneider for working with one of our key downtown neighbors, Oregon Contemporary Theatre, to mitigate parking and smoking issues in our shared alley. The theatre extended a special thank-you to Lane for being great neighbors.

We now own a 1994 Gillig Phantom 40-foot bus donated by LTD. Kudos to Pat O'Connor and Diesel Tech instructors Steve Webb and Al Clark for making this happen, and to Pat and Tracy Simms for branding the bus with a Titan look. The bus will serve as a training tool for Diesel Tech students, and when not in use as a lab, we will use it at events. Hopefully you noticed it parked out front this evening. The bus is good shape, but it does have quite a few miles on it, so it is not intended for extensive transport.

The facilities report in your packet has an update on the CLASS remodel, which is going very well. I want to congratulate Facilities and our contractors for diverting more than 99.7 percent of 1,800 tons of debris from the demolition phase for recycling.

Here's a high note: Our Facebook page now has more than 10,000 likes. PCC and Chemeketa each has about 6,800. Facebook is a crucial and low-cost marketing tool. Kudos to Tracy Simms for taking Lane's page into prominence and for engaging students in this meaningful way. Our Twitter pages, incidentally, have about 2,000 followers, also a good number.

Lane is featured in the January issue of High Country News magazine as one of 22 colleges, and the only community college in the Western United States & Canada, to offer a degree or certificate in sustainability. Thanks to Jennifer Hayward and others in our Institute for Sustainable Practices for helping earn this recognition for Lane. Here's a copy of the magazine which you can pass around.

We evacuated Building 16 due to a gas leak a couple of weeks ago. Goshen Fire and Northwest Natural responded. A leak in a supply line was found and fixed. The evacuation was smooth and media coverage was positive. Kudos to Facilities, Public Safety and our Emergency Team for their fast response.

In Salem, the legislative session began Monday. The short, 35-day session runs through March 9. We expect the Oregon Promise bill will pass to form a study group, so we will make sure we are involved with that.

Last week, I attended the Oregon Business Council's Higher Education Leadership Symposium with Pat and Brett. The one-day summit brought education leaders from around the state to discuss the continuing changes to Oregon's education system. Keynote speakers included the Governor, Jamie Merisotis from the Lumina Foundation, and Pat Callan from the Center for Higher Education Policy. During the afternoon session, I had the opportunity to share my reflections on the topic of how we should fund higher education and with what accountability.

On January 13th, I attended a legislative town hall meeting on campus held by State Senator Lee Beyer and Representative Phil Barnhart. Much of the conversation focused on this month's legislative session in Salem. I'd like to thank all of those who attended, including Paul Zito, Pat Albright and Matt Keating.

Next week is the National Legislative Summit in Washington, DC. For the first time in a few years, we will be traveling to Capitol Hill without the threat of a government shutdown, a positive development. I look forward to sharing more with you next month.

As always, there are a lot of events happening this month:

- The LCOG Appreciation Dinner is February 7.
- The annual KLCC Microbrew Festival is this Friday and Saturday at the fairgrounds. This is a key fundraiser for the station.
- Next Wednesday, February 12, our Early College and Career Options program will introduce computer science into their curriculum with a hands-on event including a chance to experiment with code, and a chance to hear a panel presentation with our partners in the program. It's open to the public. Contact High School Connections if you want more information.
- Waiting for Godot opens this Friday

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

Michael Weed, ASLCC Sustainability Coordinator, reported that the first official Rainy Day Food Pantry report was given to Food for Lane County. In the first five days it was open, 101 students were served. To date, 537 people have been served. The pantry is operating on donations and backing from Food for Lane County. The pantry is located in Center 218 and is open Wednesdays and Thursdays from 10 am to 2 pm. Weed thanked Financial Aid and Enrollment Services for collecting a large donation.

Rodger Gamblin, IT Technician and LCCEF Officer, challenged the board to participate in the training on power and privilege prior to taking action on the cultural competency policy.

Wendell Butler, Housekeeper, described the mental and physical pain he has experienced at Lane as a taxpayer and an employee. Butler is caught up in a system at Lane that is plagued with oppressive behavior, discriminatory practices, hostile work environments, retaliation, and intimidation. He was laid off in 2006 but took a discrimination complaint to the Bureau of Labor Relations. At that time, President Spilde had assured him she would see that he is successful. He brought this story to the board in light of the cultural competency policy that has been stalled for 12 years, much like he has been for the last 7 years.

2A. Consent Agenda

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

- The approval of the January 8, 2014 meeting minutes
- International Program Software Purchase

Motion passed unanimously.

3. Discussion/Action Items

A. Cooperative Education Spotlight

Al King, Director, presented information on the Cooperative Education (Co-op) program. Co-op offers work based experiential learning for students that is coordinated with employers in the community. Many of the employers partnering with the Co-op program participate on Lane's advisory committees.

Approximately 85% of all Lane programs require Co-op as part of the curriculum. Co-op is an important part of student completion. It helps students apply their education, gives an opportunity to experience practical application, and connects students to their new work culture. On average, about 65% of Co-op students are hired by their employers upon completion.

Co-op also offers international opportunities, and Lane is the only community college that is part of the international program based out of Oregon State University.

Stacy Monarch, Health Records Technology graduate, noted that she had participated in two Co-op experiences and found it useful in not only achieving her degree, but also for ensuring that she was completely prepared to be competitive in the job market upon graduation.

B. Budget Update

Vice President Brian Kelly provided an update on the budget. Kelly stated that the college will be reviewing materials and services expenditures. We are leveling off to a traditional enrollment level, and at this point no enrollment changes are built into the projections. Jen Steele distributed projections for FY14 and FY15. Spilde explained that she did not see a way to cover an \$8.5 million deficit without looking at programs. Since program cuts are the board's purview, there may be options brought to the board for decision at the March meeting.

C. Foundation Update

Wendy Jett, Foundation Director, provided an update on recent Foundation activities with a special focus on campaign planning. To recap, during the 2012-13 academic year, the Board of Education began reviewing options for campaign priorities, starting with a preliminary document with multiple options which was then presented to the Foundation board and then further refined by the board of education. The determined priorities were: the CLASS project with a desired fundraising level of \$6 million; a culinary and hospitality institute with a desired fundraising level of \$13 million; and student scholarships with a desired fundraising level of \$10 to \$20 million.

Dini Spheris was selected to conduct a feasibility study to determine reactions to a \$40 million goal as well as the campaign priorities, and to provide us with recommendations for timing and goals. Nearly 50 interviews were conducted and three focus groups were formed consisting of donors, board members, and community members. The final report showed that a \$40 million campaign is possible and participants held an extremely high view of the college and of President Spilde. Jett explained that the campaign will take place over the next 5 to 7 years with a quiet phase until significant lead gifts are raised. Board participation is extraordinarily important, as is the dedication and attention of President Spilde, who will be making up to four campaign donor meetings per week at the height of the campaign. Chair Pryor suggested that the board meet with the Foundation consultants sometime over the next few months to hear about the campaign in greater detail.

Jett gave other highlights of the Foundation's recent activities, including nearly \$300,000 raised at the Harvest Dinner; a 45% participation rate for the employee annual giving campaign, resulting in \$100,000; and a \$100,000 gift to support diversity scholarships. Scholarship applications are due March 5 and asked board members to encourage students to apply.

D. Health Information Management Associate of Applied Science

Sheryl Berman, Health Professions Dean, and Shelly Williams, Health Information Management Program (HIM) Coordinator, presented information on the proposed Health Information Management Associate of Applied Science Degree program. HIM is a diverse and evolving field that incorporates medicine, management, finance, information technology, and law into one career. If approved, Lane will be the third college in the state with an accredited program. The program will be fully available online. The curriculum has already been developed, and no additional funding is requested. Students can continue on to a Master's program after finishing at Lane.

Stiles moved to approve the Health Information Management Associate of Applied Science Degree program. Keating seconded.

Motion passed unanimously.

E. Accreditation

Executive Dean Maurice Hamington shared the draft of Standard 2, Resources and Capacity, for the accreditation report. Hamington asked the board to review the document to determine if it represents the institution in the way it should and if there is another manner in which the board would like to engage. Standards 3 through 5 will be shared in subsequent board meetings. The entire accreditation report will be finalized during summer term. The Northwest Commission on Colleges and Universities will visit Lane in October or November for a comprehensive visit.

The item prompted a discussion regarding the definition of student success, especially in terms of accreditation and arriving at a uniform definition that may also have funding applications. More discussion will be had on student success at the March meeting.

4. Policy Review

A. Second Reading

1. Cultural Competency

Albright moved, seconded by Ackerman, to approve the second reading of the new board policy, Cultural Competency.

Motion passed unanimously.

President Spilde explained that framework for implementation will be developed this winter and spring. Some training will be available spring term with a full launch in the fall. She thanked everyone who had worked on the policy and the board for their leadership.

Policy Title: Cultural Competency/Diversity Awareness for Lane Employees

Policy Number: XXX

Lane's core values of respect for diversity, and for a safe, respectful and inclusive working and learning environment, require cultural competence/diversity awareness among its employees.

An inclusive culture is one that cultivates respect, equity and positive recognition of cultural differences among all members of the community. It requires that the social and institutional responses to cultural differences encourage and promote positive learning and working experiences.

To build individual and collective capacity for diversity awareness/cultural competence, the president is directed to ensure the implementation of implement a program of professional development that requires all employees to participate in appropriate education and training. The president shall assure the development of develop an evaluation and tracking system to assess the effectiveness of the program and submit a monitoring report to the board on an annual basis.

ADOPTED: February 5, 2014

2. Credit Hour

Keating moved, seconded by Stiles, to approve the second reading of the new board policy, Credit Hour.

Motion passed unanimously.

Policy Number: XXX

Policy Type: MISCELLANEOUS

Policy Title: CREDIT HOUR

Credit-bearing courses, regardless of delivery method, are scheduled and conducted in compliance with the definition of the credit hour as set forth in Section 600.2 and 600.24 of the Code of Federal Regulations.

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement. A credit hour corresponds to one hour of classroom or direct faculty instruction, and a minimum of two hours of out-of-class student work each week for ten to twelve weeks for one quarter.

The College reviews credit hour assignments annually to verify compliance with the credit hour policy. The College assures the consistency and accuracy of credit hour assignments in all courses and programs and, through sampling, a variety of course credit assignments based on degree level, academic discipline, delivery modes, and types of academic activities.

ADOPTED: February 5, 2014

3. Assessment

McCown moved, seconded by Ackerman, to approve the second reading of the new board policy, Assessment.

Motion passed unanimously.

Number: XXX

Type: BOARD POLICY

Category: ACADEMICS

Title: ASSESSMENT – GLOBAL DIRECTION

Lane Community College believes that to best serve students, and the community, students who complete course work at the College should possess the skills and knowledge as stated in the published descriptions and student learning outcomes of programs and courses. Assessment is a critical activity that guides institutional effectiveness, provides a vehicle for faculty interchange and professional development, demonstrates accountability, enhances public relations, and justifies public confidence.

The College will implement assessment of student learning outcomes in all curricula, courses, and educational activities. Assessment of student learning outcomes will be ongoing, guide all curricular activities, and be used to improve the teaching and learning process.

ADOPTED: February 5, 2014

4. Global Governance Commitment

McCown moved, seconded by Keating, to approve the third reading of the board policy B.020, Global Governance Commitment.

Motion passed unanimously.

Policy Number: B.020

Policy Type: GOVERNANCE PROCESS

Policy Title: GLOBAL GOVERNANCE COMMITMENT

The Board of Education, on behalf of the district, will work to ensure that Lane Community College achieves the appropriate results, at an appropriate cost, to advance the college vision, mission, core values, and strategic directions. The board shall avoid unacceptable actions and situations through the expression of its policies and be in compliance with Oregon Revised Statutes.

The board shall comply with Oregon Revised Statutes.

The Board will govern by policy. It will establish appropriate ends policies and executive direction policies and ensure that accountability measures are clearly identified and reported on a frequency and method chosen by the board.

ADOPTED: November 9, 1998

REVISED: September 10, 2003

REVIEWED: October 10, 2007

REVIEWED: July 14, 2010

REVISED: February 5, 2014

B. First Reading

1. Human Resources

A new board policy, Human Resources, was presented. The board asked that the policy be revised to include termination procedures. A second reading will be held in March.

Policy Number: XXX

Policy Type: BOARD POLICY

Category: INSTITUTIONAL INTEGRITY

Policy Title: HUMAN RESOURCES – GLOBAL DIRECTION

College employees are an asset and an investment to help achieve organizational goals. The College must develop a highly competent work force, offer equal opportunity, and ensure that each employee abides by the policies and regulations of the College. To those ends, the President shall develop, through the College's Human Resources and other administrative departments, policies and procedures which are consistent, fair, and equitably applied.

Human Resources policies and practices must comply with federal, state and local laws and statutes, and College labor agreements, be based upon sound human resource management principles, satisfy the standards of regional and national accrediting organizations, and promote a work environment of collegiality, respect and professionalism. Human Resources policies and procedures must include, but are not limited to, policies and procedures regarding:

- staff recruitment and selection;
- staff development and evaluation;
- code of professional conduct;
- conditions of employment;
- security and appropriate confidentiality of human resources records;
- risk management

2. Recruitment

A new board policy, Recruitment, was presented. No changes were recommended. A second reading will be held in March.

Policy Number: XXX

Policy Type: BOARD POLICY

Category: HUMAN RESOURCES

Policy Title: RECRUITMENT

Lane Community College is committed to recruiting, employing and promoting those persons for permanent positions whose education, experience, knowledge, skills and abilities best match the requirements of the assignment for which they applied and are consistent with the core values and strategic directions of the College. The Board therefore directs the President to ensure the development of policy and procedures for staff recruitment and selection. In all cases the policy and accompanying procedures shall:

- Fully comply with federal, state and local laws and statutes, and College labor agreements
- Reflect a commitment to diversity, affirmative action and equal opportunity

Assure quality applicant pools Result in recommending the best qualified applicants

3. Board Duties and Responsibilities: Appraisal and Evaluation of Operation

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

Policy Number: B.040

Policy Type: GOVERNANCE PROCESS

Policy Title: BOARD DUTIES AND RESPONSIBILITIES: APPRAISAL AND EVALUATION OF OPERATION

The board of education is ultimately responsible for the quality and integrity of the institution. It establishes broad institutional policies and delegates to the president the responsibility to implement and administer these policies.

The board of education shall:

- Regularly review and approve the college's vision, mission, and core values and ensure that they guide the operation of the college.
- Evaluate the performance of the organization and the quality of the educational program in terms of the vision, mission, and core values of the college.
- Ensure that the necessary resources are in place to provide for effective institutional research, evaluation, and planning processes

ADOPTED: November 9, 1998

APPROVED: November 12, 2003

REVIEWED: November 6, 2007

REVIEWED: September 8, 2010

5. Accountability/Reports

A. Benchmarks

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

- Percentage of Transfer Students Passing Program-level Math and Writing in 2 Years – Including "Slow Starts"
- Percentage of Transfer Students Passing Program-level Math and Writing in 2 Years – Including "Slow Starts"

B. Facilities Update

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

C. Financial Conditions and Activities Quarterly Report

The Financial Condition and Activities, A.050, quarterly report was presented to the board.

D. Asset Protection, A.070, Monitoring Report

The Asset Protection, A.070, monitoring report was presented to the board.

6. Reports

ASLCC President Paul Zito reported that the student government is working on the voter registration drive. This is a good preparation year; ASLCC will be going to classes to make representations, working at tables in cafeteria, and training folks for the next couple of years. A student club fair was held this week. An elections committee has been formed to work on the student election; dates are being finalized. The Martin Luther King, Jr., event went incredibly well. Zito appreciated all of the leaders in the community and on our campus. The students are in the thick of creating pantry personnel and an operational model. He thanked Enrollment Services and Financial Aid for their help in collecting donations. He thanked the board for passing the cultural competency policy.

LCCEF President Bob Baldwin reported that he enjoyed hearing from the Foundation. It is always good to attend their events and meet scholarship recipients. Baldwin appreciated the board's temptation to get down into weeds of the governance system but asked the board to observe that Lane has a representative governance system, and the unions are the sole and exclusive representatives. For the college to suggest how representatives are selected would be a violation of contract and state law.

LCCEA President Jim Salt reported that he was surprised that no mention was made regarding the work of the diversity education task force. The task force has presented a progress report to College Council, and the Council agreed to continue with the work for another month. Although the board has implemented a policy outside of the governance system, Salt believes that a college policy is still necessary. Salt clarified something that was said at an earlier board meeting where a faculty member was said to have told a student to drop out and open a taco stand. What actually had taken place is that the faculty member and student had a conversation about career options, and the instructor relayed a story about a millionaire who started by opening a taco stand. The faculty member in question is Native American. It is important for us to investigate allegations; to make a policy on allegations raises real issues. The first Budget and Finance meeting takes place tomorrow. It seems odd that a college that had a \$17 million carryover 18 months ago is now looking at cutting programs. A discussion needs to be held that involves other options.

Executive Dean Maurice Hamington reminded everyone that the governance system is still a relatively new one. A correction, rather than a massive overhaul, is the prudent thing to do. The passing of the cultural competency policy is an extension of critical thinking and the willingness to think about others' lives and what they are going through. Hamington stated that the President's Executive Team members are pulling together to think imaginatively about the current budget situation, not just short term, but for the future. Hamington attended the Lane Jazz Festival. It was a high quality concert, but he was disappointed with the attendance. Hamington distributed an annual report on how departments are aligning with the strategic directions. There has been a 46% increase in GED graduates in fall of 2013. On January 24, the Child and Family Education (CFE) and English as a Second Language (ESL) recognized 17 ESL students that had completed their first 11 credits in CFE. The women's basketball team is currently 18 and 4 and tied for first place in the southern region, and the men's basketball team is 11 and 10 and tied for fourth place. On January 25, several administrators attended the Jam the Gym basketball games.

Vice President Brian Kelly reported via telephone that he was in Bellingham, Washington, at a Higher Education Sustainability Conference. He was invited to participate in a panel on experiential curriculum and the link bridging academics and operation. He appreciated Spilde highlighting the High Country News article that mentioned Lane. He thanked Jace Smith for helping Lane County Sheriff's Department with teaching a few courses last weekend. Lane is on the verge of doing some exciting work around cultural competency with people in our community who are enthusiastic about this work. Budget communication has been amazingly transparent. Kelly would be happy to engage in conversations and answer any questions about the budget. The Fall 2013 arbitron numbers are in. KLCC is ranking number one on weekend mornings and is the number one radio station listened to by college graduates. The format change is yielding huge dividends. KLCC has a weekly audience of 75,000 listeners. The KLCC Brewfest takes place this weekend.

Board Reports

Keating encouraged everyone to see Waiting for Godot playing in the Ragozzino Performance Hall over the next two weekends. He had requested cans of food for the food pantry; those who did not bring food are welcome to donate funds. He was excited at the possibility of sending graduates to community college free of charge. He congratulated Lane's sustainability programs. He attended the MLK celebration and thanked Greg Evans and all of the student clubs for their work on the event. He thanked everyone for bringing information to allow the board to make an informed decision on the cultural competency policy.

LeClair was glad to see the report from the Cooperative Education program, and he fully supported the new Health Information Management program. He spoke of a patient who is a Lane student going into nursing who has really turned her life around.

Albright reported that he worked with a student during his home tutoring for 4J who has talked about enrolling in the ECCO program, so obviously information is getting out there about the program. Albright attended the MLK event; it was a great presentation. He attended a Higher Education Leadership Symposium. He attended the OCCA board meeting. He will be attending the ACCT National Legislative Summit next week.

Ackerman commented on two significant actions at the board meeting: the approval of the new Health Information Management program, and the passing of a cultural competency policy. These illustrate the ability of this institution to respond to issues of importance and react accordingly. He attended the MLK presentation, and it was an inspiring event. He requested that the financing of the Rainy Day Food Pantry be on the next board agenda.

McCown attended a press conference given by the students regarding textbooks. As a student, his Cooperative Education was an eye opening experience in that it showed him that he did not want to continue with public law. He encouraged everyone to attend the KLCC Brewfest this weekend.

Stiles congratulated the students for establishing the Rainy Day Food Pantry. She thanked Jett for the presentation on the Foundation and looked forward to working with the consultants. Stiles has been working with a taskforce to save the Florence Events Center. She thanked Keating for putting her in touch with Brian Haimbach in Music, Dance, and Theatre Arts; Lane and the Events Center will work together to bring A Midsummer Night's Dream to Florence.

Pryor congratulated Elizabeth Andrade and President Spilde for their awards. Like Hamington, she also attended the Jazz Festival and was disappointed by the attendance.

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

Wednesday, March 12, 6:30 pm, Boardroom, Building 3, Lane Community College.

8. The board meeting unanimously adjourned at 9:35 p.m.

Mary Spilde, President/District Clerk Rosemary Pryor, Board Chair

Prepared by:

Donna Zmolek, Assistant to the Board