



## **General Library Item**

Name Minutes 2017-11-09

### **Content**

Lane Community College  
Board of Education Minutes  
November 9, 2017

#### **A. Attendance**

Board members present: Phil Carrasco, Mike Eyster, Susie Johnston, Matt Keating, Tony McCown, Melanie Muenzer, and Rosie Pryor. Also present were: President Margaret Hamilton; Vice President Brian Kelly; Interim Vice President Dawn DeWolf; Lane Community College Education Association President Jim Salt; Lane Community College Employee Federation President Alen Bahret; and Associated Students of Lane Community College President Wilgen Brown.

#### **A. Chair Pryor called the meeting to order at 6:40 p.m.**

#### **B. President's Report**

OCCA Conference: I attended my first OCCA Conference at the coast this year and was impressed with the keynote speakers and the program. Dawn, Kerry, Brett and Brian from ET attended. A special thank you to Greg Evans, who presented on the Equity Lens. Board members from all over the state were very appreciative of his presentation. Thank you to Rosie, Tony, Melanie and Mike for attending.

#### **Goal 1: Student success and goal attainment through an equity lens.**

Veterans Day: Lane Community College honored student and employee veterans for their service this week. For students, we held a thank you card drive and put on a Student Veteran Appreciation lunch. Today, for the first time in the history of Lane, we hosted an Employee Veterans Appreciation lunch, with special guest Oregon Senator James Manning, himself a veteran. These events support equity, access and student success. Recognizing the men and women who served so that we can enjoy personal freedom is the right thing to do at Lane, and I thank everyone who participated.

Accreditation: Last week we had our Year Three mid-cycle site visit from our accrediting agency, the Northwest Commission of Colleges and Universities (NWCCU). The evaluators were Dr. Luke Robins, President of Peninsula College in Port Angeles, Washington, and Sally Jackson, Director of Planning, Institutional Effectiveness and Research from Spokane Falls, Washington. The team was here to evaluate our progress toward fulfilling our core themes and mission by 2021, the date of our seven-year accreditation self-study report and team visit. They were impressed with how well prepared we were and with the broad-based involvement across campus and strong faculty input. The team will submit a written report to the NWCCU Commission which will include the team's findings and make a decision regarding any recommendations resulting from the mid-cycle visit and the warning received from our 2016 Ad Hoc report. NWCCU will notify us of the Commission Action in January 2018. Many people worked long hours, and I am especially grateful to our assessment team for their work.

Enrollment: For fall term 2017, as of November 6, the start of week 7:

Total registrations credit and non-credit are down 5.7% compared to the same time last fall. Total unduplicated student headcount is down 5.7%. Total credits registered, excluding College Now, is 74,117—down 5.4%. Total credits registered for College Now is 2,351.

Continuing students make up 52.9% of credit class registrations; last fall at this point, 51.3% of registrations were from continuing students; the number of registrations from continuing students this fall is down by 523. New students comprise 35.7% of credit class registrations at this point in the term, compared to 35.8% last fall. The number of registrations from new students is down by 621. Average credits per student is 9.7.

Equity Lens Survey: I invited all employees to take a confidential survey about their experiences with achieving access, equity, and inclusion at Lane as part of our project to develop an equity lens for Lane. The survey will help us determine where we are and where we should focus our efforts. The survey closed November 1. Project staff are coding the responses and should have a report around the start of winter term.

Achieving the Dream: It was a pleasure to host our Achieving the Dream (ATD) coaches last week. As you know, ATD champions evidence-based institutional improvement and now leads the most comprehensive non-governmental reform movement for student success in higher education history. Lane is distinguished as a Leader College by ATD. In my effort to identify priority memberships and initiatives, I have identified our affiliation with ATD as most beneficial to student success.

## **Goal 2: Improving affordability and accessibility**

Harvest Dinner: I can't think of a better way to report about student success and goal attainment than to give a shout out to the Harvest Dinner and Chef Max Petty. Max was our Culinary graduate who came back as guest chef for the Harvest Dinner last week. It was a very successful event. His speech went right to the heart of what we're all about at Lane. Not to mention that the food was world class. Congratulations to Max, to the culinary program, and to our Foundation for this wonderful event.

OSAA: Every year our Athletics department puts on the statewide high school championships for cross country and track. The event last Saturday, was a huge effort, drawing an average of 4,000 high school students and their families to Lane from across Oregon. Many of them will choose to enroll at Lane. This is one of our most successful recruitment events. Kudos to Athletic Director Greg Sheley and his team, and to all the volunteers who make this great event happen, rain or shine.

OSU School of Business: We had an exciting meeting with OSU Business School officials last week to enhance our partnership. I'm pleased with the direction things are going, and I look forward to reporting back to you with our progress. Dean Chris Rehn and Executive Dean Kerry Levett are taking the lead at Lane on this articulation agreement.

LCC Foundation: The LCC Foundation has received two new grant awards this month: The Oregon Community Foundation has awarded a grant of \$147,000 over three years in support of Lane's Rites of Passage programs to provide pre-college experiences for Latino and African American middle school students in Lane County. Many thanks to Greg Evans for his help in putting this grant together. The Ford Family Foundation has awarded a second year funding of \$274,145 to the Oregon SBDC Network. This is the largest single private foundation sponsorship in the history of the Oregon SBDC Network. Congratulations to Mark Gregory and his team.

University of Oregon: I met with UO Vice President Yvette Alex-Assensoh. We joined Federal Judge Ann Aiken at a symposium for first year law students. Yvette and I will work together to build linkages between UO and LCC to improve equity and access for Lane students wishing to attend UO. I have upcoming meetings scheduled with UO Provost Jayanth Banavar.

Pacific University: I met with Provost John Miller to discuss articulation agreements and partnership programs with Pacific University.

High School Outreach: I met with a small group of Lane superintendents to discuss dual credit issues. We are working to break down barriers of access to offering college credits at the high schools. I am continuing to have individual meetings with superintendents, including Gustavo Balderas, 4J and Tony Scurto, Lane ESD.

## **Goal 3: Building Lane's role as a regional economic force through partnerships.**

**Business Outreach:** We held our first Springfield Chamber Career Exploration Day on October 18 at main campus. About 150 students and 20 companies participated. Students joined the tables of business leaders to learn a little bit about the variety of jobs in the community. I gave remarks to participating Springfield leaders, including Nancy Bigley and Superintendent Sue Rieke-Smith. Participants included the City of Springfield, Oregon Community Credit Union, Giustina Resources, Hexion Inc., Peace Health, and Leahy, Van Vactor, Cox, and Melendy, LLP. Mike Eyster from our board joined us. We all agree that Springfield presents a huge recruitment opportunity and that time and resources dedicated to this community will produce a significant return on our investment.

I also recently met with Jordan Papé of the Northwest Community Credit Union; I am continuing to meet with Lane Workforce Partnership and RAIN leaders.

This month, I have meetings with Chad Campbell, McKenzie Willamette Hospital CEO. After Thanksgiving, I have meetings lined up with Northwestern Christian University President Joseph Womack; MODA executives; and Jeff Schwarz, CEO of Johnson Crushers.

Government and Legislative Relations

We hosted Congressman Peter DeFazio for two meetings at the Mary Spilde Center on October 20. At the first

meeting, we were joined by representatives from three other community colleges, all of whom have had their flight programs suspended by the VA and have had similar challenges responding to audits earlier this year. Paul Lancaster, Lead Flight Instructor from Lane, attended and shared our experience. The Congressman's staff are working with us to see if they can help expedite a solution. The second meeting focused on legislation Congressman DeFazio plans to introduce later this year called the HIGHER ED Act (not the Higher Education Act, which is up for reauthorization). Casandra Rhay from Financial Aid and representatives from community colleges throughout the Congressman's district offered suggestions for how to make the legislation work better for community college students.

Courtney Flathers, Senator Jeff Merkley's new district manager, visited campus last week. Courtney previously worked for State Representative Caddy McKeown so she's already familiar with Lane and community college issues.

Governor Kate Brown's PERS Unfunded Liability Task Force released their final report last Wednesday. The task force was charged with coming up with ideas to close the approximately \$25 billion unfunded liability in the state's public pension system. Some ideas in the report include sweeping reserve funds, restructuring the state's Rainy Day Fund, sale of unused or underused state property, privatizing some of the state's universities, and a financial incentive to encourage public employers to pay down their unfunded liabilities early. It is unclear whether any of the proposals will be forwarded to next February's legislative session.

The Transfer Working Group has met twice and is making good progress. Two subgroups have been created, one focused on policy and the other on defining what goes into curriculum. The task force is meeting about twice a month.

Last week, House Republicans released their tax reform package aimed at simplifying current tax code while lowering some individual and corporate tax rates. The House Ways and Means Committee began the process of writing up the bill this week. The proposal impacts higher education in many areas, including the elimination of: Section 127 employer tuition assistance; above-the line deduction of tuition and fees; student loan; interest deduction; Section 117 tuition benefits; the Lifetime Learning Tax Credit. Other notable changes include: changes to the American Opportunity Tax Credit; elimination of itemized; deduction for state and local income or sales taxes; elimination of Coverdell savings accounts and increases to 529 college savings account limits; clarification of how Unrelated Business Income Tax applies to entities exempt from taxation under section 501(a), which includes public pension plans.

### **Honors and Recognition**

I am very pleased to announce that Jace Smith, our Public Safety chief, was presented the 2017 Department of the Year Award last night from the Western Association of Campus Law Enforcement Administrators at its annual conference. This is a high honor. Jace has earned this ten times over himself, but he always he defers credit to his team, and they, too, are outstanding. Those of you who attended our own Public Safety Awards Dinner on Tuesday saw for yourselves what skilled and dedicated professionals we have at Lane working to keep us safe.

I was privileged to attend the naming of the Jim Ellison Quiet Study Area in the Center Building today. It was special to acknowledge Jim's years of dedication to Lane, including as vice president for instruction. I did not know him personally, but I have witnessed his legacy across the college, and I was pleased to meet his widow, Julie Aspinwall-Lamberts, also a former longtime Lane employee.

Congratulations to the Lane Titans cross country teams and to Coach Bill Steyer. The men's team won first and the women's team won third in the NWAC Southern Region Championship. NWAC, the Northwest Athletic Commission, is the sports association for community colleges in the northwest.

Every year, our Athletics department hosts the State High School Cross Country Championship. This year's event was last Saturday. We had 892 student athletes participating from about 126 Oregon high schools and a crowd of close to 3,700 spectators. Many of these students will attend Lane. A big shout out to Mike Zimmerman, facilities coordinator for Athletics, Greg Sheley, our Athletics Director, Lane's grounds crew, and so many others for making this event so successful.

### **Kudos**

Congratulations to our two classified Employee Recognition Award winners this month: Rosa Maria Banuelos-Uribe, our recruiter extraordinaire, and Diego Llewellyn-Jones, our amazing Learning Garden coordinator.

It was fun to roast and toast Rosie Pryor and her spouse Chris Pryor at the community recognition October 29. You've both given so much of your hearts and skills to our community.

Several Lane staff and students helped make last weekend's annual Mushroom Festival at Mt. Pisgah Arboretum another great success. A shout out to botany instructor Susie Holmes who partners with the Arboretum on this and the Wildflower Show in May. She and her students earned praise from the Arboretum's director. Kudos also to faculty and students in our Culinary Arts & Hotel/Restaurant/Tourism Management program who prepared dishes to help raise

funds, including Chef Chris and his fabulous Mushroom Ragu, a huge hit with festival goers.

### **Communications and Outreach**

Rosie and I attended an editorial board meeting at The Register-Guard last month. I think their subsequent editorial captured the importance of our partnerships with state colleges to help the students get access.

I also joined Cindy Weeldreyer on the KNND Beeper Show in Cottage Grove. Some of the callers had some specific budget concerns. I stressed that our key focus is on student success and goal attainment.

### **Upcoming Events:**

- Lunch meetings with the board: November 15, 29, and December 6, 2017.
- Town Hall with the president: November 13, 3 p.m.
- Cottage Grove Advisory Committee: December 12.
- Next Space Naming: Bert Dotson Math Resource Center, December 14, 4:00 p.m.
- Theatre: "The Birthday Party", November 9-12 and 16-21, and they just announced production of "They Call Me Q" to be performed November 27.
- Concerts: Lane Symphonic Band and Jazz Ensemble November 21, and Lane Choirs November 30.

### **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 the Audience**

Justin Blakely, former student, expressed dissatisfaction with services received at the Center for Accessible Resources.

Gerry Meenaghan, Faculty Cooperative Education Coordination STEM programs, asked the board and College to focus on "student success" as it is defined by our CTE students, that is, employment in their chosen field with marketable skills.

Emily Bolivar, Student Production Association, thanked Matt Keating for the creation of SPA and invited the board to see "Birthday Party" during this week and next. She also talked about Theatre Arts courses and expressed appreciation to the board for their support.

Aryn Bartley and Jessica Alvarado, Faculty Council co-chairs, shared feedback from faculty regarding the new budget process presented by Brian Kelly and Jen Steele to Faculty Council. They expressed appreciation for moving towards greater transparency but also conveyed the concerns faculty have about the new process.

### **2. Consent Agenda**

Keating requested to move board policy BP 555, Treatment of Staff, from the consent agenda. Melanie Muenzer requested to move board policy BP 515, Compensation and Benefits, from the consent agenda.

### **A. Approval of Minutes**

1. October 12, 2017

### **B. 2018-19 Academic Calendar**

Mike Eyster moved, seconded by Tony McCown, to approve the Consent Agenda as amended.

### **Motion passed unanimously.**

Keating stated that he would like to expand on the language of the Treatment of Staff policy in order to secure the provision for the safety and security of staff stated in the policy. He requested the board have this conversation in a future work session.

Muenzer pointed out a formatting error on the Compensation and Benefits policy. The policy will be corrected and brought to the December meeting.

### **3. Discussion/Action Items**

#### **A. Default Rate**

President Hamilton stated that one of the leading indicators for success is the default rate. Currently the college is on the safety zone. The Financial Aid staff are doing a great job bringing the rate down.

Helen Faith, Dean of New Student Transitions, explained that the college percentages in 2010 were 15.3-19.9%, and

the sanctions are applied at 30%. Actions taken included contracting with SALT for default management and financial education. Currently SALT has stopped providing default prevention services. The competitor's minimum annual cost is \$25,000. The monthly repayment data trends show slow decline in defaults. She recommended to stay the course with student success initiatives since non-completion is the main factor contributing to loan default. Implementation of payment plans and dropping students for non-payment reduces barriers to persistence.

Many students do not understand the types of loans and grants available to them and the repayment plans for loans. Lane provides financial counseling as well as academic progress standards on a term by term basis, which helps alert students to financial aid issues.

The board agreed that it is important to offer financial literacy services to students, but perhaps through community credit unions, who already provide financial education to their clients. Some programs, such as TRIO, include financial literacy in their courses.

## **B. Tuition Rate Index**

Kelly explained that board policy BP 725 states that "each November, the board will select an appropriate index for two-year public colleges on which to base a tuition increase. In December of each year, the board will adjust the per credit tuition rate to reflect changes in the index since the last tuition adjustment. The rate will be rounded to the nearest half-dollar and become effective the following academic year."

Kelly provided background information on the recommendation to continue using the Higher Education Price Index (HEPI) for the 2018-19 year. The board policy also requires that affordability and accessibility be considered, keeping a balance between low costs for students and generating enough revenue to offer classes. The board's decision in 2002 to use an appropriate index came about after the college implemented a very high tuition increase after many years without one. Kelly explained that minor increases do not have an impact on enrollment.

Board members expressed concern about consistently raising tuition despite declining enrollment and affordability issues. Some members were not in favor of what they felt was an arbitrary increase. Discussion was held regarding the effectiveness of the policy, which essentially requires the board to increase tuition each year. However, if the board does not vote in favor of the HEPI and an increase, that may, in effect, be a violation of their own policy. Legal counsel Erin Gould recommended that the board follow its policy at this meeting and review it at a later work session.

A question arose regarding the need to visit this issue so early in the academic year. Kelly explained that tuition is one of the driving factors in budget development. A tuition increase corresponding with the HEPI index would result in revenue of \$430,000.

Keating moved to adopt the HEPI index as presented. Carrasco seconded.

## **Motion passed 4 – 3. Pryor, Muenzer, and Eyster dissented.**

Chair Pryor asked President Hamilton to schedule this item for the December work session. Keating requested that Andrea Henderson, OCCA Executive Director, be invited to present on the cost of tuition as a loan barrier.

## **C. Budget Outlook and Initial Projections**

Kelly presented the 2017-18 budget development calendar. He also shared projections for FY2017-2019. He explained various revenue scenarios based on enrollment. He reminded the board that all documents shared are also available on Lane's budget development website.

Kelly talked about the impact that low enrollment will have on the Ending Fund Balance. He discussed factors that have had a positive effect on the budget, such as departmental savings, restructuring of programs, and the employee separation incentive.

Board members requested the status of deferred maintenance. Kelly explained that a detailed presentation is scheduled for the December meeting. The board also requested that the budget development subcommittee work plan be shared in December.

The board reminded Kelly that they would like a prioritized list of programs, showing those that are struggling as well as those that are doing well and would benefit from additional resources. The board also asked that the college consider the social benefit of programs and include qualitative data. Kelly and Hamilton clarified that efforts are being made to include commentaries from departments and divisions regarding the social benefit of their programs.

The board acknowledged that an earlier timeline would be beneficial in budget planning; last year's process included too much information and pressure to make decisions in a short period. They looked forward to a timeline that

includes all of the necessary data, information, and community feedback that will allow for a complete and thorough budget process.

## **5. Accountability/Reports**

### **A. Facilities Updates**

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

### **B. Financial Condition and Activities**

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

### **C. Enrollment Report**

An update on enrollment was presented to the board.

### **D. Board Budget**

The board reviewed their annual budget and requested a more detailed account.

## **6. Reports**

ASLCCSG President Wilgen Brown reported that the ASLCCSG Senate ratified four committees, all focused towards helping fulfill their mission of Sustaining Students for the 2017-2018 year. The committees are the Sustainable Students Committee, the Accessible CARE Committee, the Inclusive Campus Committee, and the DACA Dedicated Committee. The Inclusive Campus Committee is where the No Hate Task Force will be created. The DACA Dedicated Committee will focus on helping, uplifting, and otherwise supporting DACA students at Lane. The Snack Shack will open next Monday. Student government will not be moving locations until the summer term. ASLCCSG had a successful small Halloween Event with snacks, games and music. Nearly all staff positions have been filled, and the Lightning Strike Elections are getting into full swing. Ready-to-cook meals were created by our Sustainability Coordinator, Keely Blyleven, and she has more plans for the Rainy Day Food Pantry. Brown thanked the troops who have sacrificed for this nation. The student government team is inspiring; everyone has passion, dedication, and empathetic awareness of each other. A good leader cannot be successful without a good team.

LCCEF President Alen Bahret echoed the sentiment about the Veterans event, it was moving to witness. The dedication to Jim Ellison was great. Work for the Compensation and Classification study continues; it attempts to align classified positions with the market value in compensation. Elections for new union officers will close November 30. The separation incentives have impacted the classified group; only 15% of vacancies have been replaced, which has significantly increased the workload of remaining staff. He commented that the budget development subcommittee meetings have been double booked, sometimes resulting in no quorum and cancelled meetings.

LCCEA President Jim Salt reported on labor relations—in some ways it seems things are worse, but in other ways it seems like we are working diligently trying to resolve issues collaboratively. He clarified that his comments at the last meeting about the table being removed was for five people, not just for him. His point was that we should moving together and not apart. Regarding the tuition policy and the HEPI, it is board policy, and it is an excellent one. He encouraged them to read it, because it addresses every issue the board discussed. He pointed out that none of the board members mentioned inflation. Inflation is part of a capitalist economy, and incorporating it in the budget is what every smart institution does. Salt serves on the transfer group for House Bill 2998 and explained the main purpose of the bill.

Vice President Dawn DeWolf highlighted the mid-cycle accreditation visit. It was done in one day, and about 40 people were involved. Comments in general were positive. We were focused on student success with faculty involvement. DeWolf attended the Council of Administrators conference and the OCCA conference. Lane recently had a visit from Achieving the Dream coaches. She thanked the people involved, and the coaches said that the visit was stellar. The Veterans event was particularly emotional for her because her father, who recently passed away, was a veteran of World War II.

Vice President Brian Kelly introduced Alex Wilson from Public Safety. He and Brian recently attended an event in Portland to receive an award for Department of the Year. Kelly acknowledged everyone who participated in the Harvest Dinner, mentioning that it was a pleasure to work with Chef Max, a former Lane student. He thanked Facilities for their work supporting the track meet. He recognized Rosa Maria Banuelos-Urbe and Diego Llewellyn-Jones, recipients of the Employee Recognition Award. He mentioned the Mushroom Festival, where our science faculty presented. The Veteran's event was wonderful, and he hoped to continue that tradition. He reflected on Bahret's comments: we do have less staff, and in order to do what Lane requires, staff have to work incredibly hard.

## **Board Reports**

Keating congratulated Jennifer Hayward and Joan Aschim and civilians receiving accolades for their collaboration with Public Safety, particularly Chief Jace Smith who received an award, and Sergeant Hansen for his award. He

appreciated the Veterans luncheon and the stories shared, and he visited with state Senator James Manning, whose wife was a Lane student. He thanked all Veterans students and staff.

Johnson attended the Veterans luncheon. She attended the Jim Ellison space dedication and had the opportunity to talk with his wife and learned how great a man he was. She congratulated Jace Smith for his award. She thanked faculty and staff for doing more with less.

Eyster attended the Veterans luncheon; the stories shared were very moving. He acknowledged Greg Evans for his presentation of the Equity Lens at the OCCA conference.

McCown attended the OCCA conference. He was interested particularly in the guided pathways programs and the great work that is being done. There is a need to set people on a better path. He announced that he has been approved to serve on the American Community College Trustees Governance and Bylaws Committee.

Muenzer thanked Lida Herburger for arranging a meeting with counselors. She stated that she is impressed with the dedication of the staff. She attended the OCCA conference and would like to explore practices of other colleges who join K12 boards. She has been asked to serve with a state committee looking for a funding formula. She will send an update on the Florence Center via email.

Carrasco attended the Veterans luncheon and found it touching and important to know that we value the bravery of folks and the idea of what this country is. He enjoyed Senator Manning's remarks. He welcomed new discussions about the HEPI and was interested to hear about the work of the DACA committee on campus.

Pryor attended the Veterans luncheon, and what impressed her most was that the majority of the veteran staff mentioned the lack of money for college, and that is why many of them joined the military. She expressed appreciation for the forbearance, experience and knowledge that everyone attending the board meeting brings to the room. She thanked President Hamilton for her four months of service.

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

December 14, 2017, 6:30 p.m., Boardroom, Building 3, Room 216, Lane Community College Main Campus.

#### **8. Adjournment**

The board meeting adjourned at 9:40 p.m.

---

Margaret Hamilton, President/District Clerk

---

Rosie Pryor, Board Chair

Prepared by:

Elizabeth Andrade, Project Coordinator