



## **General Library Item**

Name Minutes 2018-07-12

### **Content**

Lane Community College  
Board of Education Minutes  
July 12, 2018

#### **1. Attendance**

Board members present: Susie Johnston, Matt Keating, Mike Eyster, Tony McCown, Melanie Muenzer, and Rosie Pryor. Absent: Phil Carrasco. Also present were: President Margaret Hamilton; Vice President Brian Kelly; Vice President Paul Jarrell; Lane Community College Education Association President Jim Salt; and Lane Community College Employee Federation President Pat Griffin.

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

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

##### **Welcome**

I would like to welcome everyone to tonight's meeting- the first official meeting of FY19. I look forward to beginning year two of my tenure at Lane, and I thank the board chair, Rosie Pryor, and the board for their support during my first year.

### **In Memory**

We lost a member of the LCC family this summer. I wish to offer my condolences to the family, friends and coworkers of Birch DeVault, an LCC employee from Enrollment Services who recently passed. He will be missed.

### **STUDENT SUCCESS**

I want to thank everyone who made commencement such a memorable event. It was the pinnacle of the school year. LCC shined like a bright light to our students, their families, friends and the community that day.

1,240 graduates were certified in 2,110 Associate degrees and certificates

- Commencement is the highest form of academic ceremony and recognition in higher education. It is our responsibility to certify their credentials at commencement.
- I wish to thank the faculty and staff who recognize participation in Commencement as a privilege and as a time to celebrate the achievement of our students, faculty and staff.
- Special thanks to Christina Walsh, Tina Lymath, Tracy Weimer, and Marsha Sills, who ran Commencement with the precision of the Academy Awards.
- Thanks to the Commencement Committee for their spectacular attention to detail.
- Thanks to the managers for prepping the water bottles for our graduates.
- Thanks to guest speaker Senator Jeff Merkley for his address, to Aliscia Niles, our faculty speaker, Michael Weed, our student keynote speaker and our new VP ASA, Paul Jarrell, who joined me in certifying our graduates.
- Special thanks to our Design and Media Center for live-streaming the event for the first time. Because of their efforts, parents and families all over the world viewed our event.

Several programs held individual ceremonies including Flight Technology, Aviation Maintenance, TRIO's 20th Anniversary, Nursing, Culinary, and Dental programs.

### **Civic Engagement**

LCC was awarded a grant from Campus Compact for participation in "Engage the Election 2018." This project was funded through the Democracy Commitment initiative to support work in leveraging midterm elections to create electoral engagement opportunities for our students. Kudos to Brett Rowlett for his work on this grant.

### **Enrollment**

As we begin the new year, I am going to defer many of the student success announcements and the enrollment report to our new Vice President Dr. Paul Jarrell for inclusion in his report. I would like to mention that for the first time in years, we saw an uptick in summer registration. Many thanks to everyone at the college.

## **Certificate Attainment**

A recent report by Georgetown University reported that career certificate holders in Oregon earn significantly more than those without certificates. Health careers certificates generate the largest gains, while business career certificates offer the highest overall earnings. Currently, about 45% of 2018 graduates earned a CTE degree or certificate.

## **PROMOTING ACCESS AND MAINTAINING AFFORDABILITY THROUGH AN EQUITY LENS**

### **Student Aid: For FY 18, we dispensed \$33 million in aid**

- \$12.5 M in Pell
- \$11.3M in Loans
- \$1.4 M Oregon Promise
- \$3.3 M Oregon Opportunity Grant
- \$850,000 work study
- \$940,000 scholarships
- Over \$2 million in other

Many thanks to our financial aid staff who make this happen.

## **Workers Compensation**

I would like to extend congratulations our employees on reducing insurance premium costs through their commitment to safety.

- This year we saved over \$330,000 in Workers Comp premiums thanks to a reduction in time-loss injuries and claims.
- Special thanks go to Sharon Daniel and the HR Team; Dawn Barth and the College Safety Committee; Public Safety, Food Services, CML employees, Facilities- especially grounds and custodial crews.

## **LCC AS AN ECONOMIC ENGINE**

## **Community Outreach and Engagement**

- We continue to reach out to our government, education and business communities to keep Lane visible and responsive.
- This month I met with Ron Tyree of Tyree Oil to discuss workforce development opportunities. Tyree Oil has agreed to work with LCC to explore new training opportunities in transportation and logistics.
- Upcoming outreach meetings include the Sacred Heart Community Health Board meeting and the Springfield Chamber meeting

## **EMPLOYEE RECOGNITION**

- Congratulations to drafting instructor and sustainability advocate Margaret Robertson whose book, "Communicating Sustainability" will be published by Routledge/Earth Scan.
- I am pleased to announce that I received a letter from Walther Bumphus, President for AACC confirming my appointment to the AACC Commission on College Readiness. This will be my second year of a two-year appointment to this Commission.

## **COMMUNICATIONS**

## **Media**

Food trucks have been the big story in the news and LCC has been the star. Kudos to Pat O'Connor and Clive Wanstall for launching our first credit class in Food Truck Operations, and to Shara Tscheulin for offering the first Food Cart workshop out of the SBDC.

I'd also like to commend Advanced Tech and Public Affairs staff for working with KEZI on its Skilled to Work news segments. LCC continues to be featured heavily in this series.

## **PROFESSIONAL DEVELOPMENT- SUMMER IS A TIME FOR REFLECTION AND PLANNING**

PASI (AACC Presidents Academy Summer Institute) in California 7/20-24

OPC Oregon President's Planning Meeting 8/5-8

Board planning retreat will be Saturday July 28

President's Cabinet will retreat in August; and

September Board meeting

The next meeting after the board retreat will be September 13 at our Florence campus.

I am looking forward a spectacular Oregon summer to relax and recharge.

## **1) Personnel**

The college's current personnel appointments were presented.

### **C. Board Agenda Review/Changes**

Kelly requested that Consent Agenda Item 2-B, President's Annual Authorizations for FY 2018-19 be moved to Discussion/Action Item 3-G, and Keating moved to change Consent Agenda Item 2-C, Election of Chair and Vice, to Discussion/Action Item 3-AA. Johnson seconded.

Board Members:

Melanie Muenzer - Yes

Susie Johnston - Yes

Mike Eyster - Yes

Matt Keating - Yes

Tony McCown - Yes

Rosie Pryor - Yes

**Motion passed unanimously.**

D. Statements from the Audience

Wendy Milbrat, Center for Meeting and Learning Project Specialist, and Clive Wanstall, Culinary Arts and Hospitality Instructor, provided information on Lane's Food Truck Operations course. This is a new class this term which is open to the public. The Food Truck will be at Bohemia Park in Cottage Grove on Wednesday evenings. Milbrat and Wanstall invited board members to come sample the amazing food the Food Truck has to offer.

### **2. Consent Agenda**

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

Approval of Minutes: June 14, 2018

Board Members:

Melanie Muenzer - Yes

Susie Johnston - Yes

Mike Eyster - Yes

Matt Keating - Absent

Tony McCown - Yes

Rosie Pryor - Yes

**Motion passed unanimously.**

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

#### **AA. Election of chair and vice chair**

Johnston nominated McCown for Board Chair and Eyster for Vice Chair. Pryor seconded.

Board Members:

Melanie Muenzer - Yes

Susie Johnston - Yes

Mike Eyster - Yes

Matt Keating - Yes

Tony McCown - Yes

Rosie Pryor - Yes

**Motion passed unanimously.**

#### **A. LCCEF Ratification**

Keating moved to ratify the contract agreement between the College and LCCEA. Pryor seconded.

Board Members:

Melanie Muenzer - Yes

Susie Johnston - Yes

Mike Eyster - Yes

Matt Keating - Yes

Tony McCown - Yes

Rosie Pryor - Yes

**Motion passed unanimously.**

### **B. Safety Overview**

Kelly provided an overview of Lane Community College safety topics and explained such functions as the Emergency Planning Team, Risk Management, Resilience, the Safety Committee, Physical Infrastructure – Staff and Student

Safety, the Public Safety Department, the Threat Assessment Team, the Health Clinic, Data Protection, and the Campus Community Emergency Response Team.

Board members inquired about staff training, especially for Title IX. Kelly responded that employees are required to attend trainings and complete online modules, and the college tracks employee completion of trainings and modules. Other items discussed included a communication plan in the event of an emergency and protection against cyber attacks.

### **C. Bond Update**

Maggie Simich of Pantinkin Research Strategies joined the meeting by telephone to provide information regarding the bond polling.

A survey of 400 likely voters in the Lane Community College District was conducted by telephone using professional interviewers. In order to win a bond, support should be 55% or higher and opposition should be around 25% or less. Strong supporters at this time include Democratic women, postgraduates, Democrats under 45, Lane Community College students and families and women with college education. Soft supporters include Democratic men, parents of children less than 18, and those over 45 with some college education. Democrats favor the bond measure with independents leaning that way, and republicans are opposed to the measure. The bond is more popular in Eugene than in Springfield and smaller cities. The bond gains significant ground after a brief explanation. Negative perceptions of the college's ability to meet student needs drives support for the bond.

Those surveyed were asked about potential bond amounts of \$80, \$100, or \$120 million, with voters leaning toward an \$80 or \$100 million bond. Top testing bond items focus on broader themes; veteran's health, safety, efficiency, and upgrading modernizing technology, equipment and classrooms across the district. While popular, second tier items focus on specific program improvements, basic repairs, and accountability mechanisms.

Simich described education strategies such as informing voters that the bond is an urgent necessity to keep students and staff safe, it addresses job training and employment needs of local businesses, and will create more good paying jobs in our community for graduates.

The key outreach groups for education are independents, Democratic men, non-college Democrats, older Democrats, ages 46-55, college graduates, parents with school-aged children, and women with a college degree. It is important to educate the entire community, but it is easier to move those with soft support to strong support or undecided to soft support.

Simich noted that more younger voters turn out in primary election years, but support from high propensity voters is there. Pantinkin Research Strategies is comfortable recommending a May 2019 election.

### **D. Board Retreat Agenda**

The board discussed the agenda for the upcoming retreat on July 28. Agenda items include review of the president's contract, update on executive organization, programs and services analysis, board assessment, and identifying institutional priorities. Board members agreed that the retreats are open to the public.

### **E. President Evaluation**

The board discussed the timing and structure of the president's evaluation and will evaluate the president in executive session at the board retreat. Results will be shared at the September board meeting.

### **F. Board Appointments to Community Organizations**

Susie Johnston was appointed to serve as the Lane Community College representative to the Foundation for 2018-19.

Matt Keating was appointed to serve as the Lane Community College representative to the Lane Council of Governments for 2018-19. Susie Johnston was appointed to serve as alternate.

Melanie Muenzer was appointed to serve on the Oregon Community College Association for 2018-19.

Mike Eyster was appointed to serve as the Lane Community College representative to the Lane Economic Committee, Lane Council of Governments, for 2018-19.

Matt Keating was appointed to serve as the Lane Community College representative to the KLCC Community Support Board for 2018-19.

Keating moved to approve the appointments to community organizations. Eyster seconded.

Board Members:  
Melanie Muenzer - Yes  
Susie Johnston - Yes  
Mike Eyster - Yes  
Matt Keating - Yes  
Tony McCown - Yes  
Rosie Pryor - Yes

**Motion passed unanimously.**

**G. Resolution No. 624, President's Annual Authorizations for FY 2018-19**

Kelly informed the board that each year the board approves a list of necessary recurring budget expenses for the president to authorize. In addition to the list provided to the board in Resolution No. 624 prior to the meeting, Kelly requested to add McGraw Hill for charges related to examinations. Depending on the number of students, this amount could exceed \$150,000.

Pryor moved to authorize the president or her representative to execute the documents necessary for payment of the recurring, budgeted expenses listed in the attachment to Board Resolution #624 with the addition of McGraw-Hill. Keating seconded.

Board Members:  
Melanie Muenzer - Yes  
Susie Johnston - Yes  
Mike Eyster - Yes  
Matt Keating - Yes  
Tony McCown - Yes  
Rosie Pryor - Yes

**Motion passed unanimously.**

**4. Accountability/Reports**

**A. Facilities Update**

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

**B. Treatment of Staff**

The Treatment of Staff, BP 555, monitoring report was presented to the board.

Muenzer requested a future work session around the grievance and complaint processes for Title IX, race, or ethnicity discrimination – how the college handles such complaints.

**C. Enrollment Update**

An update on enrollment was presented to the board.

**5. Reports**

LCCEF President Pat Griffin reported that his team is looking at what is causing the complaints so that we can fix it at a systemic level. The contract was ratified with a 74% vote and good voter turnout. Many of those who voted against the contract were concerned about the increased insurance costs. Since the Janus decision, there have been fewer members dropping out of the union and more joining. Griffin looked forward to working with Jarrell. He noted that it is important for the college to focus on sexual harassment training. He thanked Salt for his service.

LCCEA President Jim Salt responded to Griffin's comments about the complaint symptoms, saying that how we address complaints is a key question. He did not think that Janus will have significant impact on faculty. He noted that Jarrell has hit the ground running and been encouraging faculty to bring issues to him to try to solve problems.

Vice President Paul Jarrell reported that he has been on the job now for approximately five weeks and is impressed with Lane's staff, students and board members. He enjoyed reading names at commencement and watching the graduates walk across the stage. There were 1,240 graduates and over 2,000 associate degrees awarded. Of the graduates, 56% were first generation students. 55% were transfer degrees. 45% received Career Technical certificates or degrees. Jarrell commended Nursing Coordinator Maggie McHugh on the accreditation site visit and positive review. He gave kudos to the Food Truck. Faculty have been active in looking at lower cost education resources for students. We are finalizing the enrollment numbers for 2017-18, and there are some areas where enrollment numbers are up. We are offering the first state registered apprenticeship program in technology, and there were over 250 applicants in the first cohort. Mira Mason Reeder attended the inaugural meeting of Community Partners, a strategic group of Lane County professionals who work in the community to bridge gaps to better support

our community. Helen Faith was recognized nationally as she transitioned from President to Past-President of the Western Association of Student Financial Aid Administrators. LLC Dean Patrick Blaine has a novel translation in press. The novel is Angels and Loners, written by Chilean author Ramón Díaz Eterovic. He wished managers Kerry Levett and Christina Walsh, who recently left to pursue positions at other institutions, all the best and thanked them for their work at Lane.

Vice President Brian Kelly reported that Facilities is working with ASLCC, the Veteran's Center, and the Multicultural Center to move to their new facilities. Parking lot improvements are scheduled for this summer. Staff and managers are participating in meetings to update the Climate Action Plan. Kelly welcomed 4J and ECCO back to Lane for another school year and welcomed the Marcola Charter School, who will be using Lane's facilities. We are continuing conversations with Pacific University to move their center to our campus. We are optimistic that we will bring the Prefontaine Classic to Lane's track in 2019 while Hayward Field is being remodeled. Alyse Stone, Specialized Support Services Director, announced that she will be retiring at the end of August.

### **Board Reports**

Johnston reported that she attended graduation and enjoyed the event. She attended the OCCA trustee workshop at Oregon Garden. She congratulated Margaret Robertson for publishing another book. She thanked Pryor for her guidance and leadership.

Keating congratulated Lane's 2018 graduates and those who are the first generation in their families to graduate. He thanked Rowlett for securing the electoral grant. Keating advocated for a ballot drop box on campus to increase voter turnout. He attended the Creswell 4th of July Parade in which Lane had an entry and suggested putting the food truck in the parade. He congratulated and extended his support to newly elected Board Chair Tony McCown and Vice Chair Mike Eyster and thanked Pryor for her leadership.

Pryor congratulated McCown and Eyster and thanked them for their leadership and service. She thanked Salt for his years of service and for being a passionate advocate for the faculty. Pryor enjoyed the opportunity to participate in OCCA's training at the Oregon Garden. The last section of the training was on equity, and yet there were only two persons of color in the room. We need to look at how to make community college boards more equitable.

Muenzer also attended the OCCA event and enjoyed getting to know Jarrell better at the training. Muenzer attended and greatly enjoyed Lane's commencement ceremony. She congratulated McCown and Eyster and thanked Pryor for her leadership.

Eyster noted that it has been a full year for him on the board, and he is impressed with all of the people at Lane and the ability to be nimble. He thanked Pryor for her leadership. He noted that it has been a remarkable year for Hamilton.

McCown reported that it is his twelfth year on the board, and this last year has probably been the biggest learning experience. He began his time on the board learning where he could fit in and now, as the most experienced board member, he has learned to challenge concepts and define the board's role to effectuate change. It is nice to work with a team of board members and staff to take the roles necessary to serve the community and our students. He congratulated the classified union and the college to negotiate a contract while coming off a leadership transition. He thanked Salt for his service and the effect he has had on the board and the college. He thanked Pryor for her leadership.

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

September 13, 2018, 6:30 p.m., at the LCC Florence Center.

1. Agenda Items for future meetings:
  - o Fling Vacancies
  - o How student cohorts can help student success
  - o Student of the month award

### **8. Adjournment**

The board meeting unanimously adjourned at 8:46 p.m.

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Margaret Hamilton, President/District Clerk

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Board Chair

Prepared by: Donna Zmolek, Executive Assistant to the President