



General Library Item

Name Minutes 2018-12-13

Content

Lane Community College
Board of Education Minutes
December 13, 2018

1. Attendance

Board members present: Susie Johnston, Phil Carrasco, Matt Keating, Mike Eyster, Lisa Fragala, Melanie Muenzer, and Rosie Pryor. Also present were: President Margaret Hamilton; Vice President Brian Kelly; Vice President Paul Jarrell; Lane Community College Education Association President Adrienne Mitchell; and Lane Community College Education Federation President Robin Geyer.

A. Chair Eyster called the meeting to order at 6:41 p.m.

B. President's Report

Welcome to the December Board of Education meeting. Congratulations to all of our students who worked hard, persisted, and successfully completed the fall term. I would also like to congratulate our dedicated faculty and staff who stayed committed to helping our students succeed.

I would like to extend my sympathy to the family, friends and colleagues of former longtime English instructor Karen Locke, who passed away November 16. She was an esteemed instructor and will be missed.

Governor's Budget

The governor's recommended biennial budget was released November 29 with two scenarios. The Base Budget has no new revenue and would make deep cuts. The Investment Budget includes \$2 billion in new revenue and would provide a significant funding increase. Under the base budget, community colleges would sustain a 4.7 percent cut. The Community College Support Fund would go from the current \$570 million to \$543 million. This would force severe cuts and tuition increases of 17.5 percent. The colleges' requests for \$70 million for career and technical education, and \$70 million to expand student support services would not be funded. The Oregon Promise program would not be funded. The Investment Budget would increase the CCSF to \$646.7 million. Under that scenario we could maintain current programs and services and limit tuition increases to about 3.5 percent. Our CTE request would be funded and the Oregon Promise program would continue. We still would not get the \$70 million for student support services but the Oregon Opportunity Grant would get \$121 million more.

Strategic Priority: Student Success

The Bleed

Congratulations to Tom Madison's graphic design students who won another national award for their work on The Bleed magazine. They won a second Pacemaker Award from the Associated Collegiate Press, an award that Tom calls the Pulitzer Prize at the collegiate level for graphic design. Students from about 100 colleges and universities compete including Stanford, Yale, the Art Institute of Chicago and others. Lane won a Pacemaker in 2016 and was a finalist in 2017. Last year we also won second place for Design of the Year.

Debate Team

Congratulations to the LCC forensics program, teachers and coaches Daniel Henry and Laura Pelletier. Three Titans won awards at the recent Linfield Invitational Speech Tournament. LCC students Chavon Wright and Dan Good placed second to Western Washington University in JV parliamentary debate and freshman Aaron Klein took fifth place in novice persuasive speaking. Now in its 88th year, Linfield's tournament is one of the oldest and most respected speech contests in the West attracting 25 schools from 6 states. Thanks to the UO for assisting with some of the costs this year.

Guided Pathways

We hosted Linn-Benton Community College last month for a presentation on a guided pathways program that they've been implementing through the AACC for the past couple years. This was very germane to our own plans. Vice

President Paul Jarrell and his team also presented a forum on Guided Pathway at Lane on December 5 and will present another on January 18.

Strategic Priority: Access and Equity

Greg Evans

Greg Evans, our associate vice president for equity and inclusion, has been appointed to a national task force to address housing availability, affordability, investment and quality. This is a growing issue across the country, and also for our students. I know Greg will be an asset to the task force and will represent the best thinking of Eugene and Lane County.

Native American Heritage

We celebrated Native American Heritage Month in November in a variety of ways. One was a salmon bake at the Longhouse with information about how salmon is harvested, prepared, and cooked in the tradition of the Northwest tribes. We also ran reminders that Lane offers instruction in Chinuk Wawa, an American Indian trade language of the Northwest. The first year of this program satisfies OUS language requirements for admission to Oregon public universities.

STEP Program Outcomes

Lane is part of a community college consortium participating in Oregon's SNAP Training and Employment program, or STEP, funded by the federal Department of Human Services. We were one of six early implementers. The program has turned out to be a game changer. The consortium recently tallied its 2018 achievements. Among other findings, Oregon's community colleges invested \$270,037 to cover tuition, fees, books, tools, transportation and other unmet needs of 3,344 underprivileged students. Congratulations to Lane's team including Grant Matthews, Scott Bell, Patricia Singleton, Marcia Koenig, and Rosa Lopez.

Strategic Priority: Regional Economic Driver

Whitaker Community Thanksgiving Dinner

Few colleges have provided such long-term, commitment to feeding the community as Lane Community College's commitment to the Whitaker Community Thanksgiving Dinner in Eugene. Each year, under the tutelage of our faculty and staff, students and volunteers plan, prep, cook, serve and honor the hungry and the homeless in our community. This is the other side of a successful economy, and just as important as business and economic development — acknowledging, respecting and helping the underprivileged can sometimes be the turning point toward a future as productive citizens. You may not know that beginning the weekend before Thanksgiving, our faculty and staff join students in our prep kitchens cleaning and prepping for the big event. In addition, they bring family and friends to help make Thanksgiving a very special day.

President's Outreach with Business and Industry, Community, Education, and Local Government

Titan to Beacon Signing

Thanks to everyone who attended our historic signing of the Titan to Beacon articulation agreement at Northwest Christian University. It was a wonderful turnout. Those of you who weren't there may have seen it on the news. I am grateful to NCU for partnering with us. Joe Womack, their president, is fully committed to making higher education more accessible and affordable. President Womack is an alum of LCC and speaks very highly of his time at Lane. I'll be their keynote speaker tomorrow night at their graduation.

NCU President Joe Womack and I took this story to the Register-Guard editorial staff on November 28. They were very interested and impressed with our commitment to streamline transfer through partnerships and make education truly more accessible and affordable for students. They ran a great editorial on December 3.

Otago Polytechnic

Kudos to Lane graphic design graduate Nicole Espinosa who is taking advantage of our 2+1 partnership with Otago Polytechnic in New Zealand. Nicole will complete a bachelor's degree in one year under this program. This takes our University Center initiative to international heights.

Meetings and Events

- Guided Pathways Institute at Clackamas Community College, November 15
- Pacific University meeting in Hillsboro and Forest Grove, November 16. And at LCC December 4.
- Reception for Oregon State University Presidents with Ed Ray, November 23
- Springfield Chamber Strategic Planning Retreat in Lebanon, November 30
- Theater program's end-of-term performances by the Shakespeare acting class and the Student Production Associations' film adaptation of the classic play, "Woyzeck," December 5

- Science and Sustainability programs have partnered with the Hult Center for three Nat Geo live presentations at the Hult on December 12, January 29, and February 26.
- Oregon President's Council at Umpqua Community College, December 6-7
- Oregon Community College Association Board Meeting December 7
- Rural Allied Health College Meeting at Umpqua via Zoom, December 10
- Holiday closures – December 24-26 and January 1

Mark your calendars for our 2019 Martin Luther King Jr. event. It will be on January 15 with keynote speaker Bakari Sellers. He is a political commentator on CNN. He previously served in the South Carolina House of Representatives, making him the youngest African American politician in the country at age 22. His father, Cleveland Sellers, was a civil rights activist.

Media

For November, Lane appeared in at least 42 stories in 17 media including 2 national media—Community College Times and US News and World Report. These and other papers ran the RG's story on our articulation partnerships with OSU and NCU.

Lane's name also appeared in more than 80 stories in hometown newspapers across the state which covered their local teams competing in the annual OSAA high school track and field championships held at Lane every November. Wishing everyone a safe and happy holiday, until we meet again—next year!

C. Board Agenda Review/Changes

Chair Eyster informed the board that Item 4-F, Board of Education Committee Model, will be a broader discussion regarding the January board retreat.

D. Statements from the Audience

Tony Sanjume, Director of Retail Services including the Mailroom, Printing and Graphics, and the Bookstore addressed Barnes and Noble's proposal for the Titan Store. It is better for employees and students to have the Bookstore run by employees and student workers. He distributed a proposal to the board and letters from staff.

David Ferris, Food Services Manager, addressed the recommendation to cease operation of college operated food service. There has been some progress made in the last couple of terms which has made a significant change. It is better for the college and students to keep food service in house.

Tim Hanigan, Food Services Coordinator, urged the board to keep food service in house.

Rosa Maria Banuelos, LCCEF Chair, urged the board to keep the Titan Store, Center for Meeting and Learning, and Food Services run by college employees and student workers. International students are here on visas that restrict them from working outside the college. Many of them work in those departments. She read statements from staff.

Kenny Ascheri, LCCEF Vice President, urged the board to keep the Titan Store, Center for Meeting and Learning, and Food Services run by college employees and student workers. He read statements from staff.

Marsha Sills, LCCEF Officer, urged the board to keep the Titan Store, Center for Meeting and Learning, and Food Services run by college employees and student workers. He read statements from staff.

Shaun Osantuel, student, urged the board to keep the Titan Store run by college employees and student workers.

Eila Sontag, Sales and Event Coordinator for the Center for Meeting and Learning, urged the board not to make reductions in the CML. There have been several turnovers in leadership in the last few years; the CML now has stable management, and that has made a big difference.

Meggie Wright, Open Education Resource Librarian, urged the board to keep the Titan Store run by college employees and student workers. There is good work currently being done in Lane's OER program, and much of that is due to the cooperation of the staff and management in the Titan Store.

Nikki Li, International Program Project Coordinator, introduced student Roxanna Moreno, who is a student worker in the CML. Moreno urged the board not to make cuts to the CML and to keep all services in house.

Adrienne Mitchell, LCCEA President, urged the board to keep the Titan Store, Center for Meeting and Learning, and Food Services run by college employees and student workers. There are concerns about outsourcing to Barnes and Noble which limits academic freedom and access to OERs.

2. Consent Agenda

Pryor moved, seconded by Keating, to approve the consent agenda consisting of:

Approval of Minutes:

1. November 15, 2018

Personnel

Board Members

Melanie Muenzer - Yes

Matt Keating - Yes

Phil Carrasco - Yes

Susie Johnston - Yes

Miky Eyster - Yes

Lisa Fragala - Yes

Rosie Pryor - Yes

Motion passed unanimously.

3. Board Policy Review

The board held a second reading on the following policies:

1. Borrowing, BP 315

The board held a first reading on the following policies:

1. Delegation to the President, BP 345

2. Emergency Presidential Succession, BP 350

3. Expanded Options Program, BP 710

4. Student Services – Global Directions, BP 720

Brett Rowlett, Director of Public Affairs, informed the board that Lane now subscribes to policy language from the Oregon Community College Association. Several board policies will reflect the language in those policies, which will simplify future readings and recommendations.

Keating questioned the following language in BP 345:

The President is empowered to reasonably interpret Board of Education policy. In situations where there is no Board of Education policy direction, the President shall have the power to act, but such decisions shall be subject to review by the Board of Education. It is the duty of the President to inform the Board of Education of such action and to recommend written Board of Education policy if one is required.

Hamilton explained that the goal of that paragraph puts the responsibility of interpreting policy on the president and that she will act on advice of legal counsel when necessary.

The college recommended eliminating BP 710 as there are now several options for school districts to partner with the college.

4. Discussion/Action Items

Auditor's Report

Darren Born, Audit Manager from Kenneth Kuhns & Co., presented information regarding the audit for year ending June 30, 2018.

Keating moved to table the vote to accept the audit to the January meeting. Muenzer seconded.

Board Members

Melanie Muenzer - Yes

Matt Keating - Yes

Phil Carrasco - Yes

Susie Johnston - Yes

Miky Eyster - Yes

Lisa Fragala - Yes

Rosie Pryor - Yes

Motion passed unanimously.

B. Budget Update

Kelly provided a budget update including the timeline for the Budget Development Subcommittee, which is now being chaired by Mitchell. The subcommittee has an ambitious workload and is meeting regularly. The calendar follows a similar process to last year's timeline. There will be employee forums during winter term to gather input, and proposals will be submitted in mid-February.

Much of Lane's revenue is tied to enrollment. Summer term enrollment is tracking up 1%, and Fall term is tracking down 1.3%. If it continues to track down, we will be looking at \$1 million gap. A presentation on the enrollment growth plan will be provided to the board in February.

The college has used one-time funds in the current year as was approved last year, including the International Program fund balance and other fund balances, sales of airplanes, capital outlay, and vacancies and reassignments due to the early separation incentive. Administration will be working closely with deans and directors to manage personnel and materials and services funds over the next six months.

State funding for FY20 is uncertain with several numbers being discussed in Salem.

Some initial budget balancing ideas for FY20 include alternative models of college service functions—which will be shared later in the meeting—increasing efficiencies college-wide, reductions in certain expense categories, and reviewing vacancies. The Budget Development Subcommittee is working on recommendations with and without tuition increases.

C. International Tuition Proposal

Jarrell explained that the college is looking at ways to increase student access. In November, International Programs Director Jennifer Falzerano presented a banded tuition model for international students to incentivize higher enrollment which is fiscally sound for the students and for the college as well. Jarrell presented a spreadsheet showing the projected revenue. Even if international enrollment grows at a modest rate, Lane can remain more competitive with colleges that have banded tuition.

Pryor moved to approve implementation of the international tuition plan beginning Summer term 2019. Keating seconded.

Muenzer requested data on other colleges that have moved in and out of banding and the impact. Falzerano responded that we have reached out to other schools and haven't found one that has moved in and out; colleges have moved into banded tuition and stayed there.

Board Members

Melanie Muenzer - No
Matt Keating - Yes
Phil Carrasco - Yes
Susie Johnston - Yes
Miky Eyster - Yes
Lisa Fragala - Yes
Rosie Pryor - Yes

Motion passed 6 – 1.

D. Tuition Incentive Model - 15 to Finish

Jarrell explained that across the country, students are struggling with completion. Only 5% of students graduate on time, and just 20% within three years. Twelve credits is considered full time, but that will not put students on track to graduate in two years. Fifteen units would put students closer to reaching this goal. Implementing a three-credit tuition waiver for over twelve credits would double the number of students taking fifteen credits, helping with completion and gaining FTE for the college. The goal for implementation is Fall 2019.

There is a large amount of data showing that students are more likely to complete successfully when taking fifteen or more credits per term. This addresses students that have the capacity to be full time. Unfortunately, there are a large number of our students who are not able to take advantage of this type of waiver, and instruction is working on solutions to that.

Pryor moved to approve a tuition incentive program that would grant a three credit tuition fee waiver to students who enroll in at least fifteen credits per term. Keating seconded.

Discussion included fiscal impact and working towards an option for students that are not able to attend full time. There was also some concern regarding credits that are not required for a student's major. Jarrell assured the board that this program would be coupled with better advising to help students stay on track for their degree or certificate.

Muenzer moved to amend the motion to require that the tuition waiver only cover credits that apply towards a credential. Carrasco seconded.

Board Members

Melanie Muenzer - Yes

Matt Keating - No
Phil Carrasco - No
Susie Johnston - No
Miky Eyster - No
Lisa Fragala - No
Rosie Pryor - No

Motion to amend failed 6 – 1.

Original motion:

Board Members

Melanie Muenzer - No
Phil Carrasco - No
Matt Keating - Yes
Susie Johnston - Yes
Miky Eyster - Yes
Lisa Fragala - Yes
Rosie Pryor - Yes

Original motion passed 5 – 2.

E. College Services Model Options

Kelly presented recommendations regarding Campus Food Services, the Center for Meeting and Learning, and the Titan Store. The revenue of these areas is driven by the number of people on campus. With enrollment down, College Service areas have been negatively impacted, and the bottom line has been affected. It is difficult for these departments to break even when there are significant employee wage considerations and enrollment decreases. The following are initial proposals and will require direction from the board in future meetings.

1. Food Services

Food Services has made changes in its operations recently, but expenses continue to outpace revenues. Despite the hard work and efforts of the Food Services team, the current cost of staffing and benefits will not support an operation with this low level of revenue. The college recommends to cease operation of college-operated, campus-based food service on June 30, 2019, begin vendor negotiations and/or an RFP process upon board approval to eliminate service, and collaborate with LCCEF to find placement for eligible employees.

Board discussion included how current operations are handled with full and part-time staff and concerns regarding outsourcing. If the college were to outsource, the board felt strongly that local businesses and food trucks be offered as vendors. Concerns also included student worker opportunities, the cost to students, the perspective of union leadership, and how bumping would affect the classified workforce.

Kelly noted that if the college does look to external partners, there is a lot of opportunity to focus on local businesses—including those of Lane graduates—connections through instructional programs and the Small Business Development Center.

2. Center for Meeting and Learning

Significant progress has been made in the Center for Meeting and Learning (CML). Adjustments have been made that positively impacted both revenues and expenses, including the elimination of large, ongoing outside catering contracts and fewer services offered at the Mary Spilde Center. The CML has made significant moves in staffing and has controlled costs in both part-time expenditures and materials and services. The CML is currently posting revenues higher than expenses and has consistent revenue booked for the remainder of the fiscal year.

The college recommends retaining the CML as a vital college and community services that provides an integral part of the Culinary Arts and Hotel/Restaurant/Tourism Management program by providing meaningful learning and work experiences for students. The college also recommends reducing the total FTE in the CML by 2.0 to 3.0 FTE.

Board members noted the turnover in CML leadership and the loss of marketing and sales staff. The CML is a learning lab for our students and a visible program in the community. There was discussion on how the CML is providing some internal services for 50% of the market rate, and that may be one area that is harming revenue. The board was inclined to wait and see how the CML does under the recent management.

3. Titan Store

The Titan Store continues to be financially impacted by enrollment declines, strategic growth in open education resources, and changes in our full-and part-time student ratios. The Titan Store has been a valuable partner in saving students money by partnering with faculty and our OER librarian. The store has worked to control labor cost, but

unfortunately due to reduced enrollment levels and activity on campus, sales have continued to decline and expenses continue to outpace revenue.

The college recommends consideration of the proposal from Barnes and Noble. Existing staff would be retained in this proposal. The college also recommends restructuring Printing and Graphics and the Mailroom under a new design. (These services currently share a retail service director.)

Board members were concerned about outsourcing problems, access to OERs, and the cost to students. Other concerns included limiting academic freedom and how moving to Barnes and Noble would affect the classified staff union membership. The board was also interested in hearing alternative options, such as possibly working with other college bookstores.

F. January Board Retreat Agenda

The following agenda items were discussed for the January 26 board retreat:

- Committee Structure
- Board Policies
- Equity Lens
- Contingencies

Muenzer requested adding board goals, and Eyster asked her to send some ideas to the board. Keating asked that colleagues be ready and in attendance by 8:30 a.m.

Pryor expressed concern about the board budget and withdrew her offer to attend the Association of Community College Trustee National Legislative Summit. Muenzer cautioned board members against withdrawing too quickly and about being thoughtful regarding who is going and the reasons for attending.

5. Accountability/Reports

A. Facilities Update

A facilities update was provided to the board.

B. Governance Taskforce Update

A governance taskforce update was provided to the board.

C. Marketing and Recruitment Report

A marketing and recruitment report was provided to the board.

6. Reports

LCCEF President Robin Geyer reported that she moved into the role of president two weeks ago when Pat Griffin moved into a management position. LCCEF is not supportive of the college's recommendations on Food Service, Printing and Graphics, and the Titan Store. There are major concerns regarding outsourcing, OERs, student workers, and international students, as well as impacting the classified union members.

LCCEA President Adrienne Mitchell shared her concerns with the college's recommendations on college services models. She encouraged the board to look into Clackamas Community College's contract with Barnes and Noble and the problems they are experiencing with academic freedom and OERs. LCCEA has reached a tentative agreement with the college. She expressed her appreciation for Hamilton and Jarrell for their willingness to move toward more collaborative relations. Lane has a history of finding creative solutions which provide productive results with everything including the budget. She asked the board to provide direction to create systems to achieve that level of creativity with finding ways to bridge the budget gap, but a huge gap such as we are facing can't be bridged with tuition increases and reductions. It will take work in Salem. She and Jarrell will be working together with legislators to support higher funding for community colleges and working on systems to increase social justice on campus for all of our students.

Vice President Paul Jarrell highlighted Bleed Magazine's awards. The Science Division hosted Science night for students, recently entered into a grant with Oregon State University, and had a table at the National Geographic event at the Hult Center. The college is working to address equity, inclusion, and respectful work environments to make Lane a more inviting place for each other and our students. A second guided pathways institute was held at Lane last month, and those institutes and conversations will continue. He gave kudos to Associate Vice President Vicki Trier, who will be leaving Lane for a position in Montana. Advanced Technology Dean Pat O'Connor announced his retirement. They have made many contributions to Lane and will be missed. Lane recently hosted Cross Country championships and Athletics was featured in 90 different news clips. He congratulated Margaret Helzer and Anne McGrail on their Faculty Recognition Awards. Two of Lane's former Culinary students are doing well – one is breaking ground on their own business and the other is working in Las Vegas. A Lane alum from the Art Division is getting a University of

Oregon scholarship and praised Lane for its work with LGBTQ. Jarrell distributed a flyer highlighting Music, Dance, and Theatre Arts events.

Vice President Brian Kelly reported that another Titan Pride forum was held, and feedback from those forums is being compiled. The service mindset concept is resonating with employees. Kelly expressed gratitude to Lane's Warming Center volunteers. A training was recently held for 35 volunteers. Kelly was honored to volunteer at the Whitaker Thanksgiving Dinner, always a great community event with a lot of participation from Lane. Lane's sustainability group is working toward making Lane a bee friendly campus. Executives from Pacific University recently visited Lane to continue talks about a partnership. KLCC is holding a donation drive and recently held events for donors.

Board Members

Pryor welcomed Geyer and the LCCEF team and looked forward to working collaboratively.

Carrasco wished all Happy Holidays and a Happy New Year.

Muenzer attended the Oregon Community College Association board meeting and will send information via e-mail.

Fragala attended the equity and inclusion training and was impressed by the presenter. She looked forward to the board supporting the equity lens work. She congratulated Evans on his appointment to the housing taskforce and was excited about the work towards becoming a bee friendly campus.

Keating wished everyone Happy Holidays.

Johnston welcomed Geyer. She congratulated O'Connor on his retirement. She attended the equity lens training. She congratulated the Bleed Magazine on its award. She reported on an issue that happened with Lane's Continuing Education brochure and racist remarks that were sent to President Hamilton. It is devastating to see the hate mail and know this came from one of our community members. She asked everyone to remember Buddha's words and celebrate everyone with kindness and love.

Eyster commended the college and LCCEA on the tentative agreement and congratulated Geyer on her new position. He was pleased to see six board members attend the equity lens training. He met with the group that will be implementing it the next day and was impressed with the dedication and important work at Lane.

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

January 10, 2019 at 6:30 p.m. in the Boardroom

8. Adjournment

The board meeting unanimously adjourned at 10:15 p.m.

Margaret Hamilton, President/District Clerk

Matt Keating, Board Vice Chair

Prepared by: Donna Zmolek, Executive Assistant to the President