



***NORTHWEST COMMISSION ON COLLEGES AND UNIVERSITIES***

**BASIC INSTITUTIONAL DATA**

Information and data provided in the institutional self-study are usually for the academic and fiscal year preceding the year of the evaluation committee visit. The purpose of this form is to provide the Commission and the members of the evaluation committee with current data for the year of the visit.

After the self-study report has been finalized, complete this form to ensure the information is current for the time of the evaluation committee visit. Please provide a completed copy of this form with each copy of the self-study distributed to Commissioners, the Commission office, and members of the visiting committee.

To enable consistency of reporting, please refer to the glossary in the 2003 Accreditation Handbook for definitions of terms.

**Institution:**

Name: **Lane Community College**

Address: **4000 East 30<sup>th</sup> Avenue**

City: **Eugene** State: **OR** ZIP: **97405-0640**

Highest Degree Offered: Doctorate \_\_\_\_ Masters \_\_\_\_ Baccalaureate \_\_\_\_ **Associate XX** Other (specify)

Type of Institution: **Comprehensive XX** Specialized \_\_\_\_ Health-related \_\_\_\_ Religious-based \_\_\_\_ Tribal

Other (specify) \_\_\_\_\_

Institutional control: **Public XX** City \_\_\_\_ County \_\_\_\_ State \_\_\_\_ Federal \_\_\_\_ Other (specify) \_\_\_\_\_

\_\_\_\_ Private/Independent \_\_\_\_ Non-profit \_\_\_\_ For Profit \_\_\_\_

Institutional calendar: **Quarter XX** Semester \_\_\_\_ Trimester \_\_\_\_ 4-1-4 \_\_\_\_ Continuous term \_\_\_\_ Other (specify)

**Specialized/Programmatic accreditation:** List program or school, degree level(s) and date of last accreditation by an agency recognized by the Council for Higher Education Accreditation (CHEA). (Add additional pages if necessary.)

<b>Program or School</b>	<b>Degree Level(s)</b>	<b>Recognized Agency</b>	<b>Date (academic year)</b>
Medical Office Assistant	1-year Certificate of Completion	Commission on Accreditation of Allied Health Education Programs (CAAHEP)	1997
Dental Assistant	1-year Certificate of Completion	American Dental Association's Commission on Dental Accreditation	2001
Dental Hygiene	2-year Associate of Applied Science	American Dental Association's Commission on Dental Accreditation	2001
Nursing	2-year Associate of Applied Science (RN); 1-year Certificate of Completion (LPN)	In 1996, Nursing was accredited by both the Oregon State Board of Nursing and the National League of Nursing. As of last year (2003), the program is affiliated only with OSBN	2003
Respiratory Care	2-year Associate of Applied Science	Commission on Accreditation of Allied Health Education Programs (CAAHEP)	1999
Aviation Maintenance	2-year Associate of Applied Science	Federal Aviation Administration (Air Agency Certificate)	1999
Flight Technology	2-year Associate of Applied Science	Federal Aviation Administration (biennial certification)	2003
Diesel Technology	2-year Associate of Applied Science	Associated Equipment Distributors (AED) Foundation	2004
Fitness Training	2-year Associate of Applied Science	American College of Sports Medicine (ACSM)	2003
Culinary Arts	2-year Associate of Applied Science	American Culinary Federation (ACF)	2004

*Revised August 2001*

**Full-Time Equivalent (FTE) Enrollment.** State the formula used by the institution to compute FTE:

**( total student contact hours) / 510 -- this is the formula used by Oregon community colleges to calculate FTE for distributing state funding to colleges.**

**Official Fall Term Enrollments**

<b>Classification</b>	<b>Current Year Dates: 2003</b>	<b>One Year Prior Dates: 2002</b>	<b>Two Years Prior Dates: 2001</b>
Undergraduate	1,678	1,930	1,940
Graduate	Not Applicable	Not Applicable	Not Applicable
Professional	1,155	1,321	1,335
Unclassified	718	928	1,123
Total all levels	3,551	4,179	4,397

**Notes:**

- “Undergraduate” FTE defined as FTE attributed to the “Lower Division Collegiate” category for state funding;
- “Professional” FTE defined as FTE attributed to the following state reimbursement categories: “Professional Technical Preparatory”, “Professional Technical Supplementary” and “Professional Technical Apprenticeship”;
- “Unclassified” FTE defined as FTE attributed to the remaining state reimbursement categories.

**Full-Time Unduplicated Headcount Enrollment.** Count students enrolled in credit courses only.

**Official Fall Term Enrollments**

<b>Classification</b>	<b>Current Year Dates:</b>	<b>One Year Prior Dates:</b>	<b>Two Years Prior Dates:</b>
Undergraduate	Not Available	Not Available	Not Available
Graduate	Not Applicable	Not Applicable	Not Applicable
Professional	Not Available	Not Available	Not Available
Unclassified	Not Available	Not Available	Not Available
Total all levels	10,166	10,424	10,903

**Numbers of Full-Time and Part-Time Instructional Faculty & Staff and Numbers of Full-Time (only) Faculty & Staff by Highest Degree Earned.** Include only professional personnel who are primarily assigned to instruction or research.

Rank	Total Number		Number of <u>Full Time</u> (only) Faculty and Staff by Highest Degree Earned						
	Full Time	Part Time		Less than Associate	Associate	Bachelor	Masters	Specialist	Doctorate
Professor	NA	NA							
Associate Professor	NA	NA							
Assistant Professor	NA	NA							
Instructor	248	261		NA	NA	50	158	NA	40
Lecturer and Teaching Assistant	NA	NA							
Research Staff and Research Assistant	NA	NA							
Undesignated Rank	NA	NA							

Number of instructional staff added for current year:

**29 fewer full time instructors fall '03 compared to fall '02. This does not necessarily mean there were 29 fewer FT instructor positions – in fall '03 some FT positions may have been filled by part time instructors because searches were in progress for the new FT instructor.**

Number of instructional staff who were employed previous year but not reemployed: \_

**All contract faculty who were hired in 2003-2004 were reemployed for 2004-2005.**

**Mean Salaries and Mean Years of Service of Full-Time Instructional and Research Staff.** Include only full-time personnel with professional status who are primarily assigned to instruction or research.

Rank	Mean Salary	Mean Years of Service
Professor	Not Applicable	
Associate Professor	Not Applicable	
Assistant Professor	Not Applicable	
Instructor	\$55,662	Not Available at this time
Lecturer and Teaching Assistant	Not Applicable	
Research Staff and Research Assistant	Not Applicable	
Undesignated Rank	Not Applicable	

**Financial Information.** Complete each item in the report using zero where there is nothing to report. Enter figures to the nearest dollar. Auxiliary and service enterprises of the institution (housing, food service, book stores, athletics, etc.) should be included. The institution's audit materials should be an excellent reference for completing the report.

Fiscal year of the institution: 2004-2005

Reporting of income: Cash Basis \_\_\_\_\_ Accrual Basis X

Reporting of expenses: Cash Basis \_\_\_\_\_ Accrual Basis X

**BALANCE SHEET DATA**

ASSETS	Last Completed FY Dates: 6/30/2003*	One Year Prior to Last Completed FY Dates: 6/30/2002	Two Years Prior to Last Completed FY Dates: 6/30/2001
<b>CURRENT FUNDS</b>	GASB 34 & 25		
Unrestricted			
Cash	12,916,629	35,424,408	48,224,475
Investments	420,119	0	0
Accounts receivable gross	7,328,688	7,069,560	5,010,263
Less allowance for bad debts	0	0	0
Inventories	672,729	665,549	865,600
Prepaid expenses and deferred charges	0	683,452	0
Other (identify)	57,932,101	38,687,029	39,120,169
Due from	0	1,931,070	958,298
<b>Total Unrestricted</b>	79,270,266	84,461,068	94,178,805
Restricted			
Cash	0	0	0
Investments	0	0	0
Other (identify)	0	0	0
Due from	0	0	0
<b>Total Restricted</b>	0	0	0
<b>TOTAL CURRENT FUNDS</b>	79,270,266	84,461,068	94,178,805
<b>ENDOWMENT AND SIMILAR FUNDS</b>			
Cash	0	0	0
Investments	0	0	0
Other (identify)	0	0	0
Due from	0	0	0
<b>TOTAL ENDOWMENT AND SIMILAR FUNDS</b>			
<b>PLANT FUND</b>			
Unexpended	0	0	0
Cash	0	0	0
Investments	0	0	0
Other (identify)	0	0	0
<b>Total unexpended</b>	0	0	0
Investment in Plant			
Land	1,152,260	1,152,260	1,152,260
Land improvements	0	0	0
Buildings	77,264,765	76,757,683	66,141,552
Equipment	9,749,484	9,713,155	9,292,279
Library resources	3,528,779	3,347,945	3,181,184
Other (identify)	<30,720,436>	<977,708>	<925,897>
<b>Total investments in plant</b>	60,974,852	89,993,335	78,841,378
Due from	0	0	0
Other plant funds (identify)	0	0	0
<b>TOTAL PLANT FUNDS</b>			
<b>OTHER ASSETS (IDENTIFY)</b>	0	0	0
<b>TOTAL OTHER ASSETS</b>	0	0	0
<b>TOTAL ASSETS</b>	140,245,118	174,454,403	173,020,183

**BALANCE SHEET DATA (continued)**

LIABILITIES	Last Completed FY Dates: 6/30/2003*	One Year Prior to Last Completed FY Dates: 6/30/2002	Two Years Prior to Last Completed FY Dates: 6/30/2001
<b>CURRENT FUNDS</b>	GASB 34 & 35		
Unrestricted			
Accounts payable	2,774,617	4,036,187	3,575,331
Accrued liabilities	2,850,101	3,007,868	2,920,290
Students' deposits	0	0	0
Deferred credits	1,940,522	6,777,596	6,713,525
Other liabilities (identify)	82,841,290	34,264,007	34,700,029
Due to	0	1,931,070	958,298
Fund balance	45,172,536	24,066,067	35,851,865
<b>Total Unrestricted</b>	135,579,066	74,082,795	84,719,338
Restricted			
Accounts payable	0	0	0
Other (identify)	0	0	0
Due to	0	0	0
Fund balance	4,666,052	11,293,924	10,603,232
<b>Total Restricted</b>	4,666,052	11,293,924	10,603,232
<b>TOTAL CURRENT FUNDS</b>	140,245,118	85,376,719	95,322,570
<b>ENDOWMENT AND SIMILAR FUNDS</b>			
Restricted	0	0	0
Quasi-endowed	0	0	0
Due to	0	0	0
Fund balance	0	0	0
<b>TOTAL ENDOWMENT AND SIMILAR FUNDS</b>	0	0	0
<b>PLANT FUND</b>			
Unexpended			
Accounts payable	0	0	0
Notes payable	0	0	0
Bonds payable	0	0	0
Other liabilities (identify)	0	0	0
Due to	0	0	0
Fund balance	0	0	0
<b>Total unexpended</b>	0	0	0
Investment in Plant	0	89,077,684	77,697,613
Notes payable	0	0	0
Bonds payable	0	0	0
Mortgage payable	0	0	0
Other liabilities (identify)	0	0	0
Due to	0	0	0
Other plant fund liabilities (identify)	0	0	0
<b>TOTAL INVESTMENTS IN PLANT FUND</b>	0	89,077,684	77,697,613
<b>OTHER LIABILITIES (IDENTIFY)</b>	0	0	0
<b>TOTAL OTHER LIABILITIES</b>	0	0	0
<b>TOTAL LIABILITIES &amp;</b>			
<b>FUND BALANCE</b>	140,245,118	174,454,403	173,020,183

**CURRENT FUNDS, REVENUES, EXPENDITURES, AND OTHER CHANGES**

<b>REVENUES</b>	<b>Last Completed FY Dates: 6/30/2003*</b>	<b>One Year Prior to Last Completed FY Dates: 6/30 2002</b>	<b>Two Years Prior to Last Completed FY Dates: 6/30/2001</b>
Tuition and fees	20,888,674	17,477,871	16,471,248
Federal appropriations	0	0	0
State appropriations	19,646,961	30,862,022	29,964,650
Local appropriations	16,247,883	15,191,243	14,601,696
Grants and contracts	36,188,800	33,277,386	26,318,558
Endowment income	0	0	0
Auxiliary enterprises	7,844,387	28,306,855	26,203,866
Other (identify)	7,628,677	8,534,180	11,515,465
<b>EXPENDITURE &amp; MANDATORY TRANSFERS</b>			
Educational and General			
Instruction	38,590,488	42,326,553	40,741,235
Research	0	0	0
Public services	4,566,641	4,656,776	3,574,052
Academic support	3,533,114	3,500,691	3,012,653
Student services	16,928,976	7,487,247	6,908,376
Institutional support	10,337,220	8,886,133	8,748,173
Operation and maintenance of plant	9,700,529	4,909,174	4,606,320
Scholarships and fellowships	29,443,255	27,170,051	21,420,149
Other (identify)	2,778,578	14,039,631	18,183,505
Mandatory transfers for:			
Principal and interest	1,914,800	4,566,037	4,311,284
Renewal and replacements	0	0	0
Loan fund matching grants	0	0	0
Other (identify)	0	0	0
<b>Total Educational and General</b>	117,793,601	117,542,293	111,505,747
Auxiliary Enterprises			
Expenditures		30,034,225	26,935,469
Mandatory transfers for:			
Principal and interest			
Renewals and replacements			
<b>Total Auxiliary Enterprises</b>			
<b>TOTAL EXPENDITURE &amp; MANDATORY TRANSFERS</b>	117,793,601	147,576,518	138,441,216
<b>OTHER TRANSFERS AND ADDITIONS/DELETIONS (identify)</b>	43,992	2,831,855	241,084
<b>EXCESS [deficiency of revenues over expenditures and mandatory transfers (net change in fund balances)]</b>	<9,304,227>	<11,095,106>	<13,124,649>

\* Lane Implemented GASB 34 & 35 in FY 6/30/2003

**INSTITUTIONAL INDEBTEDNESS**

<b>TOTAL DEBT TO OUTSIDE PARTIES</b>	<b>Last Completed FY Dates: 6/30/2003*</b>	<b>One Year Prior to Last Completed FY Dates: 6/30/2002</b>	<b>Two Years Prior to Last Completed FY Dates: 6/30/2001</b>
For Capital Outlay	29,330,000	32,740,00	32,940,000
For Operations	51,803,948	0	0

**Domestic Off-Campus Degree Programs and Academic Credit Sites:** Report information for off-campus sites within the United States where degree programs and academic coursework is offered.

**Degree Programs** – list the names of degree programs that can be completed at the site.

**Degrees Awarded** – report the number of degrees (by program) awarded at the location last year.

**Academic Credit Courses** – report the total number of academic credit courses offered at the site.

**Student Headcount** – report the total number (headcount) of students currently enrolled in programs at the site.

**Faculty Headcount** – report the total number (headcount) of faculty (full-time and part-time) teaching at the site.

**PROGRAMS AND ACADEMIC CREDIT OFFERED AT OFF-CAMPUS SITES WITHIN THE UNITED STATES**

Location of Site Name City, State, ZIP	Degree Programs	Degrees Awarded	Academic Credit Courses	Student Headcount	Faculty Headcount
Not Applicable					

**Programs and Academic Courses Offered at Sites Outside the United States.** Report information for sites outside the United States where degree programs and academic credit courses are offered, including study abroad programs and educational operations on military bases.

**Degree Programs** – list the names of degree programs that can be completed at the site.

**Degrees Awarded** – report the number of degrees (by program) awarded at the location last year.

**Academic Credit Courses** – report the total number of academic credit courses offered at the site.

**Student Headcount** – report the total number (headcount) of students currently enrolled in programs at the site.

**Faculty Headcount** – report the total number (headcount) of faculty (full-time and part-time) teaching at the site.

**PROGRAMS AND ACADEMIC CREDIT COURSES OFFERED AT SITES OUTSIDE THE UNITED STATES**

Location of Site Name City, State, ZIP	Degree Programs	Degrees Awarded	Academic Credit Courses	Student Headcount	Faculty Headcount
Not Applicable					