

**Minutes of: Board of Education Meeting  
November 19, 2014, 6:00 p.m. – Albany Campus**

**Board of Education members in attendance**

R. Keith Frome (*Chair*), Shelly Garrett (*Vice-Chair*), Lyn Riverstone, Ron Mason, Jim Merryman, Dick Running

**Staff and Representatives in attendance**

Beth Hogeland, Bruce Clemetsen, Dale Stowell, Dave Henderson, Son Le Hughes, Vickie Staffelbach, Kathy Chafin, Tammi Drury, Adelaine Carter, Dr. Buchele, Mr. Tarnay

**CALL TO ORDER** of Regular Board Meeting at 6:00

Chair Frome said thanks to all for helping pass the Capital Construction Bond. There was a round of applause.

Mr. Henderson introduced Son Le Hughes as our new Director of Budget and Accounting. She is joining us from the University of Oregon. She has additional work experience with and Community College and K-12 school system.

Change to agenda – Mr. Running wants to nominate a replacement Budget Committee member because Elaine Eastman has resigned. It was suggested that this topic be addressed in the fiduciary portion of the meeting, before the consent agenda.

No citizen comments.

**Generative Discussion: Virtual Learning and the Future of LBCC**

Dr. Hogeland introduced and transferred the discussion to Dr. Buchele who gave an LBCC iLearn update. She expressed how iLearn is a different educational opportunity where students may progress at their own speed. Each student will have a Navigator who assists and checks in with the student to help until graduation. Each student also has a faculty Content Expert and faculty Assessment Evaluator. The courses are competency based. Participants will be given credits and grades, and courses and completion are 100% online. The Beta test stage is being done now. Beta testers are giving feedback, and are taking the course for free. The Virtual College is making adjustments to the flow of the system. Most testers are completing one credit every one to two weeks. Ms. Staffelbach is one of the Beta Testers.

Dr. Buchele asked the Board for assistance in creative ways to deal with any barriers the Board perceives. LBCC is making changes to the Banner system. However, any changes done for iLearn also affect all student departments. Financial Aid is developed on a term basis but iLearn is not. LBCC is the forerunner in this type of education. Adaptive learning technologies are being researched. Software for retention is being incorporated to assist students when the first sign of trouble appears.

Discussion with Board – questions/concerns/Board role? What is our community or our scope? The Board members had several questions and comments which included:

- Number of Beta Testers? 25 courses (one tester for each). And 3 certificates are available with a fourth one more coming later. We may start using in High Schools.
- Pricing tuition? Dr. Buchele, Mr. Henderson and Ms. Hughes will be meeting to discuss this. Perhaps a flat rate per month if possible? This program is run as cost recovery.
- Because this is federally funded we could reach out to a larger audience. There is some federal interest in this program.
- Is it possible to sell our courses? Not a good idea at this time.
- Number of navigators per number of students? Program is flexible. The current plan is for 80 students per navigator. iLearn students are iLearn only, they are not taking any campus courses. (Against financial regulations) We are modeling against some other schools.
- What is long term strategy for this program? Dr. Buchele explained this is consistent with LBCC's 3 goals. This program/college is an attempt to reclaim former students who have credits but haven't completed. Immediate need is for Linn-Benton Community and perhaps to supplement money to the college. It was suggested the LBCC look at a longer strategic plan. It could be a good idea to chase revenue, we have an obligation to the grantor.
- ADA students are considered by making the courses accessible.
- Community development for LBCC and Oregon – if we attract other students within the State that would be good. It was also encouraged that we market to the armed services groups. Our marketing announcements will make programs more visible.
- Are courses transferable? Dr. Buchele said "yes". Dr. Hogeland had mentioned previously that NWCCU, the agency who accredits LBCC, is observing us and they are interested in possibly accrediting iLearn in the future.

- Will certificates be designed to continue degree pathways towards a degree? This type of monitoring for pathways is a lot of work and the Virtual College may not be a large revenue generator. We want to be sure to monitor workload for those in program. Dr. Buchele explained that the curriculum is already completed and that it was very labor intensive. There are two faculty roles – content and assessment.

#### Strategic Discussion:

- OSBA elections to be discussed in reports. Reminder that we did give honorary degree to Dr. Bontrager. OSBA is having elections to elect members of their Board. Board Members should contact Chair Frome with their voting preferences for the OSBA Board elections and the other legislative/administrative policies also being voted on. Ms. Staffelbach reported on her attendance at the OSBA Conference in Portland, Oregon earlier in November. She attended a workshop and networking for Board Secretaries.
- ACCT: Ms. Staffelbach reported on her attendance in October at the ACCT Convention in Chicago. She reported that she had attended training and networking with the Professional Board Staff Network. President Hamann also attended.
- OCCA: no meeting but there was a conference in Sunriver, Oregon. Mr. Mason, Ms. Garrett, Chair Frome, and Dr. Hogeland attended the conference.
  - Mr. Mason presented information about sessions he attended at the OCCA conference. A couple of presenters explained the need to be less superficial when making decisions. The concept of “creative commons” was discussed and an open source for books that are free to students and faculty. A session was given by Ben Cannon, the head of HECC (which replaces OUS for colleges and universities). Mr. Mason expressed that Ben Cannon is understanding of the role of community colleges. Not all people do understand that K-12 is not an end to a student’s education. Mr. Mason will put some particularly interesting comments and quotes into written format. Using common course numbering through the state helps students.
  - Ms. Garrett presented her experience at OCCA. She mentioned a leadership group throughout the State to create better teachers and matching faculty with the student population. She also enjoyed the session regarding potential savings on text books. She also met with people with Piper-Jaffray who assisted LBCC with the Capital Construction Bond.
  - Chair Frome was interested in the OERs (open education for resources). He stated that faculty should look into reducing text book costs. One of the conference topics was on how to measure completions. Examples were given of

how many credits students complete at end of first year. The issue for determining student success is not how many students register. Board members should review their college catalogs and look for errors. Think as if you were a student. How could you navigate by using the catalog or online. Put pathways into catalog. Chair Frome found that LBCC is well respected. Of the milestones mentioned at the conference, LBCC is compliant in 100% in 3 of 4 milestones suggested.

- Dr. Hogeland was impressed by Key Note address, it encouraged her to think and ask questions. LBCC has a lot of data but we don't always use it well. Dr. Hogeland mentioned the achieving the dream coaches suggestion that we should consider being a Leader College. She said LBCC is really looking below the surface in our thinking. She also suggested using a Key Note Speaker for LBCC's Fall In-Service program.
- Foundation report by Ms. Riverstone. Please recognize the Foundation Board's role in the Bond measure and the funds they gave towards campaign. Mr. Stowell expressed importance of Board of Education too. Mr. Merryman mentioned work on Foundation Board goals and objectives and they are now consistent with LBCC goals and objectives.

#### Representative Reports:

- Student Leadership: Ms. Carter reported that LBCC/SLC sent people to OSAC meeting in Southern Oregon – to deal with diversity issues. SLC is planning to host statewide rally. Bingo night next Monday for Thanksgiving food boxes. The Hot Shot Café raised \$250.00 towards food boxes. In February or March will be a large group to lobby in Salem.
- Classified report by Ms. Drury: She went to AAWCC conference in Portland. LBCC received a 2014 Community College - Online Excellence Award. Family Connections – 4 staff went to Fall conference to support early childhood partners. Last July – e-learning staff attending an academy in Canada through a grant. Then to a State-wide conference to present what they had learned. Lebanon and Sweet Home are helping with money for Thanksgiving food drive. They had a contest for classes, whomever raised the most money won a pizza for their class.
- Faculty report by Ms. Chafin: Ms. Chafin reported some creative faculty stories. Students in CTE programs are leaving before completing their general education courses. So, a writing instructor was asked to create a technical writing for CTE in lieu of requiring a general writing class. The instructor wrote her own textbook to use. A typical writing course requires more homework that CTE students typically don't have. This technical writing is now online. Winter Term instructor is teaching and there will be

different pathways, and assignments will be program specific. The instructor is seeing completion improvements and has overcome some boundaries. Making coursework relevant is a key to success. Students are more isolated in CTE programs. Historically welding has been good about working with faculty in other programs to help their students.

Mr. Mason mentioned that Mr. Running received a Service Award from OCCA for 8 years as a Board member.

BP 7055 – Tuition policy was presented by Dr. Clemetsen.

He presented a revised and shortened version of the Board Policy. Some content removed will become a new Administrative Rule associated with the Board Policy. In the past in-district students were charged differently. But that process shifted as funding shifted. Chair Frome handed out some questions and changes he had for to BP 7055. Dr. Clemetsen reiterated that this BP had been changed based upon the suggested by the Board at the October Board meeting.

He explained why some specific fees were moved out of this BP. This was because they were more rule-based – AR's are not under Board control like a BP. The discussion also included a reiteration of why LBCC is suggesting using HEPI as an index. The how and why were moved from the previous BP 7055 and moved to an AR because they were exceptions the Board doesn't need. This BP is to better guide us to use for determining tuition. Recognizing that an Essential Budget is needed to maintain the college. This BP is a framework for determining future budgeting needs. Chair Frome was concerned that the BP is stating that the Board "shall" use this format. Mr. Merryman expressed his understanding from the October Board meeting explaining, that this is only a framework. He reiterated President Hamann's explanation. Some word changes were given to Dr. Clemetsen for the BP. A previous committee including students had agreed upon the HEPI index.

Mr. Merryman reminded everyone to think further out than one year increments. Mr. Mason explained his understanding of EBL and LBCC's past practice of deciding if to raise tuition. Dr. Clemetsen restated why the BP is being changed to provide a framework to help meet strategic goals of the board and this allows the College to operate and make future changes (Operation needs and investment goals). The index helps us as a benchmark. Dr. Hogeland also gave an explanation of how she understands the need to use an index. She also reported that half the colleges are indexing to make more responsible decisions. Dr. Clemetsen offered index material/information to the Board. The information gives us a way to compare to others.

Mr. Mason had suggestions for re-writing the BP. He talked about option to change tuition sooner than annually in the case of an emergency. He suggested that we do not include 21% in differential tuition. And he wanted changes to student fees.

Board suggested not approving the BP at the December meeting. Having it approved at the December meeting was requested so that it could be used for making budget decisions in January. Some Board members wanted more time to discuss this BP. A suggestion was to use existing BP 7055 and still present budget options. Mr. Henderson said he could prepare the budget and use HEPI as an option even if Board does not approve this BP. Ms. Garrett suggested a temporary resolution to wait and discuss this in January (table the BP) but to have Dr. Clemetsen make additional changes.

Resolution 11-15 – Request to approve a Computed Tomography Certificate, education and CTE portions together. The program was approved at State Board level. OIT and PCC offer this certificate. LBCC might consider this certificate through iLearn to meet the need of those who cannot be on-campus. This certificate is only after the student has completed. Mr. Merryman moved to approve this resolution. Mr. Mason seconded. Everyone voted and the resolution was unanimously approved (6-0)

Mr. Henderson introduced Bond Program Manager, Lou Tarnay. He will be hiring contracted architects and buildings for the capital construction projects. Board members will receive more information in January. Mr. Henderson explained how we can start using the Bond funds while the old bond is in use. Mr. Henderson has worked with Mr. Tarnay in the past.

Mr. Stowell presented the 8000's series of Board Policies. These cover the public persona of the College. He encouraged the Board to familiarize themselves with the policies. He will be presenting changes at a future Board meeting. Mr. Mason had already reviewed these policies and offered some changes to Mr. Stowell regarding BP 8010.

New Budget Committee Member:

Elaine Eastman is leaving the Budget Committee. Mr. Running had a suggestion of a possible new member: Nikki Warner – VP of Admin at Central Willamette Credit Union.

Mr. Running moved to nominate Ms. Warner as a new Budget Committee Member. Ms. Garrett seconded the motion. Everyone voted and it was approved unanimously. (6-0)

Consent Agenda:

Mr. Running moved to accept the Consent Agenda as presented. Ms. Riverstone seconded the motion. Everyone voted and it was approved unanimously. (6-0)

Chair Frome requested people put their names on their administrative reports.

Mr. Mason moved to approve the list of 2014-2015 Advisory Committee members. And said to be sure to let them know they are appreciated. Motion was seconded by Ms. Garrett. Everyone voted and it was approved unanimously. (6-0)

Dr. Hogeland gave more detail on Resolution 12-15 - Early Learning Hub. LBCC is the coordinator "the hub"

Board Comments

Went into Executive Session – at 9:07

Adjourned 9:20