

**Minutes of Board of Education Meeting**  
**October 21st, 2015 6:00 p.m. – Albany Campus**  
**Calapooia Center Boardroom**

***Board of Education members in attendance***

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

***Staff and Representatives in attendance***

Greg Hamann, Ann Buchele, Dave Henderson, Bruce Clemetsen, Dale Stowell, Rob Priewe (*Faculty*), Debby Zeller (*Classified*), Mary Borman (*Part-Time Faculty*), Paola Gonzalez (*Student*), Whitley Nelson, Guests: Achieving the Dream Coaches, Diane Troyer and Jacki Stirn

The meeting was called to order at 6:03 PM, Chair Garrett called for a Moment of Silence for those in Roseburg and Umpqua Community College.

**CHANGES TO THE AGENDA** (Chair Garrett) - None

**CITIZEN COMMENTS** (Chair Garrett) - None

**INTRODUCTIONS AND RECOGNITIONS** (Chair Garrett)

New Faculty were introduced as follows.

|                       |                                    |
|-----------------------|------------------------------------|
| Sisavath Virasak      | Computer Systems                   |
| Marc Rose             | Welding                            |
| Cait Morgan           | Counseling, High School Students   |
| Valerie Six           | Counseling, Advisor for Overload   |
| Tracy Dusseau         | CFAR, Education Equity             |
| Marcia Walsh          | Child and Family Studies/Education |
| Will Fleming          | Writing, English                   |
| Mary Vedaa            | Business Management                |
| Raymund Ocampo        | Performing Arts                    |
| Jodi Klier-Butler     | Nursing                            |
| Renee Mc Kitterick    | Fine Arts/Ceramics                 |
| Joyce Thompson Graham | ESOL                               |
| Faye Barras           | Physics                            |

New Student Poet Laureate, Dari Lawrie was introduced by Robin Havenick and she read one of her poems titled "The Story Never Ends".

Dave Henderson introduced Jess Jacobs, who is the new Director of Budget and Accounting.

**CHAIR COMMENTS** (Chair Garrett)

The ACCT Annual Conference in San Diego last week was great. It was a good opportunity to learn about ourselves, grow as a Board, and really be energized.

I appreciated Jim Merryman coming with Janet Steele to talk to the Lebanon Mayor and City Manager about the Pipeline Program. They enjoyed the presentation. Greg saw them today and they are excited about what we are doing here at LBCC, now Lebanon is going to be on board as well.

I have asked Jim to head a committee with Dick Running and Ron Mason to evaluate Greg's salary. Hopefully, they can report back to us with a recommendation in November.

### **GENERATIVE ACTIVITY** (Chair Garrett)

Achieving the Dream (AtD) – Diane Troyer and Jacki Stirn gave a report and update on Achieving the Dream. They expressed their pleasure working as a partner with LBCC. They covered AtD's focus and model, where LBCC is with regard to our goals (for AtD specifically), as well as what we are doing right, and what we are continuing to work on. They also emphasized the importance of following the data and making decisions for the college based off that data. They pointed out how outstanding our Institutional Research Department is, and how they have made data accessible. Also addressed next steps, as far as changing the student experience, improving the pathway to success, and increasing retention. The Board had the opportunity to ask Diane and Jacki many questions about the report.

### **STRATEGIC ACTIVITY**

#### A. Board Representative Reports:

ACCT – (Mr. Mason) - Some of the things that struck me that I wanted to bring back include:

- Making the pathways for students and every major and degree stronger
- Taking classes out of the schedule that are not a part of any pathway; those classes should only, if ever, be offered rarely. While that may be difficult because you will get push back from the faculty, this is about the students. Less options will make scheduling easier and the students will be more like a cohort. Also, math and writing required first term, if not, right at the beginning.
- Also, a college was tracking students on their pathway and automatically giving students the degree once they got there, unless they requested it not be given to them (getting rid of graduation application).

ACCT – (Dr. Frome) Few of the things I enjoyed:

- Completion Agenda in Wyoming, three years straight, 5% increase in graduation rates. Colleges bought into this Coalition: Graduation Wyoming, it is a very well done program. Many of the things mentioned by AtD tonight, were mentioned there and well received.
- Foundations – A Texas community college loans money to students for one semester for tuition in emergencies. They don't give out any of their Pell grants or loans until after the drop date. So they can't put loan money in and then drop the class and end up with debt. Students can then use their loans to pay back the money after the date. The foundation created \$100,000 endowment and all the money came back in, no interest loans, and it seemed like a really great idea.

- Performance Based Pay Scales – I don't even know if that would fly here, with union reps. It was interesting though, they had from 0% raises for non-qualifiers to 4% raises for high performers, and the high performers were getting well paid.

OCCA – (Mr. Mason) - Conference coming up starts Nov. 4<sup>th</sup>.

LBCC Foundation – (Mr. Merryman) - The Foundation is starting to have discussions about a very important milestone that is coming up, some of you may be aware of it. We are coming up on the 50<sup>th</sup> Anniversary of LBCC, on September 25<sup>th</sup> 2017. It will begin with a Kick-Off on Dec. 9<sup>th</sup> of next year. This is when Linn and Benton Co. approved the bond that funded LBCC. That might seem a long ways away but a lot needs to be done to make a big deal of it, celebrate, and get the community involved so they understand all that the college has done over the years and will continue to do, for the community . It will be a great opportunity to reconnect with alumni, raise money, and connect with the community.

## B. Campus Representative Reports

1. Faculty – Rob – It has been fun meeting and getting to know the new faculty that were introduced tonight. I have had the privilege of getting to know them and I am impressed by their backgrounds and the energy they bring. Earlier this week was the deadline for faculty to apply for grants for doing Open Educational Resources (OER) for their classes. After listening to AtD, and working on engagement and equity, OERs are really important. The college and board approved some grant money for faculty to develop OERs and we have had 14 different proposals. These are for better resources, virtual field trips, creating brand new materials for classes, etc. Faculty are really trying to be innovative in terms of better access for students and reducing the costs for class materials. One last thing, in the commuter today, for many of my photojournalists it was their very first photo credit. It was very exciting to see them realize that they really can do this. As an educator, I live for these moments, so it is a great day.
2. Classified - Debby – Mentioned the horticulture students are volunteering to run the farmer's market, and as long as the produce lasts they should be going through October. They grow everything out in the garden back near by the track, if you ever get a chance it is nice to see and walk through. We had a reduction of three employees who were in the USDA program and they were placed in jobs.
3. Student Leadership – Paola – I wanted to let you know about the impact your decision on the tuition freeze has had; we are the only school with increased enrollment. Also, we have students who are searching us out to be involved in SLC, because of the hype that has been associated with the tuition freeze. On welcome day we registered 50 people to vote. I also wanted to voice a concern about the Board Policy 2015, it seems very discouraging about being able to talk to you as individuals. I am curious about your individual thoughts and goals for the school, but this wording seems to say that we can't talk to you one-on-one and have a cup of coffee. As far as Student Engagement, we have identified Team Spirit as an important contributor to student involvement and we would like to see Rocky our mascot come back. I was at one of our Volleyball games and we brought Rocky and it was really exciting to see the team spirit and audience response. We are looking into hiring someone to fill that position and figure out what would their duties be as a mascot. Also, for legacy we are looking into bleachers for the baseball

team, as a collaboration effort in between clubs on a campus and just being able to show our support for our school. It has been a tough few weeks, very eventful. Also, we have two vacancies on the council and we will be working on changing the bylaws.

Chair Garrett: Thank you, I want to share Paola's note with the board – Shelly passed thank you note around to board members – Also, Paola, we will be discussing BP 2015 and hopefully that will shed some understanding for you.

4. Part-time Faculty – Mary Borman (in place of PTFA President Tak Suyama) – Mary read Tak Suyama's report on the PTFA negotiations progress.

Chair Garrett thanked them for the report and explained the type of reports the Board anticipates for the meeting. Encouraged them to share how their association is contributing to the goals and mission of the college.

Chair Garrett also requested that they direct all future communications and concerns regarding contract negotiations to the Management Negotiating Team and or President Hamann which the board has delegated responsibility for this work.

## **FIDUCIARY ACTIVITY**

### **A. Consent Agenda**

Chair Garrett wanted to pull the Budget Committee Members, because we had a change. Chair Garrett asked if anyone wanted to pull anything out of the consent agenda. Dr. Frome wanted to pull out I: 3, 8 and 13, (BP 2015, 2040 and 2070). Mr. Mason asked about having a discussion on this series anyway and why they were in the consent agenda. Chair Garrett explained that yes we pulled them all out so we would have a discussion about them. Having pulled out the Budget Committee Members and 2000 Series Board Policies out, does anyone want to move to approve the consent agenda? Mr. Running moved to accept, Mr. Mason seconded, everyone voted and the motion was approved unanimously (7-0).

*Budget Committee Members-* Chair Garrett: Lyn indicated that Patrick Magee has stepped off the Budget Committee and we need to replace him. Lyn and Ron will discuss a replacement for Corvallis and try to bring a recommendation to the November Board Meeting. The budget committee is invited to the January Board meeting and we want to make sure we have everyone by then.

*Board Policy Series 2000s-* The board then began discussing the series and Mr. Rolen stepped up to take notes on possible revisions and dialogue.

**2005** – Chair Garret noted this policy did not have any revisions. Dr. Frome moved to approve BP 2005 as written, Mr. Running seconded. Everyone voted and the motion was approved unanimously (7-0).

**2010** – Chair Garret noted this policy also did not have any revisions. Dr. Frome moved to approve BP 2010 as written, Ms. Riverstone seconded. Everyone voted and the motion was approved unanimously (7-0).

**2015** – Dr. Frome moved to have “In matters of college governance,” moved into the title of Board Member Authority (inside the Statement) and removed from the first line of the paragraph, Mr. Broadbent seconded. President Hamann explained that it makes it clearer that the paragraphs following pertain to board authority, in matters of college governance. After some more discussion, everyone voted and the motion to accept the policy with the stated changes was approved unanimously (7-0).

**2020** – Mr. Rolen clarified the track changes of moving A. to D. so that the progression is more intuitive. Mr. Merryman brought up representing the changes and clean copies of board policies on the agenda to make everything easier to read. President Hamann and Mr. Rolen addressed that this practice was just missed and will be fixed in future meetings. Dr. Frome moved to approve BP 2020 with the changes represented, Ms. Riverstone seconded. Everyone voted and the motion was approved unanimously (7-0).

**2025** – Dr. Frome moved to approve BP 2025 as written, Ms. Riverstone seconded. Everyone voted and the motion was approved unanimously (7-0).

**2030** – Mr. Mason was concerned with the changes within “A,” pertaining to Board Chair and Vice Chair terms. He noted that one year is somewhat restrictive, we should be able to allow the Board Chair to continue after the first year if the board agrees he/she is doing a good job, especially since in the first year you are really learning how to do the job. Mr. Broadbent noted that this was most likely carryover from when one year terms were law. Shelly noted that at ACCT, the consensus was a two year term, but if we consider doing this we need to consider the vice-chair term as well. Mr. Mason – We have to decide what we want, but I don’t want a two year term either, it should be up to the Board’s discretion yearly. The board then discussed the nominating committee for a chair, and possibly using open session instead of a nominating committee. Chair Garrett confirmed that they would like to scratch the sentence “no member...,” and eliminate the nominating committee paragraph completely. The board agreed and discussed if the Chair did not want to run another term, obviously they could not be forced. In that case they would nominate and it would fall under Robert’s Rules of Order. Mr. Merryman makes move to accept 2030 with the changes, Ms. Riverstone seconds. Everyone voted, those in favor – Mr. Mason, Mr. Merryman, Ms. Riverstone, Mr. Broadbent, and Chair Garrett, those opposed – Mr. Running and Dr. Frome, motion carried (5-2).

**2035** – Mr. Rolen stated that the changes are per the last board meeting. Mr. Merryman moved to accept 2035 with changes Mr. Running seconded, everyone voted and the motion was approved unanimously (7-0).

**2035-A** – Mr. Broadbent made a motion to adopt 2035, Dr. Frome seconded, everyone voted and the motion was approved unanimously (7-0).

**2040 and BOP 2040 A and B** – Mr. Rolen discussed the changes per the last board meeting. The board discussed that they would have to make a decision about changing practices or the wording, since they were not following it. Dr. Frome moved to have additions on J. and K., that would refer to BOP 2040-A, since these are not very specific. Ms. Riverstone agreed that it would be helpful for readers who do not have full knowledge of the policies. President Hamann made the recommendation that whenever there

is a board operational policy that pertains to a board policy, there would be a heading that references more information as such; instead of noting it inside each paragraph. Everyone agreed that this should be applied to every board policy instance. The board then discussed the wording about the board meeting agenda development and executive committee process, many options were considered and the board decided to have Mr. Rolan bring it back at the November Board Meeting. Dr. Frome made a motion to have Mr. Rolan bring BP-2040, BOP-2040-A, and BOP-2040-B back at the November Board Meeting for action with the changes discussed, Mr. Merryman seconded, everyone voted and the motion was approved unanimously (7-0).

**2050** – Mr. Broadbent asked if he could make a motion to adopt BPs: **2050, 2055, 2060, and 2065**, since there were no changes. Dr. Frome seconded, everyone voted and the motion was approved unanimously (7-0).

**2070** – Ms. Riverstone – I don't think we can vote on this if the reference is not approved (referring to BOP 2025-A). After discussion the board agreed this could not be voted on until they had addressed and decided on BOP 2025-A, which was a brand new policy they had not seen before. They then moved into discussing BOP 2025-A.

#### B. Introduction of BOP 2025-A – Board Members Code of Conduct

Chair Garret – While at ACCT, I was in board chair training and I asked about 50 board chairs how many of their boards signed something thing like this, and about 80% of them have already been doing this as a normal practice. Mr. Broadbent asked where this originated and Mr. Running answered – The last time we reviewed this series, I was not impressed with how many there were and how disorganized they felt. I decided I would write up something that would combine some of them and I started to look at some of the other schools and community colleges. Specifically, when I came to PCC and LCC they had something like this. I sent them to Scott and I thought it was really good idea. Mr. Rolan explained that this is based off of both PCC and LCC's versions. Chair Garret – Many other community colleges throughout the country are doing this and they all recommend it. The board then discussed some wording issues and when they would sign it. President Hamann noted that this was only the introduction and that it would be coming back next month. Chair Garrett - Signing this document should be a demonstration of our commitment, it is not something we have to do but is like the pledge of allegiance.

The board discussed not signing it at the retreat, since it is typically not attended by many if at all from the public; rather it could be at each member's signing in. Mr. Rolan confirmed that he would: fix "govern" not being underlined, include educational needs of students and community, and reword statement eight for clarity. The board agreed no action would be taken and it would be revisited in November. President Hamann asked about changes according to when they would sign. Chair Garret explained that needed to be further discussed and she was only sharing her opinion about when they should sign. After further discussion they decided to have Mr. Rolan reword BOP 2025-A as if they would sign it at their swearing in, but it would still be revisited in November.

Mr. Broadbent made a motion to table BP – 2070, until BOP 2025-A was addressed, Mr. Running seconded, everyone voted and the motion was approved unanimously (7-0).

#### C. Board Objectives

Chair Garrett –These are the goals Dave and I came up with after we discussed this at the Retreat, when we did not have a secretary. You may want to make changes, we did the best we could, please discuss.

The Board discussed and Mr. Merryman made a motion to accept the Board Objectives, Mr. Running seconded. Before the vote, Mr. Mason voiced concern that the objectives did not mention students and the educational mission of the college. The Board discussed the objectives as action items that were measurable; also how difficult it would be to measure their (the Board's) ability to fulfill student's needs and the educational mission of the college. They concluded that Mr. Henderson could wordsmith a preamble for the objectives that would reflect their goals being in support of reaching student success.

Mr. Broadbent made a motion to adopt the Board Objectives with Mr. Henderson's preamble included, Ms. Riverstone seconded, everyone voted and the motion was approved unanimously (7-0).

D. Revised Board Calendar 2014-2015

Ms. Nelson explained that the change to the Board Calendar was due to the location switch between the November and December Board Meetings. This was brought up because of the early retiree's reception in December which is on the same day as the meeting. Having that meeting in Lebanon would be inconvenient for board members who wanted to attend both.

Mr. Broadbent moved to accept the revised board calendar with the locations switched, so that the November board meeting will be in Lebanon and the December board meeting will be in Albany. Ms. Riverstone seconded, everyone voted and the motion was approved unanimously (7-0).

E. Administrative Reports

*President's Report* – President Hamann, nothing to add.

*Institutional Advancement* – Dale Stowell, nothing to add.

*Academic Affairs* – Ann Buchele, nothing to add.

*Student Affairs* – Bruce Clemetsen – Chair Garrett wanted to know more about his report. Bruce explained that the FORD Family Foundation approached LBCC about what working with them would look like, which is a pretty big deal for them since we are not technically rural. President Hamann commented that the intention is that the two documents attached to Mr. Clemetsen's report are included and covered in the Generative Discussion for November, specifically with how it relates to pathways and our Hispanic student populations

*Finance & Operations, Monthly Budget Report, Comparator Chart and EFB Graph* – Dave Henderson, nothing to add.

*Capital Projects Report* – Nothing to add.

**BOARD COMMENTS** (Chair Garrett)

Chair Garrett – Ann and Jim did a great job on their presentation at ACCT

Mr. Mason – Hope Fall is going well, we all really lost a lot when everything happened down at UCC, I can't even find words to describe how terrible it is. I am and continue to be proud of this institution and the work that is done here. We can always do better, but there are a lot of things we do well, and I want it to stay that way.

Dr. Frome – I want to recognize Scott and everyone else who went down to UCC, thank you.

Mr. Merryman –I echo what has been said about UCC, even at OFD we had a meeting with our employees about community support. Also, I would really like to have the board start looking forward based off data, demographics, businesses, etc. Where are we headed and where are we going? I think we need data from the commissioners and city managers, so we can look at where the college needs to be five years from now. We need to look to the future so we can be where we need to be, when we get there. I don't think we spend enough time working with the executive team on these items and using the data to guide our decisions for student success in the future.

Ms. Riverstone –My favorite thing at ACCT was from a keynote speaker, Chuck Underwood. He talked about Generational Imperative and how we should be thinking about our generations for our college and students. We have so many generations on campus: our students, staff, faculty, donors, etc. How should we be thinking and tailoring to them and making the experience for them. Some other Oregon Colleges do this, but I think we should do a pre-board meeting and just have discussion about issues and maybe to a book study. It would be really exciting, his talk was so great and so moving, I am not doing it justice. I am also really excited that Shelly Jim and I will be participating in Javier's LBCC Leadership Class.

Mr. Running – This noon I really enjoyed Greg's talk at the Lebanon Rotary Club. Also, I saw our building is really coming along there in Lebanon and the Boulder Falls Inn is really great.

Mr. Broadbent – I feel like a second class citizen not going to ACCT. I hope I soon can get to a more normal time in my life that I can participate in these fun things. I am not intentionally avoiding you all.

**IMPORTANT DATES** (Chair Garrett)

November 4-7, 2015 – OCCA Conference, Salishan

**ADJOURNMENT** (Chair Garrett)

Meeting Adjourned at 9:02 PM