

**Minutes of Board of Education Meeting  
November 16, 2016 6:00 p.m.  
Lebanon Center Annex**

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

Jim Merryman (*Chair*), Shelly Garrett, R. Keith Frome, Dick Running, Ron Mason, Randy Camp

***Staff and Representatives in attendance***

Greg Hamann, Ann Buchele, Bruce Clemetsen, Dave Henderson, Debby Zeller (*Classified*), Joe Paris (*Faculty*), Esther Chapman (*Part-Time Faculty*), Eric Slyter (*Student Leadership*), Amanda Kliever

**The meeting was called to order at 6:01pm,**

**CHANGES TO THE AGENDA** - None

**CITIZEN COMMENTS** – None

**INTRODUCTIONS**

Fall retirees, Annette Easdale, Mick Clark, and Beth Graham. Retirees were not in attendance, resolutions are attached in the agenda.

**CHAIR COMMENTS** – None

**AUDIT PRESENTATION**

Mr. Running reported that the Audit and Professional Services Committee met with auditor, Ken Kuhns. Mr. Running relayed that Mr. Kuhns is happy with LBCC and thinks our internal controls are good. He handed out a copy of the full audit report to each Board member.

**Mr. Running motioned to accept the audit as presented. Mr. Camp seconded. Motion to accept the audit as presented was approved unanimously. (6,0)**

**GENERATIVE ACTIVITY**

Dr. Buchele and Stacy Mallory, Program Director, Short-Term Training and Guided Pathways Core Team member, presented an update on Guided Pathways. Dr. Buchele reported that Guided Pathways focuses on the following areas, program mapping, intrusive advising, meta (broad interest) areas, and the entry process (how to connect with students and stay connected).

Ms. Mallory added that in April, the core team, consisting of herself, Rob Priewe and Warren Coffeen, attended a Guided Pathways institute in Washington DC. The core team has been charged with two things: 1) to teach other faculty what program mapping is, and 2) how to map. They have asked faculty across all divisions to have two paths ready by December 9, 2016. One path should be for a full-time student taking 15 credits per term, the other should be for a part-time student. All maps will include writing and math until the student has met

their program requirements for those subjects. The first run of the maps won't be ready for student use, it is instead to be used for the core team to see where we're at.

Dr. Buchele ended the conversation by letting the Board know the next Guided Pathways Institute will focus on meta-majors and action plans. This is a multiple-year project that is due by Fall Term 2018.

### **STRATEGIC ACTIVITY**

1. OCCA - Mr. Mason reported they are meeting Friday, November 18. Mr. Running added the OCCA conference was really worthwhile. Dr. Buchele, Mr. Priewe, Mr. Merryman, and President Hamann all had great presentations. Mr. Running requested that Mr. Merryman and President Hamann present on Pipeline to the full Board soon. President Hamann added that LBCC was well represented at the OCCA Fall Conference. In addition to the already mentioned presentations, Javier Cervantes, Director of Equity, Diversity and Inclusion presented on diversity and inclusion, and Steve Smith, Director of Instructional Technology presented on Open Educational Resources (OER's).
2. ACCT – No updates.
3. Foundation – Mr. Camp let everyone know that the next meeting is November 18. He is looking forward to hearing about the Foundation's progress and their goals for 2017.
4. Revenue Innovations – Mr. Running reported they met last week and don't have any ideas to bring forward yet, some ideas are being researched by Mr. Henderson and his team. Ms. Garrett added it was a great brainstorming session and they went over the rules for generating outside revenue.
5. Addition: HECC Strategic Plan 2016-2020 – Chair Merryman asked President Hamann to talk a little bit about the report they just received. President Hamann explained that HECC (Higher Education Coordinating Commission) is our connection to the state. He suggested the Board take a look at it and then they can have a discussion about it at a later date.

#### **B) Campus Representative Reports:**

1. Classified, Ms. Zeller – Let the Board know the Thanksgiving Food Drive is finishing up this week, and we have a record number of students and staff signed up and are low on donations.
2. Student Leadership Council, Mr. Slyter – Nothing additional from his written report. He will report on the full SLC at the January meeting.
3. Faculty – Mr. Paris – wanted to point out Coach Jayme Frazier's and the volleyball team's continued success. President Hamann also notified everyone she was just selected as Coach of the Year! Chair Merryman thanked Mr. Paris for his report, he feels his reports are touching on the matters the Board have been looking for in terms of student success.
4. Part-Time Faculty – Esther Chapman for Tim Black. Apologized Mr. Black was unable to submit his report as he has been recovering from surgery. Ms. Chapman will email his written report to Amanda Kliever, who will disseminate to the Board. Mr. Merryman and the Board send Mr. Black their best wishes.

### **FICURIARY ACTIVITY**

- A. Consent Agenda- **Mr. Running motioned to approve the Consent Agenda as submitted. Dr. Frome seconded. Motion to approve the Consent Agenda as submitted approved unanimously. (6,0)**

## B. Proposed Program

Dr. Buchele and Ms. Mallory asked the Board of Education for their support to add a Surgical Technician program. Ms. Mallory reported the Oregon Hospital Association approached her to request LBCC add this program due to HB 2876. Currently, Surgical Technicians are trained on the job, no degree or certificate is required. HB 2876 is now requiring a certificate. There is great support from Samaritan Health Services and other hospitals statewide. This is a high-demand career with high entry level wages.

Ms. Mallory was able to secure an Oregon Talent Grant in the amount of \$50,000, but those funds are for curriculum development only. This will be a cost recovery program, so there will be tuition and fees that cover the cost to provide the program. Mount Hood Community College also has a similar program, but as a small program, they are not meeting the statewide need. There is a potential for this to develop into an associate degree program in the future.

Chair Merryman encouraged Ms. Mallory to continue reaching out to Samaritan and other hospitals to help fund this program. Mr. Mason also encouraged her to keep talking to OHA about support for their employees to enroll in the program. Ms. Mallory let him know this conversation has been going on, and she will continue it. Ms. Mallory answered the other Board members questions to their satisfaction.

Ms. Garrett commended Ms. Mallory on securing grant money and Mr. Mason also said the fact that OHA reached out to Ms. Mallory, is a great reflection upon her.

**Mr. Running motioned to approve RES 14-17 Surgical Technician Program. Mr. Mason seconded. Motion to approve RES 14-17 Surgical Technician was approved unanimously. (6,0)**

## C. Introduction of Remaining 5000 Series Board Policies

Mr. Henderson advised the Board that the second set of 5000 series Board Policies, with the proposed changes, will be presented at the January Board meeting.

## D. Administrative Reports

*President's Report* – President Hamann reported he was in Washington DC last week, during the election. He had two issues to call attention to: 1) The framework for financial aid has a different emphasis under the Trump Administration. There is the possibility of student loans being privatized, which causes some concern. Some good news however, is the Trump Administration is interested in making it possible for students to refinance their student loans, so we may see a long term remedy for student debt. 2) The Trump Administration has talked about changing how colleges are accredited, from regional to national. This includes a component called Brightline – a student success rate baseline. If graduation rates drop below that line, institutions could become ineligible for federal financial aid.

*Advancement* – Mr. Stowell had nothing to add to his report.

*Academic Affairs and Workforce Development* – Dr. Buchele had nothing to add to her report.

*Student Affairs* – Dr. Clemetsen added that four volleyball players have received NWAC honors. Chase Bohman received Southern Region MVP, Alyvia Sams and Montanna Gubrud earned First Team honors, and Mindy Wilmes earned Second Team honors. The team has been led by Coach Jayme Frazier, who was named Coach of the Year.

*Finance and Operations* – Mr. Henderson would like to recognize Jess Jacobs and his staff for their great work with the audit. President Hamann also thanked the team for having expedited the process. Mr. Merryman asked for clarification on the Benton Center budget. Mr. Henderson explained when estimates are done this early, they are extremely conservative due to lack of information, but as plans are refined, he is confident they will be much closer to budget. If they are still over budget, changes will be made to stay on budget.

Mr. Merryman asked for clarification also on the Banner Back to Baseline project. Mr. Henderson explained it is more cost efficient to change our business practice to match Banner, rather than to change Banner to match our business practice. The best example where this can't be achieved is our part-time faculty payroll system. The goal to be in line by June 2017.

### **BOARD COMMENTS** (Chair Merryman)

Mr. Mason – Reminded everyone that Thanksgiving is next week, and fall term is almost over. He hopes all is going well.

Dr. Frome – Reported that he is happy that things are going well and he really enjoyed Ann's presentation.

Ms. Garrett – Said she is thankful for four things: 1) She is thankful for how the LBCC family works together for the good of our students. 2) Thankful for how well the bond projects are going. 3) She is grateful for the great job Mr. Merryman is doing as Chair while he is enjoying his own personal accomplishments. Amazing he can balance everything and not be distracted. 4) She is grateful that Mr. Running is here!

Mr. Camp – Just experienced his first audit and is pleased with what the auditor said about Mr. Henderson's team.

Mr. Running – Feels the same as Mr. Camp. He understands what a complex organization LBCC is. He also reminded everyone about the December 1st Foundation celebration of the 50<sup>th</sup> anniversary of the voter-approved formation of LBCC. Tickets are \$25 and include the choir concert at 7:30.

Chair Merryman – Asked Ms. Kliever to relay the public notice message she learned at OCCA. President Hamann would like to look into the nuances of this rule. Mr. Mason said he will also ask for some further information and clarification while at OCCA this week. Chair Merryman also commented that he likes that the Board is receiving more data and hearing more and more about how our students are doing.

**Adjourned Regular Session at 7:23 PM**