

**Minutes of Board of Education Meeting
March 15, 2017 6:00 p.m.
Boardrooms**

Board of Education members in attendance

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

Staff and Representatives in attendance

Greg Hamann, Ann Buchele, Bruce Clemetsen, Dave Henderson, Debby Zeller (*Classified*), Cindy Falk (*Faculty*), Eric Slyter (*Student Leadership*), Amanda Kliever

The meeting was called to order at 6:00pm,

CHANGES TO THE AGENDA – None

CITIZEN COMMENTS - None

CHAIR COMMENTS – Chair Merryman

Chair Merryman encouraged Board attendance at the ACCT Leadership Congress in Las Vegas, September 25-28. If you are interested, work with Amanda and she will take care of the details.

Two possible dates were offered to hold this year's Board of Education Retreat, August 19 or August 22. It was agreed that it will be held on August 22.

INTRODUCTIONS - None

GENERATIVE ACTIVITY

Campus Safety and Security, Marcene Olson, Directory of Public Safety

In response to last month's discussion on Board Policy 5095 – Safety and Security, President Hamann asked Ms. Olson to do a presentation on how we provide safety and security on campus.

Ms. Olson explained that the Public Safety Department's mission is to provide a safe working and learning environment. Below is an overview of how they accomplish that.

- The Public Safety Department works closely with local law enforcement officials
- Monitor the security of all campus buildings
- Situational awareness
 - Foot and vehicle patrols
 - Video surveillance
- Public Safety Officers and department instructors are certified by DPSST (Department of Public Safety Standards Training). The department director is licensed by DPSST.

- They attend monthly training and personal professional development sessions
- We have developed a strong partnership with local law enforcement officers
- Threat Assessment Team
- Emergency Preparedness – All Hazards Planning
 - First Aid classes available to staff and all officers maintain current certification
 - Quarterly drills (fire, air hazard, lockdown, etc.) The Public Safety Department will also do drills with individual departments as well as classes at the instructor’s request.
 - Campus emergency teams: Building Evacuation Coordinators (BEC), Community Emergency Response Team (CERT), Crisis Care Team (provides care after a crisis takes place)

President Hamann added that last summer, we participated in an active shooter training session with our Public Safety Department and Incident Command team and local law enforcement officials. This was a full exercise and Mr. Mason observed. It was a great learning experience for all involved.

The Board thanked Ms. Olson for her presentation.

STRATEGIC ACTIVITY

1) Board Representative Reports

ACCT – Dr. Frome deferred to President Hamann as he recently returned from the ACCT Legislative Summit in Washington DC. President Hamann reported that new Secretary of Education, Betsy DeVos addressed the group and offered a very favorable presentation in regards to community colleges. AACC Board feels there are some opportunities and possible federal support in the workforce training area.

OCCA – President Hamann for Mr. Mason, President Hamann said they are simply trying to keep up with the thousands of bill proposals. Of interest to us is the strong legislation on transfer, student financial assistance, the CCSF, and the capital construction requests.

Foundation – Mr. Camp reported they had a great presentation from Raymund Ocampo about the choir’s trip to Germany and the board voted to provide them with \$750 per student to help fund that trip. Mr. Stowell added being able to provide that support to the choir students to attend a “champion’s competition”, was the highlight of their meeting. Mr. Stowell added that the Finance committee reviewed investment portfolios and made a recommendation on this year’s endowment payout. Based on performance of investments, we will payout at the highest rate, 5%. That means \$220,000 in scholarships this next year and \$75,000 for other various programs.

Revenue Innovations – Mr. Running reported the group met and talked about an idea to expand the Bookstore in Lebanon to not only serve LBCC, but to also serve the medical school and the community in general. They are investigating any tax liabilities for having a business unrelated to education. Ms. Garrett thought there would be interest from the medical school. Mr. Henderson shared we are currently in talks with the medical school to become their bookstore.

2) Campus Representative Reports

- a) **Student Leadership Council**, Mr. Slyter - New student leaders have been elected and will be introduced to the Board at the May meeting. Chair Merryman said they will have big shoes to fill.
- b) **Classified**, Debby Zeller – Nothing further to report. Dr. Frome congratulated both Jane Tillman and Amy Sikora on their achievements reducing the time it takes to process transcripts from 6-8 weeks down to about 1 week.
- c) **Faculty**, Ms. Falk (for Mr. Paris) – Nothing to report. Dr. Frome commented that the success of the graduates of the Medical Assisting program is outstanding! He is also excited to hear about the Community Open House Barry Payton and Edene Rice are planning for the ATTC. Chair Merryman agrees with Dr. Frome, the results our students are getting from graduating from our medical programs is great news.
- d) **Part-Time Faculty**, Mr. Black was unable to attend, but Dr. Frome was happy to see Jen Kepka is writing OER textbooks. Chair Merryman echoed there are a lot of good things going on all over campus. The Board is really enjoying the reports.

Ms. Garrett suggested we get Kris Lattimer in contact with Barry Payton for the event at the ATTC. They BGC of Lebanon is holding a job fair for non-traditional careers, so it might be a good opportunity to connect the two.

3) 2017 Distinguished Alumni Recommendations

Mr. Stowell noted that last year, both distinguished alumni were from Corvallis. This year, both are from Eastern Linn County. Rachel Kittson MaQatish and John Dinges. They are both very active in their communities. Nominations are solicited by the community and the Foundation Board has asked these two be recommended to Board of Education to be LBCC's 2017 Distinguished Alumni. **Ms. Garrett moved to accept Rachel Kittson MaQatish and John Dinges as the 2017 Distinguished Alumni. Dr. Frome seconded. Motion to accept Rachel MaQatish and John Dinges as the Linn-Benton Community College 2017 Distinguished Alumni was approved unanimously. (6,0)**

FICURIARY ACTIVITY

- 1) Consent Agenda – Dr. Frome requested RES 29-17 be pulled from the Consent Agenda. **Dr. Frome moved to accept the Consent Agenda without RES 29-17. Mr. Camp seconded. Motion to approve the Consent Agenda without RES 29-17 was approved unanimously. (6,0)**

Dr. Frome asked why section C-3 was pulled off the project. Mr. Henderson explained that if we were to include that section, the costs would deplete our roofing funds and we'd like to keep some in reserve. In addition, Willamette Hall requires a seismic retrofit and the roof must be done after the seismic work. Dr. Frome also asked who "the team" is that was referred to in the resolution. Mr. Henderson reported the team includes Scott Krambuhl, Director of Facilities, Sarah Brightman, Purchasing Coordinator, and ATEC (our roofing consultant). **Dr. Frome moved to accept RES 29-17 as submitted. Mr. Camp seconded. Motion to approve RES 29-17 was approved unanimously. (6,0)**

- 2) RES 28-17 LBCC Audit Services – **Mr. Broadbent moved to accept RES 28-17 as submitted. Mr. Camp seconded. Motion to approve RES 28-17 was approved unanimously. (6,0)**

- 3) RES 30-17 LBCC Insurance Agent of Record – **Mr. Running moved to accept RES 30-17 LBCC Insurance Agent of Record as submitted. Dr. Frome seconded. Motion to accept RES 30-17 was approved unanimously. (6,0)**
Mr. Running wanted to thank Mr. Henderson, Mr. Jacobs, and Mr. Mahoney for all their work investigating the three firms that were under consideration. Chair Merryman added the Audit and Professional Services Committee met prior to the meeting and went over the proposals to submit their recommendation to the Board.
- 4) RES 27-17 Amendment to President’s Employment Contract – Dr. Frome was under the understanding this was part of the evaluation and vote for Dr. Hamann’s pay increase last year. Chair Merryman explained there has always been an automobile clause in his contract and due to the increased travel, they are asking that allowance be raised to account for the increase in mileage. They did not address this part of the contract last year. **Ms. Garrett moved to accept RES 27-17 as submitted. Mr. Broadbent seconded. Motion to approve RES 27-17 was approved unanimously. (6,0)**
- 5) RES 26-17 Proposed Tuition Increase – **Mr. Running motioned to approve RES 26-17 as submitted. Mr. Broadbent seconded. Motion approved. (5,1) Yes votes were from Running, Garrett, Broadbent, Camp, and Merryman. No vote from Frome.**
- 6) Introduction of 6000 Series Board Policies – Scott Rolen wanted to give a little context to answer some questions that may come up as they review them. This series hasn’t been reviewed since 2011, this is because they were early in the rotation during the first four-year cycle and they are late in the rotation during this four-year cycle. Additionally, many of them don’t have purpose statements or may have operational language. Purpose statements will be added when they come back next month for the first read.
- 7) Administrative Reports

President’s Report - President Hamann had nothing to add to his report.

Advancement – Dr. Frome said the story about the donor who increased her giving to LBCC by \$3000 this year because of the care we take in thanking her was outstanding. Mr. Stowell added that at the end of every Foundation Board meeting, John McArdle hands out a stack of thank-you cards for the trustees to each write a few. Donors appreciate the time that is taken to recognize them.

Academic Affairs and Workforce Development – Dr. Buchele had nothing to add to her report. Mr. Running mentioned receiving an email about a Guided Pathways webinar that he is going to attend.

Student Affairs – Dr. Clemetsen added that the LBCC Veterans Club’s new president is a female Navy veteran who has been invited to sit on a student panel on PTSD and trauma at the University of South Carolina. USC paid for all of her accommodations except for her flight. The Foundation answered Bruce’s emergency call to help support our student and pay her airfare so she could attend.

Finance and Operations – Mr. Henderson had one minor addition to the Capital Construction report. Design on the center bay in the IA building has been completed. They will be coming back with a contract to get that work started this summer and have it finished by winter term.

Chair Merryman asked how much of the funds donated by the City of Albany have been spent. He believes it's right around \$1m of the \$2.9m. Ms. Garrett asked if LBCC is doing anything to recognize those large financial commitments by the cities. Mr. Stowell said he will organize a donor celebration when all the work is finished.

BOARD COMMENTS (Chair Merryman)

Chair Merryman – He thanked President Hamann and his team, as he has seen a lot of changes at LBCC. They haven't always been easy changes either. Things are starting to pull together and we are seeing results.

Mr. Running – No comments

Mr. Camp – Thanked Ms. Olson for the presentation. It was very informative, he had no idea what is done to provide security. Said he felt pressure as his wife and son were in attendance.

Ms. Garrett – Reported she went to her Leadership meeting and it was government day. They spent some time at the Supreme Court and then had time with Fred Girod. She didn't pass up the opportunity to ask him questions and thanked him for his support to LBCC. We have a good friend in him.

Mr. Broadbent – Nothing profound to add.

Dr. Frome – Thanked Ron Mason for his time on the board. He has been an outstanding member and appreciates all he's done. He also said he appreciates all the great reports and all the work the faculty and staff are doing.

Adjourned Regular Session at 7:10