

**Minutes of: Board of Education Meeting  
July 9, 2014, 6:00 p.m. – Albany Campus**

**Board of Education members in attendance**

Dick Running (*Chair for beginning of meeting*) R. Keith Frome (*Chair after elections*), Shelly Garrett (*Vice-Chair after elections*), Lyn Riverstone, Ron Mason, Barry Broadbent, Jim Merryman,

**Staff and Representatives in attendance**

Greg Hamann, Beth Hogeland, Bruce Clemetsen, Dale Stowell, Dave Henderson, Betty Nielsen, Vickie Staffelbach, Joe Paris in attendance for Kathy Chafin, Tammi Drury, Adelaine Carter

**CALL TO ORDER of Regular Board Meeting at 6:02**

**CHANGES TO THE AGENDA - none**

**INTRODUCTIONS AND RECOGNITIONS**

- A) Election of Board Officers – Chair Running announced that the Nominations Committee was nominating Keith Frome for Chair and Shelly Garrett for Vice-Chair. He also asked for any additional nominations. Hearing none, Mr. Broadbent moved to close the nominations and vote. Mr. Mason seconded. Everyone voted and the motioned was approved unanimously. (7-0) The elections results were for Chair Frome and Vice-Chair Garrett. Chair Frome took over the rest of the meeting. Chair Frome recognized Mr. Running for his service and presented him with a commemorative gavel.
- B) Introductions of Jason Kovac as new Dean of Academic Foundations Department and Michael Quiner as the new Chief Information Officer overseeing computing.
- C) Announcement of Sally Moore as new Dean of Instruction

**CITIZEN COMMENTS – none**

**OCCA BOARD REPORT** – has not met since last Board Meeting. There will be a Board training August 26-28, and Chair Frome, Ms. Riverstone and Mr. Merryman will be attending.

**FOUNDATION REPORT** – Mr. Stowell announced that the Foundation Board approved \$100,000 per year for 3 years, for a new staff position. They will be hiring a Development Director to do fund-raising. President Hamann commented that having the Foundation expand its support was one of LBCC's 12 strategic initiatives. Mr. Running reminded people that September 5<sup>th</sup> is the LBCC Foundation golf tournament at Mallard Creek. Mr. Running encouraged Board of Education members to be present at 7 am.

**CONSENT AGENDA** - Chair Frome asked Mr. Henderson for more information on Resolution 07-14. CASCO represents/owns Peak Internet. The company is trying to reach customers south of LBCC. This agreement is a non-exclusive use of land to run cable. At no charge a

line will be run to the data center and Calapooia Center, as a back-up system. Mr. Mason stated that this is a good idea. CASCO will not have exclusive rights to use the easement. Our attorney said the language is legally sound. A Lebanon easement is also planned. Ms. Garrett moved to accept the consent agenda. Mr. Mason seconded. Everyone voted and the motioned was approved unanimously. (7-0)

- A) Approval of Board Minutes
  - 1. June 18, 2014
- B) Fiscal Management
  - 1. RES Designating Depositories/Authorizing Signatures
  - 2. RES Authorizing Inter-fund Borrowing
  - 3. RES Order Authorizing Investment of Funds
  - 4. RES Contracting Authority
  - 5. RES Establishing Clerk, Deputy Clerk & Budget Officer
- C) Human Resources
  - 1. New Hires/Separations/Transfers
- D) External Funding
- E) Bids and Services
- F) Proposed Grants/Programs
- G) Purchasing Quotes (Information only)

#### **INFORMATION AND DISCUSSION ITEMS**

It was announced that the Board retreat will be on August 22nd at the Lebanon Center, the Board reviewed a draft of the agenda for the meeting. Chair Frome mentioned that the BoardSource evaluation survey documents would be sent via email to all of the Board members so that they may review them prior to August 22nd.

The Board reviewed the committee assignments for 2014-2015. Please send Chair Frome any preference for organizations/committees that each member would like to be a part of. Mr. Mason stated that he is willing to continue as the OCCA representative. Mr. Running requested that someone else join him on the Foundation. Chair Frome offered to join the Foundation and suggested Mr. Merryman should consider joining it as well.

#### **OLD BUSINESS**

- A) RES 06-15 Annual Board Calendar– Mr. Running moved to approve the new Board Calendar as presented. Mr. Merryman seconded. A discussion ensued. Ms. Garrett asked why the month of January does not have a meeting scheduled. Mr. Running explained that there are no business items to attend to in January. Ms. Garrett stated that she wants to meet every month. Mr. Mason agreed that we should call a meeting as needed in January. Mr. Mason also asked that Board meetings start at 5:30pm out of consideration for the staff whose work day ends at 5pm. Mr. Broadbent stated that he would be willing to not meet in January if the Board were to meet at 6pm instead of 5:30pm. Ms. Riverstone stated that the Board should not have a meeting “just to meet”. Mr. Merryman also agreed that January was not specifically needed and that he already works a lot with LBCC. Mr. Merryman said he preferred an earlier meeting time. Mr. Running agreed to not meeting in January

and was a proponent for meeting at 5pm so that the staff do not have to work after hours. Ms. Garrett asked Chair Frome what would constitute a need to meet in January. Meeting in January will be a judgment call. The Executive Committee could decide if it were necessary. Mr. Mason mentioned that starting the meeting late can be less productive because everyone is already exhausted from working all day. Chair Frome mentioned the need of Mr. Broadbent trumps the staffs' needs. The later time is also better for Chair Frome. Mr. Running asked the staff what they would prefer. Each staff responded. The majority said it would be OK to meet at 6pm per the Boards request. The original motion was withdrawn and Mr. Broadbent moved to accept the calendar with the change of meeting at 6pm. Mr. Running seconded. Everyone voted. The majority approved (6), there was one nay (Ms. Garrett) so the motion passed.

B) Second reading of second group of BPs in 7000's series

1. 7050 - Special Student Grant Monies. – Mr. Running moved to accept as changed. Mr. Broadbent seconded. Everyone voted and the policy was approved unanimously. (7-0)
2. 7060 - Nonpayment of College Debts. – Mr. Running moved to accept as changed. Mr. Merryman seconded. Everyone voted and the policy was approved unanimously. (7-0)
3. 7070 – Refunds – no change – Last sentence was changed to make it clearer. Chair Frome requested a comma be added. Ms. Garrett moved to accept with changes. Ms. Riverstone seconded. Everyone voted and the policy was approved unanimously. (7-0)
4. 7080 - Tuition Waiver for Dependents of Veterans. – New changes are under third paragraph after Statement. Comma added to A-1. Mr. Running moved to accept the policy with changes. Mr. Broadbent seconded. Everyone voted and the policy was approved unanimously. (7-0)
5. 7090 - Student Meetings On and Off Campus. This is requested to be deleted because it is redundant. The items it covers are already integrated into other Board Policies. Mr. Merryman moved to accept the deletion. Mr. Running seconded the motion. Everyone voted and the policy was approved unanimously. (7-0)

**NEW BUSINESS** - none

**REPRESENTATIVE REPORTS**

- A) Student Leadership Council – Ms. Carter mentioned that students are voting work at OSU as volunteers. That students are preparing for Fall term. Some were on a choir competition in Lativa.
- B) Faculty – Mr. Paris mentioned that students were doing work as Rocket Women at NASA. Another SYSCO Security certification will be available in the future. Our LBCC ROV team ranked 8 out of 600 at recent competition.
- C) Classified – Ms. Drury mentioned that horticulture has opened the Farmers Market on Thursdays. Employee Amanda Kliever child was promoted in the Young

Marines. Michelle Slay attended a workshop for new software and is now working in the Financial Aid Office.

## ADMINISTRATIVE REPORTS

- A) President's Report – nothing to add. President Hamann asked if anyone had questions about the summer. Mr. Mason asked at what point President Hamann will be evaluating LBCC performance of various teams/committees. The Team reports that will be given to President Hamann this summer will be the check process. The Board will receive these same reports at the Board retreat. Dr. Hogeland explained that the MERIT Team will be working with data to determine if we have improved. Current data trends appear that we have not “moved the needle” but our pilot programs are small but promising.
- B) Institutional Advancement – nothing to add. Chair Frome said it was a good idea to track the 8<sup>th</sup> graders interests and keep in contact with them as they progress through school and after. Ms. Riverstone asked about the new website that gives us data on age appropriate interests. Mr. Stowell explained Inside LBCC and that it gives us language to use in messages that are age appropriate and helps to determine the student's level of understanding. Ms. Garrett mentioned there are a large group of undecided students and asked if we have statistics for these students. Mr. Stowell explained that we do not have this data. We have brochures for the undecided students and we give these out frequently.
- C) Academic Affairs & Workforce Development – nothing to add. Ms. Garrett said she liked the story in the report regarding Dave Becker. Mr. Merryman talked about the Workforce Development Committee in Albany (and some in Lebanon) trying to work with LBCC students and businesses to understand the end goal (to get a job and earn an income). A gap exists between jobs available and students graduating without the skills needed. Currently funds are available from the Albany Economic Development Fund. A group of Albany businesses have requested funds for LBCC for the future.
- D) Student Affairs – nothing to add. Dr. Clemetsen explained that his report addresses opportunities for students. His report is a sample. LBCC has purchased portable scanners to be used with the Spirit Points program. Mr. Running asked about the choir trip funding. No General Fund money was used for the trip. Students are paying some of the expense and there were some Foundation money used.
- E) Finance & Operations – no reports in July, it is too early in the month.
  - 1. Capital Projects report. Mr. Henderson mentioned that we looking for alternative solutions to parking instead using Washington Park. There was some discussion regarding an email from the League of Women voters who are typically neutral. The evening of this Board meeting was a Public Meeting at the Benton Center so concerned citizens could ask questions. We do not want to react to requests unless they are done in a consistent way. We are asking a consultant for assistance. Mr. Mason commented that he did not see an announcement for the upcoming public meeting. Mr. Henderson explained that the public meeting will show our previous considerations and options that were already reviewed/considered. President Hamann stated

that will mention our Plan A and many Plan B's for improvements for the Benton Center. We will see which options have public support and meet our goals. Ms. Garrett asked if the Board should be involved. Ms. Riverstone requested that people be at the meeting. She is officiating the meeting. Corvallis City policy is that no parks should be sold.

2. Operations report was skipped.

**ADJOURNED at 7:28 pm**

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