

**Minutes of Board of Education Retreat
August 22, 2017 8:30 a.m. – 3:30 p.m.
Healthcare Occupations Center, Lebanon**

Board of Education members in attendance

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

Others in attendance

Greg Hamann, Ann Buchele, Dave Henderson, Bruce Clemetsen, Amanda Kliever, Randy Camp

The meeting was called to order at 8:35am

REVIEW AND DISCUSSION OF BOARD SELF-EVALUATION

This year, when the Board evaluated themselves, they also invited key college staff to take part in the survey. Those asked to participate were the staff representatives at the monthly Board meetings and a few other college administrators that work closely with the Board. There was a separate survey for each group with the same questions. Overall, the responses were positive from both groups and most questions scored very closely between the groups. There are a couple areas the Board can work to improve this coming year.

Mr. Broadbent suggested the same format be used next year, now that we have established a baseline. Dr. Frome thought the survey was well done.

President Hamann gave a short presentation on teamwork. The presentation focused around the work of Patrick Lencioni's book "The Five Dysfunctions of a Team" and how teams can avoid pitfalls and grow as a team.

ROLE OF THE BUDGET COMMITTEE IN BUDGET DEVELOPMENT

Dave Henderson addressed the Board to help clarify the role of the Budget Committee. He explained that Measures 5, 47, and 50, changed the role of budget committees.

He offered a brief description of the internal process used to create the budget: the Budget Team (internal team) develops the budget for the upcoming year and presents it to President Hamann. The citizens that serve on the Budget Committee are invited to attend the January Board meeting to see the initial presentation. Any questions that arise from the January meeting are considered, revisions can be made, and in May, at the official Budget Committee meeting, the committee approves the budget.

It was decided that a position description will be created for Budget Committee members, and a Budget Committee orientation should be held in order to clarify to everyone the Budget Committee's role.

REVENUE GENERATION

Mr. Henderson addressed the Board on this issue as well. He explained there is some discussion happening of opening a Bookstore along with the medical school that would be housed in the current SamFit building across the street from the medical school.

He also let the Board know that there is discussion about making use of the JCPenney building in downtown Lebanon. A variety of ideas have been brought forward, including creating a "Makerspace", where community members can use the building as a design and fabrication hub. Other options that are on the table are a commercial kitchen, a bike repair shop, or a recording studio. This project wouldn't bring in a huge amount of revenue, but it serves the needs of the community and LBCC already owns the JCPenney building.

President Hamann felt we are limiting ourselves in this area. He encouraged more thought on this and is confident in the Revenue Generation Committee currently in place.

President Hamann also wanted some guidance from the Board on how revenue generated should be used. Should it stay in the area that generated it? Or can it be used for another area that has a need? The Board agreed that as long as it is fair, reasonable and consistent, it is OK to move funds around. They requested that if something out of the ordinary comes up, that they be notified.

ADDITION TO THE AGENDA: RESIGNATION OF MIKE DUNCAN

President Hamann shared a letter of resignation from newly elected Board member, Mike Duncan. Due to his resignation, we need to establish a process to appoint a new member. This person will fill the position until the next election, which is 2019. If he or she chooses, they can run in 2019 to fulfill the rest of the original term, which ends in 2021, at which point, they will be up for re-election again, if they choose to run.

Dr. Frome moved to propose the method to use in order to appoint a replacement, is to contact the candidate with the next highest number of votes from the 2017 election and request that candidate submit his application. Ms. Modrell seconded. Motion to contact the candidate with the next highest number of votes in the 2017 election and ask him to apply was passed unanimously. (6,0)

Review and Discussion of the Strategic Plan

President Hamann reminded the Board that the Strategic Plan was not created to establish any new goals, rather it is to take all of the existing plans and put them into one document. This document came from a recommendation from our accreditation visit this last year.

He asked for feedback on the document. The final version will come back to the Board of Education for approval at the September Board meeting.

REVIEW AND DISCUSSION OF THE PROPOSED STRATEGIC OBJECTIVES FOR 2017-18

Mr. Merryman requested the Strategic Objectives be attached to the Board agenda every month for the Board to refer to when reading the Vice-President's Board Reports. Their reports this year will focus on how they are working towards the objectives in their areas.

The proposed Strategic Objectives will come back to the Board of Education for approval at the September Board meeting.

DEVELOPMENT OF THE BOARDS AND PRESIDENT'S GOALS FOR 2017-18

The Board of Education and President Hamann's goals were drafted and will be brought to the September Board meeting for approval.

Meeting adjourned at 2:30pm