

**Minutes of Board of Education Meeting
July 20, 2016 6:00 p.m.
Albany Campus, Boardroom CC-103**

Board of Education members in attendance

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

Staff and Representatives in attendance

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

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

CHANGES TO THE AGENDA (Chair Garrett) - None

ELECTION OF BOARD OFFICERS (Chair Garrett)

Dr. Frome nominated Mr. Merryman as Chair. Mr. Mason and Mr. Broadbent seconded the nomination. **Mr. Merryman was elected to the Board Chair position. Voting was unanimous for Mr. Merryman. (7,0)**

Dr. Frome nominated Mr. Camp as Vice Chair. Chair Merryman nominated Ms. Garrett as Vice Chair, Mr. Mason seconded the nomination for Ms. Garrett. **Ms. Garrett was elected as Vice Chair (4,3) For Camp: Running, Frome, and Camp. For Garrett: Merryman, Mason, Broadbent, and Garrett.**

CITIZEN COMMENTS (Chair Merryman) - None

CHAIR COMMENTS (Chair Merryman) –Ms. Kliever will fill in rotating members for approval at the retreat. She will accommodate schedules as needed.

Chair Merryman requested we hold the Generative Activity and Board Committee assignments for the retreat.

INTRODUCTIONS

LBCC legal counsel, Jim Delapoer and Sean Kidd

STRATEGIC ACTIVITY

A) LBCC Legal Counsel, Jim Delapoer and Sean Kidd

Mr. Delapoer spoke to the Board and started by letting the Board know that he has been LB's legal counsel for many years, and it's something he is very proud of. Over the years, his role has diminished, and that is a good thing. It has diminished to the point where he didn't feel good collecting the monthly retainer fee, as his services weren't being used on a regular basis, so he waived that fee quite a while ago. He wanted the Board to know that he is available to them to answer questions.

Mr. Delapoer went over the Oregon Statutes and LBCC's Board of Education's policies and pointed out there are many recurring themes throughout the policies. He noted these things are clearly

important to the Board. He reminded everyone that the Board, as a body, has power. As an individual, they do not. Their power is in their ability to share ideas with constituents and that they chart the path of the college.

He then introduced Sean Kidd, who will be taking Jim's place when he retires in September.

Mr. Kidd introduced himself to the Board and talked a little bit about his background. In his three years working with Mr. Delapoer, he has had the opportunity to work with Dave Henderson on some property purchases and with Bruce Clemetsen on some issues. He is excited to fully represent the college.

Mr. Mason asked Mr. Delapoer if there was anything in our Board Policies that should be removed or if anything has been omitted. Mr. Delapoer answered that while there is a tendency of repetition in the policies, that is more a comment on the style, not the content, which he thought was good.

Mr. Running asked if any of the policies could be combined. Mr. Delapoer's response was that if the policies are working, they are fine as is.

Chair Merryman suggested the Board invite our legal counsel to every July meeting moving forward. He thought this is a good time, with new Board members starting and reaffirming with returning members, to be reminded of their duties and responsibilities. He then handed out the Boards Code of Conduct and asked the Board members to read, sign and return to Ms. Kliever.

B) Board Representative Reports:

1. OCCA- Mr. Mason did not have anything new to report.
2. ACCT – Mr. Camp reported that he and Chair Merryman attended the GISS Summit in June. He was impressed with where LBCC is in relation to other community colleges. Dr. Frome reported that the ACCT Legislative Summit is coming up October 5-8 in New Orleans. He and Mr. Camp are attending.
3. Foundation – Mr. Camp did not have anything additional to report on.

C) Campus Representative Reports:

1. Classified, Ms. Zeller – Nothing additional from report, but she did share that she has been chosen as replacement as the Academic Affairs Assistant for Annette Easdale, who is retiring. She is excited for this new challenge after working in the same area of campus for 27 years!
2. Student Leadership Council, Mr. Slyter – He wanted to add to his report that he has been working in the New Student Center again this summer and he loves it. He believes the NSC is a great service to our new students. Mr. Camp added that while working at the fairs this summer, he has heard positive things about the NSC as well.

FICURIARY ACTIVITY

A. Presentation on Part-Time Faculty Negotiations – President Hamann

President Hamann updated the Board on the progress made at PTFA negotiations. Because negotiations are held in public session, it is permissible to hold this update in open session. He made clear that the goal is to be competitive with our comparator schools, Lane CC, Clackamas CC, Mt. Hood CC, Chemeketa CC, and Central Oregon CC. These schools are used as comparators for all of LBCC's employee classes. The teams have been meeting since November, 2015 (25 times). Both teams have proposed a package and both packages have been declined. LBCC is currently on an 8-step schedule and the increase at each step is not consistent in either dollars or percentages. The college would like to make those step

increases consistent and add two steps into the schedule. One step to be added at year 2, the other in year 4 of the contract. 29% of our part-time faculty are at the top step, so this will be an advantage to them. In addition to the compensation increase, the college will pay the PTF PERS contributions, which also puts us in line with our comparator schools. The first year's increase is higher at 7%, but the overall average is 5.2%.

Dr. Frome mentioned the Democrat Herald article stated that the majority of PTF are not affected by PERS. President Hamann answered that according to a recent payroll count, about 55% of our PTF are affected by PERS. This is determined by the hours worked at all PERS employers. So if they are teaching at other schools, those hours are counted into their PERS eligibility.

Dr. Frome asked for an explanation of payroll benefits. Jess Jacobs explained that they are the federally mandated payroll benefits such as worker's comp, FICA, etc.

Mr. Mason asked to clarify that if what was presented tonight (the compensation piece) was part of the package that was declined by the PTF. President Hamann confirmed that was accurate, they declined the whole package presented.

President Hamann reminded the Board that establishing initial contracts can take a long time. When negotiations first started, he anticipated it taking two years as it's important to get it right the first time.

- B. Consent Agenda- **Mr. Running motioned to approve the consent agenda as submitted. Mr. Mason seconded. Motion to pass consent agenda as submitted was approved unanimously. (7,0)**

- C. First Read of 5000 series Board Policies

Mr. Henderson reported there were a few minor changes in Board Policies 5010-5040. Chair Merryman asked the Board if anyone had questions about any of the changes. Dr. Frome had a couple questions:

- 1) In BP 5020, he asked why "fiscal officer" and "FLIC" were removed. Mr. Henderson explained that it was determined that the fiscal officer does not hold any funds for deferred employee compensation and the FLIC no longer exists.

- 2) BP 5030, Dr. Frome had a question regarding letter E. He asked why the formal audit report will no longer be provided to all members of the Board during the audit year, as well as current Board members. Mr. Henderson explained that was removed because of the reference to members of the Board during the audit year. He will reword that so current Board members will still get a copy of the audit.

Mr. Running motioned to approve all changes as outlined above. Dr. Frome seconded. Motion to approve Board Policies 5010-5040 passed unanimously. (7,0)

- D. Administrative Reports

President's Report- In addition to his written report, President Hamann added that he was grateful for the opportunity to attend the President's Academy Summer Institute in Coeur d'Alene, Idaho this week. Fifty president's from around the country got together to talk about various subjects. The best part of it was they were all there to encourage each other to be persistent in their goals. Ms. Garrett asked if there were many other college presidents in the midst of starting a contract from scratch. President Hamann said yes, LBCC is not unique to this. He also reiterated that getting the contract right the first time is the most important part.

Academic Affairs and Workforce Development- Dr. Buchele said the Year 7 accreditation self-study will be ready for the Board's review at their retreat in August. She will notify the Board if there is anything they need to do.

Student Affairs- Dr. Clemetsen let everyone know that the Athletics report will be at the September meeting.

Finance & Operations- Mr. Henderson notified the Board that he is waiting on a proposal from a testing facility to test the campus for lead in the water. He doesn't anticipate any issues, but would rather err on the side of caution.

He also reported that due to the overwhelming amount of furniture and other items in the storage building, a surplus "garage sale" was held. It was open to non-profits and school districts in the morning of the first day, and then to the public. It was a great success, donating many items local non-profits and our schools, and the college made \$2431 from sales to the public.

BOARD COMMENTS (Chair Merryman)

Mr. Running – Reported that LBCC made a showing at the Lebanon Chamber of Commerce golf tournament. Himself, Dale Stowell, Dave Henderson, and Dan Segal, AKA the 4D's, name chosen to reflect their ages, had a great time. He also thanked Ms. Garrett for her service as Board Chair this past year.

Mr. Camp – said he is still learning.

Mr. Mason – Asked how enrollment for summer term is looking. Dr. Clemetsen was able to look at the dashboard and report the following: summer headcount is up 4.6%, FTE down .5%, and revenue is up 6%. Black Friday results are showing fall to fall retention is flat from last year, but final numbers won't be in until September.

Dr. Frome – on a personal note, his kids are home from med school, so he's been enjoying them. He went to the Dirty Dash mud run with his sons, and saw a team from LB's IT department.

Mr. Broadbent – nothing to add.

Ms. Garrett – Thanked the Board for their support and help with Roberts Rules. She reinforced that she will not step into the role of Board Chair next year.

Chair Merryman – Thanked Ms. Garrett and is looking forward to working with her in their new roles. He hopes to see everyone at the upcoming retreat.

Adjourned at 7:31 PM