



**Minutes of Board of Education Meeting
September 21, 2022
Albany Campus, Boardroom**

Board of Education members in attendance

Kristin Adams (Chair), Jeannie Davis (Vice Chair), Dick Running, James Merryman, John Sarna, and Sherlyn Dahl

Staff and Representatives in attendance

Lisa Avery, Ann Buchele, Jess Jacobs, Andrew Wynings, Jason Dorsette, Deron Carter (Faculty), Kimberly Koplien (Classified), Susan Morre (PTFA), Danae Fouts (SLC), and Elizabeth Droscher

Guests in attendance

LBCC Legal Counsel, Sean Kidd

REGULAR MEETING

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

CHANGES TO THE AGENDA – Chair Adams noted no changes to the agenda.

CITIZEN COMMENTS – Chair Adams noted no citizen comments were submitted for this meeting.

BOARD CHAIR COMMENTS - Chair Adams welcomed everyone and noted how nice it was to return to in-person meetings.

INTRODUCTIONS – Dr. Buchele introduced the new full-time faculty for the 2022-2023 year.

Dr. Ann Buchele, Vice President, Academic and Student Affairs introduced Colleen Sanders, Center for Teaching Excellence

Dr. Ann Buchele introduced faculty on behalf of Steve Schilling, Dean of Advanced Manufacturing and Transportation Technology. She welcomed Audrey Anderson, Culinary Arts Faculty; Stacey LeBar, Culinary Arts Faculty; and Amy Burbee, Cooperative Work Experience Faculty.

Meg Roland, Dean of Arts, Social Sciences, and Humanities introduced Alicia Jabin, Education/Human Development and Family Sciences Faculty

Linda Carroll, Dean of Healthcare introduced Whitney Funk, Phlebotomy Faculty; Ashley Wilner, Diagnostic Imaging Faculty; Lisa Wills-Schick, Nursing Faculty; and Danielle Clayton, Nursing Faculty.

Kristina Holton, Dean of Science, Engineering & Mathematics introduced Amanda Zerr, Mathematics Faculty; Jessica Knoch, Mathematics Faculty; Liv Gifford, Physical Education Faculty

Katie Winder, Dean of Instruction introduced Scott Gallagher Starr, Library Services Faculty

Leslie Hammond, Dean of Academic Foundations introduced Liz Fast, Mental Health Support Faculty; Sonja James, Advising Center Faculty; and Diana Boro-Boswell, Advising Center Faculty.

Sarah Whiteside, Director STEM-CTE introduced Forrest Johnson, Makerspace and Lending Librarian Faculty.

Jeff Davis, Regional Director Benton County introduced Nicole Kalita, Parent Education Faculty.

Jess Winans, Learning Innovation Center Coordinator, shared information on the Instructional Strategies Institute (ISI) and the work being done with faculty.

Mr. Running shared his history with LBCC and welcomed the new faculty.

GENERATIVE ACTIVITY - Mr. Kidd presented on the Board of Education's role and responsibilities. The presentation is given on an annual basis to educate and remind the Board of Education of the following:

- Review of Board Policies and Administrative Rules Series 2000 and Series 3000.
- The Board acts and governs as a unit with one voice.
- The Board represents the common good.
- The board sets policy and direction. They provide direction and guidance to the President and staff of the college.
- They create a positive climate and set the tone for the entire system or institution.
- They monitor performance and are responsible for holding the college accountable for serving current and future community learning needs.
- They support and advocate for the college.
- They lead as a thoughtful, educated team. They explore issues thoroughly and make decisions based on thoughtful deliberation and a comprehensive understanding.
- Review of duty and oversight – clearly define what is required to be reported to the Board by administration.
- Review of Board vs. Administrative role.
- Review of President's role.
- What to do in crisis management.
- Disclosure of communication. Definition of ex-parte contact.
- What a Board member should do if they find themselves with a conflict of interest. Examples given of actual vs. potential conflicts.

Mr. Kidd also reviewed questions that were brought up at the July Board meeting regarding resolutions passed by the Board. The question was can resolutions override Board policies. The answer is yes, they can. Mr. Merryman asked a clarification if a resolution is following a policy already in place to approve something, for example grants to put into the budget. The resolution would have to say amend or change the policy. Two resolutions from the July Board meeting 3-23 and 5-23 authorized interfund borrowing (3-23) and contract signing authorization (5-23) in alignment with the policy. These are annual resolutions to authorize and mirror the Board policy. Mr. Kidd shared ways to possibly avoid ambiguities or a possibility of amending the policy to not require annual authorization.

Mr. Running asked a clarification question regarding conflict of interest. Mr. Kidd answered to his satisfaction.

Mr. Kidd closed by reviewing the services he provides to the college as LBCC's legal counsel and provided his contact information.

STRATEGIC ACTIVITY

- 1) Board Representative Reports:
 - a. **OCCA** – Chair Adams reported she will be attending the OCCA Board meeting in October. There was a Board Training Conference in September that Jeannie Davis and Sherlyn Davis attended. Dr. Davis shared a review of the topics covered at the training.

- b. **ACCT** – Mr. Sarna shared the conference will be held in late October and several Board members plan to attend. Mr. Sarna shared that ACCT has requested information on honoring Board members who have passed in the last year.
 - c. **Foundation** – Dr. Davis reported on the last Foundation Board meeting. She shared that Dick Running and John Sarna also attended. Topics included at the meeting were the bond and capital campaign to match the bond. The gala and gift day were also discussed. Lastly, the Lebanon building has not been purchased yet.
- 2) Campus Representative Reports:
- a. **Classified** – Kimberly Kopplein shared that Welcome Day was amazing today! Mr. Sarna asked a question regarding testing. Dr. Buchele shared information on student testing and student readiness.
 - b. **Faculty** – Deron Carter shared they had held their first in-person retreat and it was great to be back on campus and face to face again. Dr. Davis shared she was excited to see the new faculty. Mr. Sarna inquired about the Open House scheduled for November 16 and asked if the Board was welcome to attend. All campus events will be shared with the Board and included on future agendas for the Board. Dr. Avery asked that if Board members plan to attend events to please let Elizabeth Droscher know.
 - c. **PTFA** – Susan Morre shared that the Part-Time Faculty are having a retreat tomorrow. She also shared information about the second wellness event that will follow the retreat. The event will have food trucks, coffee trucks, and an ice-cream cart and extended invitations for everyone to attend. This event is grant funded by Choice Trust. Dr. Davis shared she liked the part-time faculty spotlight and that it is fun to get to know people.
 - d. **SLC** – Danae Fouts shared that today’s Welcome Day was a great success followed by a Student Take-over event that included food, music, and socializing. Danae shared a fall activity schedule with the Board.
- 3) Approval of 22-23 Board of Education Goals
- 4) Approval of 22-23 President’s Goals - **Mr. Merryman motioned to approve both the 22-23 Board of Education and the 22-23 Presidents goals as submitted. Mr. Merryman seconded. Motion to approve the 22-23 Board of Education and 22-23 President’s goals as submitted passed unanimously. (6,0)**
- 5) Presidential Equity Report – Jason Dorsette did not have anything additional to add at this time. Chair Adams requested graphics to be bigger in the report and shared that it was a good report.

FIDUCIARY ACTIVITY

- 1) Consent Agenda – **Mr. Running moved to approve the Consent Agenda. Ms. Dahl seconded. Motion to accept the Consent Agenda was approved unanimously. (6,0)**
- 2) RES 11-23 Design Services – Jess Jacobs shared information on both RES 11-23 and 12-23. The Board asked questions about RES 11-23 regarding scoring evaluation for RFP, previous projects, and bid process. Mr. Jacobs answered Mr. Running’s questions to his satisfaction.
- 3) RES 12-23 Career Connected Learning Grant - **Mr. Running moved to approve RES 11-23 Design Services and RES 12-23 Career Connected Learning Grant, Mr. Merryman seconded. Motion to approve RES 11-23 and 12-23 was approved unanimously. (6,0)**

4) Administrative Reports

- a. **President's Report** – President Avery thanked Mr. Running and Ms. Dahl for attending the LBCC In-Service. President Avery also shared a recent article in the Democrat Herald featuring a student from the LBCC Civil Discourse Program. Lastly, President Avery shared that every 10 years the college is required to evaluate the Board Representative zones and do potentially redistricting based on those findings in alignment with the census results. LBCC is working with Portland State University Population Research Center to complete this review. Recommendations will be brought forward to the Board. The estimated time for completion for the project is 90 days. Ms. Dahl asked about the possibility and/ or history of inviting legislators to visit LBCC while they are in session and if Board could attend. President Avery shared the history of visits as well as invitations in the past. The Board will be made aware of future opportunities. Students are also invited to attend some events. Mr. Sarna asked for more information on the Athletics Visioning Task Force and inquired if the Board could participate. Dr. Avery shared a Board representative will be included in this discussion. Mr. Merryman shared the history of LBCC sports and how they are funded. Chair Adams stated that she was excited to see sports being discussed and how it ties to continuing education.
- b. **Academic & Student Affairs** – Dr. Buchele shared it was wonderful to see over 500 students being welcomed by staff today on campus. Chair Adams shared she loved the report and the Dean snippets.
- c. **Institutional Advancement** – Andrew Wynings did not have anything to add to his report.
- d. **Finance and Operations** – Jess Jacobs did not have any additions to the financial reports. Mr. Sarna asked inquired about the natural hazardous mitigation plan. Mr. Jacobs shared that he believes a Board presentation will be made.

BOARD COMMENTS

Mr. Sarna shared that he attended the LBCC Foundation meeting and found it very interesting.

Ms. Dahl shared she was able to attend the LBCC In-Service and really enjoyed it. She also attended the OCCA Board training.

Vice-Chair Davis stated that she also attended the OCCA Board training. Dr. Davis shared that LBCC was at the Albany Biz Expo. Lastly, she said it was great to see Mr. Running and Mr. Sarna at the LBCC Foundation meeting.

Mr. Running thanked everyone for their reports. Mr. Running shared a history of Board meetings and how information is reported. Lastly, Mr. Running shared he enjoyed the LBCC In-Service and can't wait for the choir concerts.

Mr. Merryman shared that he will be moving out of Linn-Benton county so he is giving his formal resignation from the Board of Education. Tonight, is his last Board meeting. Mr. Merryman has enjoyed his time on the Board and share his history of serving the college. Mr. Merryman will stay in touch with the Foundation and continue to support LBCC.

Chair Adams thanked Mr. Merryman for his service and she has enjoyed working together. Chair Adams shared that Sweet Home High School is off to a great start for this school year and people are glad to be back together.

OTHER

The Board vacancy will be announced and the process for filling the vacancy was discussed. The Board accepted Mr. Merryman's resignation.

The October Board meeting will be held at Chinook Hall in Corvallis, Oregon.

Adjourned Regular Session at 7:23pm

Board Chair

Clerk of the Board