

# Executive Meeting

**Wednesday, September 26th 2018**

Called to Order at 3:02pm

Adjourned at 4:50pm

## ***Voting Members Present:***

1. Shelby Pick - President/ Chair
2. Abigail Hardin - Legislative Affairs Director
3. Caleb Hedin - Financial Director
4. Brandon Whaley - Community Outreach Director
5. Jacob Senske - Communications Director
6. Justen Noll - Student Clubs and Engagement Director
7. Brent Cardenas - Volunteer Coordinator
8. Krystal Madrinan - Wellness Coordinator
9. Chris Byers - Event Planner
10. Waldo French - Executive Assistant
11. Christina Fredrickson - Executive Assistant (late)
12. Marta Nunez - Vice President (late)

## ***Voting members not present:***

1. VACANT - Benton Center Coordinator
2. VACANT - Lebanon Center Coordinator
3. VACANT - Event Planner
4. VACANT - Event Planner

## ***Advisors and Guests present:***

1. Barb Horn - Advisor

## **Call to Order & Welcome: Met Quorum**

## **Hearing of Guests and Special Reports:**

\*Student leaders introduced themselves

1. Amanda Stanley: Single Stop Coordinator
  - a. Single Stop is just getting off the ground to connect students to resources on and off campus to overcome barriers; resources like LBLB, the parenting program, hygiene products, food carts, emergency funds (limited), community services, Love Inc., Fish, etc. Single Stop is located across from admissions and records.

Let students know about the website, under current students-->student support. They can create an appointment. Single Stop is adding in a prescreener (similar to 2-and-1). There are three options: 1. auto create an appointment, 2. browse resources (65), 3. create a profile: runs through a prescreener and asks them questions to see what they are eligible for, like tax breaks and credits, healthcare, etc. Then they need to meet with a coordinator about more resources.

- i. Brandon: How much foot traffic has there been for LBLB?
  1. Amanda: Single Stop hasn't had any yet. Single Stop intends to partner with LBLB.
  2. Bruce: The real goal is to get them long-term food support.
- ii. Caleb: What kind of outreach would you like us communicating?
  1. Amanda: Tabling, faculty references, doing class raps, DG classes. Going out together to do in-person outreach.
- iii. Jacob: Would it be a good opportunity to get LBLB participants in touch with Single Stop?
  1. Amanda: That is definitely a good way. Let them know and send them my way.
- iv. Barb: I wanted to let you all know about single stop. I talked with Amanda to do a survey to collect student data.
- v. Bruce: Single stop will collect all data. Anonymous reports are created to detail and learn about student needs so we can go out aggressively into the community for funds and support. LBCC Single Stop is only 1 of 35 in the country, and the only one on the West Coast.
- vi. Justen: In order to connect students with resources, one day a week should be spent out tabling for a couple hours for college resources, LBLB, Single Stop, etc. It would be worth trying to reach more students.
- vii. Jacob: And utilizing students' time more efficiently, when they're most likely to be out of class and in the courtyard.

## 2. Bruce Clements: Vice President of Student Affairs

- a. I am here today to make sure you all know where you have roles in college decisions. It's important to know MERIT is where creativity happens on the college campus. Big college goals and benchmarks are established by MERIT. Are we making changes that make a difference? If so, they become part of every day operations. The College Council side makes sure we're doing a good job. There is one student leader on MERIT and four on College Council--a representative group dealing with dry boring policy and rules--but that's how college operates. Other employee groups get three, but you have the largest contingent. LB has tried to get a standard meeting time--same day, time, month,

and location so that you can all make it. If none of you can fill positions, you can recruit students as long as they report back to you because they have to learn how to make decisions. Most important: Guided Pathways, Mondays 3-4:30 (3-4 times per quarter), a huge initiative. Progression Council--the new student center was created out of it, changes to placement testing were made, and **multiterm registration** is in the works. This is an important council. Workforce & Economic Vitality Council is important, too. VICE has a lot to do with inclusion and welcoming student body. Teaching and Learning Innovation Council (there are no student positions but good to go and learn). OER Committee manages and tracks where OERs go. College Council--all policies and rules, budget, and goal setting is major. Academic Affairs--talks about academic policy and practice, and values what students are experiencing. Parking and Appeals Committee--meets once a term for students to protest parking tickets and citations--you get to help make those decisions. Curricular Issues--has a lot of work to do about courses and programs being developed. You can see what comes down the pike and involves taking courses out as well; a recommendation group. Accessibility Committee needs one student and is important. Alcohol & Drug Prevention Committee--there is no set time but this is vital to students, we need at least one student leader on this committee.

- i. Javier: Student voices are powerful. Your testimony is important. It's critical to be on these committees. I encourage you all to get on a committee. Provide your voice, perspective, and experience to make a difference.
- ii. Bruce: You are representing the student body to make a difference.
- iii. Jacob: Pointed out MERIT is meeting during our Executive meeting, but suggests one of us miss this for that and switch off with other student officers. Asked if we can get together to make a brief description of these meetings to give when doing class raps.
  1. Bruce: You can find descriptions online for most of them.
    - a. Barb: It will also give minutes and who's on the committee.
  2. Shelby: It's good to look around and play on the website to see what everything looks like. It's helpful to know what's going on and be aware of your surroundings.
  3. Bruce: We put in a new content management system. You'll see the website change. If you have ideas, work with Barb to work with Bobby Bondi and they can make adjustments. The website just changed systems, so links may not be working. The new CMS gives flexibility. You might be invited to make changes. The Marketing and Advertising office have been reorganized. There are

different responsibilities for rebranding and redesigning LBCC, and you might be a part of the process that involves the logo, vision, image, materials, web design, etc. It's coming along. Work with Shelby to figure out where you can get in on councils.

3. Javier Cervantes: Director of Institutional Equity & Student Engagement

a. Welcome back, everyone. I want to let you all know I am going to try to be more visible in the SLC office to be more available, likely on a Tuesday or Wednesday. There are two opportunities I want to talk to you about.

i. I want to invite you all to a cultural competency training: navigating differences, on December 6th, 7th, and 8th after finals. It will be open to the SLC, DAC employees, co-curriculars, and maybe club officers. I want to get you campus skill building around cultural awareness. There are 5 modules covered over 3 days. Day one: cultural awareness, day two: cultural understanding and cultural knowledge, day 3: cultural sensitivity. You will get a certificate after completing this training. You'll get the exact training that almost 50 employees have gotten over the last four years. This is something new that we're trying for students. I will feed you, and give you a positive experience, but it can be challenging for some. If you do come, commit to all three days. There is a team of people wanting to do this for students.

ii. Another opportunity will be student leaders having mentors from our management team. I would like to gauge your interest to create this mentorship program (\*student officers agree this is a good idea.) Management wants to learn from students. Students who engage themselves finish at a higher rate than if they float around. This is a chance to get real coaching. This will all be good for your professional education. You will meet at least once a term. Greg Hamann made a presidential goal to increase mentorship of students. There are close to 50 managers, we can match you up to the best one.

1. Brent: Is the diversity training here?

a. Javier: Yes, and I want at least 20 people attending. I can't go over 35. I'll be happy with 15.

2. Bruce: Employers want to see that you can get along with different people. This program is out of Washington and put on by trained professionals. It will make you more marketable.

3. Barb: I took it and it changed my thinking.

4. Javier: In implementing this program, we asked ourselves: what can we do better to make you better?

4. Menucha Trip:
  - a. Justent presented a slide of the trip
  - b. Had a haunted bonding experience and Uno bonding experience
  - c. Had convos about ironing out issues, getting on the same page, and making plans for the coming year.
  - d. There were 5 sessions and many workshops
  - e. Jacob: Spoke of his experience and what he learned at Menucha, like what your strengths and goals are as an individual and how we can all come together. Part of our job needs to be going out of our way to be liaisons
  - f. Shelby: **Requested that those who attended Menucha create a presentation about what they learned and what they can teach us.**

#### **Action Items:**

#### **Discussion Items:**

1. Core team sign up:
  - a. A vote-or-vote core team sign-up sheet was sent out, we still have more positions to be filled.
2. Rocky sign up:
  - a. We need at least one handler. Home games are our number one priority. Maybe even make fliers. We have a game this Friday, 09-28-18.
  - b. Events Reports:  
There is a list on Barb's door to sign up for events this Fall. There's Harvest Festicval, Health Workshops, Study Jam, and Rocky on the list.
3. Office Update:
  - a. If you haven't updated your office hours and gotten in the groove of things, do it.
4. Google sign-up
  - a. Justen passed around a sign-up sheet for those interested in Google product training.

\*Christina Fredrickson arrived

5. Dates to Remember:
  - a. Study Jam: Tuesday, November 30th and Saturday, December 1st.
  - b. Thanksgiving Food Drive: November 15th and 16th.
6. Skype Calls:
  - a. Brandon: We need to find ways to get everyone together when someone can't make it to a meeting. Maybe Skype calling?

- b. Shelby: Who wants to take that on. I need to say that I do not want everyone to Skype in. Face-to-face is important. We're a team, we vibe off each other. We have to be able to vibe.
  - c. Justen: I will co-head. Council of Clubs will do the same. Google hangouts is better because you can use SLC email.
  - d. Barb: Ask Amanda Cleaver about telecommunication.
7. MERIT:
- a. Jacob: Maybe we can gather up information to put online and make a sign-up sheet to make sure someone can go to MERIT.
  - b. \*Brent and Jacob will head that.
8. Interviews:
- a. Shelby: I will send out a sign-up sheet to recruit interviewers for next week.

### **Reports:**

1. Board of Education Report: Shelby
  - a. We went over everything for the year and welcomed everyone back. Come to the meetings. You can't vote, but your support is important. There is free food if you want to come.

\*Marta Nunez arrived

2. J-Board Report: Marta
  - a. We're still trying to fix the bylaws for this year, and figure out what day and time we are going to meet. We pretty much have all the members chosen.
3. Legislative Report: Abby
  - a. Vote-or-vote Campaign: Voter education first, then voter registration, class raps tabling etc. second. Be sure to sign up on the core team. Top priorities with OSA are textbook and tuition affordability. We are going to be lobbying in the capitol. It's a great experience if you can come. Let me know if you have any questions about anything.
4. Financial Report: Caleb
  - a. They introduced a new arrangement of the account numbers. We had four accounts and they consolidated them. The money is all there, but in one place. It's constantly updated. The budget is currently **\$61,628** and growing until around week 3 or 4. That's without introducing what we need to save up for graduation and donations, and there are other fees we need to save. Next term we won't get as much, and we'll have even less coming in the term after that.
5. Council of Clubs Report: Justen

- a. Our first meeting is next week. We're gonna pass bylaws from Spring Term. There's a lot of projects that will be moved forward as well. We're also gonna have a test pilot for a recurring activity day on Wednesdays. Incoming Freshman are super excited for all the clubs. It's the most interest we have seen.
- 6. Events Task Force Report: Brandon
  - a. We talked about different events and people signing up. We talked about planning the whole year when we get new event planners and getting the new planners to do Study Jam.
  - b. Shelby: Dates need to be set by next week for all events, Wednesday at the latest. And get the DAC involved, and OSA with mass texting.
  - c. Barb: Use the forms!
- 7. Advisor Report: Barb
  - a. Doing logistics for the 3-day workshop at the end of the term and writing the outcomes and goals. Also working on getting the mentorships with managers going. Talent grants will be handed in tomorrow.
- 8. Officer Reports and the Agenda: Shelby
  - a. Reports need to be professional and what you do in the office and for SLC. Task Reports should not be personal. When we join councils, the agenda will be expanded, but I hope you like how it looks.

**Announcements & Calendar Reminders:**

- 1. OSA Monthly Meeting: 9am, October 13th @COCC
- 2. Board of Education Meeting: 6-8pm, October 17th
- 3. College Council Meeting: 3-5pm, September 27th
- 4. Vice Council: 3-4:30pm, October 11th
- 5. Academic Affairs Council: 3-4:30pm, October 16th
- 6. UCWLC Women's Leadership Conference: October 26th-28th and April 12th-13th
- 7. Oregon Students of Color Conference: November 16th-18th

# *Student Leadership Council*

## *ASLBCC Weekly Member Task Reports:*

**Shelby Pick - President/ Chair**

Hello!

I hope you all are ready to kick off another great school year! With the start of the new year, I am currently getting signed up with all the individuals on campus that I need to have weekly meetings with (i.e. Bruce, Greg, etc.), as a reminder if any of you would like to work with me on anything or meet with me at any of these meetings please shoot me a text. I also am in contact with the marketing team to work through the final details of Rocky so we can get him ordered. I am looking forward to all our events this term and am especially excited to be helping head up the Harvest Festival Event. I would like to remind you guys of some important events coming up that you all could attend and should definitely put in your calendars.

September 27th at 3-5pm - College Council Meeting (Board Room)

October 17th at 6-8pm- Board of Education Meeting (Board Room)

### **DON'T FORGET TO:**

- + Do your Hot Shot training
- + Get your food handlers card
- + Get your ID Card
- + Get your training for the SLC office, LBLB, and know where the cage is and how it works

Sincerely,

Shelby Pick

*Shelby Pick*

*President*

Student Leadership Council  
Linn-Benton Community College  
[slepres@linnbenton.edu](mailto:slepres@linnbenton.edu)



**Marta Nunez - Vice President**

Hey y'all,

Welcome back !! I am so excited to work with everyone and we will be kick butt this year. I have trying to organize the J-Board members and trying to get meetings to be official. I wanted to know if there still changes in to be made for the By Laws. Let me know. There is still need to be changes.

I will need to appoint someone to take my place and to speak for me through the meetings. Will anyone take my place? Please, let me know.

We need to get rolling soon !

**Abigail Hardin - Legislative Affairs Director**

Hey everyone!

I'm so glad to get back into it this term. This summer I've called into two OSA board meetings where we talked about the upcoming Vote campaign and have been nominated for Executive student at-large for Board of Directors (thanks to Ms. Shelby), and sent out the Vote core team sign up that went around last spring in case there are any changes that need to be made. Justen and I visited with a legislative candidate who wanted to hear about student issues straight from students at LB. which was a great experience that we will tell y'all more about at the exec. meeting. I also signed up to help with Harvest Festival, Fall study jam, and wellness workshops this term, as well as helped table during Return of the Term on Monday and Tuesday. I will be posting my office hours for this term later today.

Let me know if anyone has any questions or needs help with anything! I will do my best to assist.

Best,  
Abby

**Brandon Whaley- Community Outreach Director**

Hey,

**By next week hopefully i can run ETF meetings independent with independently without assistance. I'm looking forward to hiring more event planners to actually plan events for the year. Hopefully by next week I can get in the LBLB to organized it.**

**Justen Noll - Student Clubs and Engagement Director**

Howdy,

Welcome back everyone; it has been great to see you all!

Last week, this week, and the next few weeks are going to be/have been hectic as I've been helping to get Clubs and Co-Curriculars moving sooner and faster than in previous years. A lot of new interest and a lot of excitement around clubs. I'm moving forward with a few initiatives this term/year including a meeting efficiency plan (locations, times, etc.) and advocating in a change in philosophy with how events are done. I have and will be here to help with team activities (Welcome Day and Return of the Term) and other teammates' activities so that everyone is able to feel ready heading into these next few terms.

**Brent Cardenas - Volunteer Coordinator**

Hello Everyone,

This week I helped with Welcome Day and Return to the Term. During my office hours I helped several walk in students with various question. I was also able to send out a new volunteer interest form to the team. Please fill out the form when you get a chance. Justen and I are going to establish a new volunteer database after our Exec meeting.

Next week I plan to input the paper interest forms and contact possible volunteers with more information. I will also be creating sign-up sheets for all upcoming events to begin recruitment. Thanks for all the help.

**Krystal Madrinan- Wellness Coordinator**

Hey all! Welcome back to the term. I posted my office hours o the board. I'm currently in the process of researching and planning out a brain health/study habits event for around week 4 or 5. As most of you know, I have to work closely with active minds, but they don't have anything done for fall term so there would be a delay on that part. Have a good week!

**Waldo French - Executive Assistant**

Hello all,

I trained our new Executive Assistant--Christina Fredrickson--on Monday. I showed her where to find the templates for taking minutes, how we take our minutes, how to edit them, and how to upload them and send them to everyone. I also told her about our certification binder duties, showed her where we have Executive meetings, and how to fill an LBLB request.

I wasn't able to help with Return of the Term, I have morning classes.

I am signed up on the vote-or-vote core team doing card processing.

My office hours this term will be Thursdays from 9am-12pm.

Monday's ETF minutes are uploaded and will be sent to everyone's email before Wednesdays' Executive meeting.

Happy Fall term!

**Waldo French**

Executive Assistant

Student Leadership Council

Linn-Benton Community College

## **Caleb Hedin - Financial Director**

Aloha!

This week is exciting, and looks like we have quite a few events coming up! I put my name forward for the study jam and the food drive. I have done both in the past, so if anyone needs any information on how to get them running don't hesitate to ask any questions you may have. Sounds like we are changing the way our accounts are being presented, and in the future it will be easier for the team to understand what we have in our accounts, but at the moment we are still working out the kinks and so I currently do not have an updated budget, but will have one by next week, if not by the time of our meeting!

## **Jacob Senske - Communications Director**

Hello Everybody,

First of all, welcome back to school, I hope you guys had an awesome summer! This week I'm excited to be getting the ball rolling and start working on projects with you. The part of the team who attended the Manucha conference and I had an excellent time and learned a lot of really useful tools I look forward to bringing to our meetings and discussing with all of you. Remember to get those dates and times for events to me as early as possible so I can work with you to create media.

Due to my new job, I regretfully cannot be in the office as much this year. My office hours are posted on the board in the back of the office. Feel free to call me, I'll always do my best to get back to you asap. I'll also be on campus wednesdays all day long 8am-8pm if you need me.

Thanks guys, I'm really excited for this year and look forward to working with all of you. As always, I embrace any questions or concerns and am here to help. Let's have a great year!

Jacob Senske  
Communications Director

## **Vacant - Benton Center Coordinator**

## **Chris Byers - Event Planner**

Hey!

**First off I hope everyone is having a great term so far.**

Welcome day went great. Much appreciated the support from the team for my first time being Rocky! Thank you Barb for keeping Rocky well hydrated. That was appreciated.

Return of the Term went well, thank you Marta and Barb for going shopping for all the snacks and food.

I am hopeful in the future prospects for event planners. We have had some people who seemed interested in applying! Fingers crossed.

We have some really cool events coming up this term and I'm looking forward to them!

Thank you all for your time and hard work!

Christopher Byers  
Student Life and Leadership  
Event Planner  
(541)-368-0709