

Guide to Governance 2009-2010

Linn-Benton
COMMUNITY COLLEGE

Table of Documents

1. Mission, Vision, Core Values and Mission Commitments	page 1
2. Strategic Plan 2006-2011	page 2
3. Council/Committee Reporting Diagrams	pages 3-6
4. Governance Philosophy	page 7
5. Overview of Councils	pages 8-19
6. Overview of Standing Committees	page 20-33
7. Board Goals, President Goals, 2008-2009	page 34
8. Budget Planning Process, 2006-2007	pages 35-36

Approved by 2009-2010 JOLT Members

ASG President and Representative

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MISSION, VISION, CORE VALUES AND STRATEGIC PLAN

Vision

LBCC...where learning changes lives.

Core Values

- Pursuing excellence
- Believing in the potential of everyone
- Creating opportunities for success
- Serving our community with integrity
- Celebrating the gifts of diversity
- Igniting creativity
- Awakenning the teacher and learner in all of us

Mission

Linn-Benton Community College supports the dreams of our students by providing comprehensive programs and services that are innovative and accessible. We are passionately committed to meeting the educational needs of individuals, businesses and our communities through learner-centered and life-changing experiences.

Mission Goals: Our Ten Commitments

We will accomplish our mission by continuously improving our comprehensive educational programs and services. We will:

1. Provide a teaching and learning environment that supports our core values and builds student success.
2. Empower students to be life-long learners by incorporating learning strategies throughout all programs.
3. Enable and support student participation in community service activities.
4. Offer a variety of academic opportunities that prepare students to meet their educational and career goals.
5. Partner with public and private P-12 educational institutions to improve the preparation of students for college-level work, to facilitate their completion of college programs in a timely manner, and to introduce them to the opportunities of post-secondary education.
6. Facilitate seamless transfer for students seeking to enter four-year colleges and universities through articulation, partnership, innovative programs, and solid academic preparation.
7. Support the economic development of our region and meet the needs of business and industry by providing training, retraining, and upgrading employee skills designed to enhance the local workforce.
8. Create fiscal, physical, and social environments that support student success and a positive workplace climate.
9. Enrich student life and the community by providing accessible cultural, civic, and international activities and classes.
10. Recognize outstanding achievements by students and staff.

Strategic Plan

January 2006 through December 2011

In order for LBCC to change in strategic harmony with our community and to remain a leader in post-secondary education in the State of Oregon, we will focus on the following:

❖ **Learners: Develop better systems for identifying and understanding learner goals and better strategies for helping learners succeed.**

- The future of the college depends on high quality programs and services that meet the needs of learners. By developing better systems to identify and understand learner goals, and better systems for understanding and implementing effective student success strategies, LBCC will increase the percent of learners who achieve their goals.

❖ **Revenue: Expand revenue resources.**

- The future of the college depends on adequate resources. Current funding sources are not keeping pace with necessary expenses. By aggressively diversifying and expanding revenue sources, while maintaining conservative spending practices, the college will be better able to remain fiscally stable. Any available resources should first be invested in efforts related to this strategic plan.

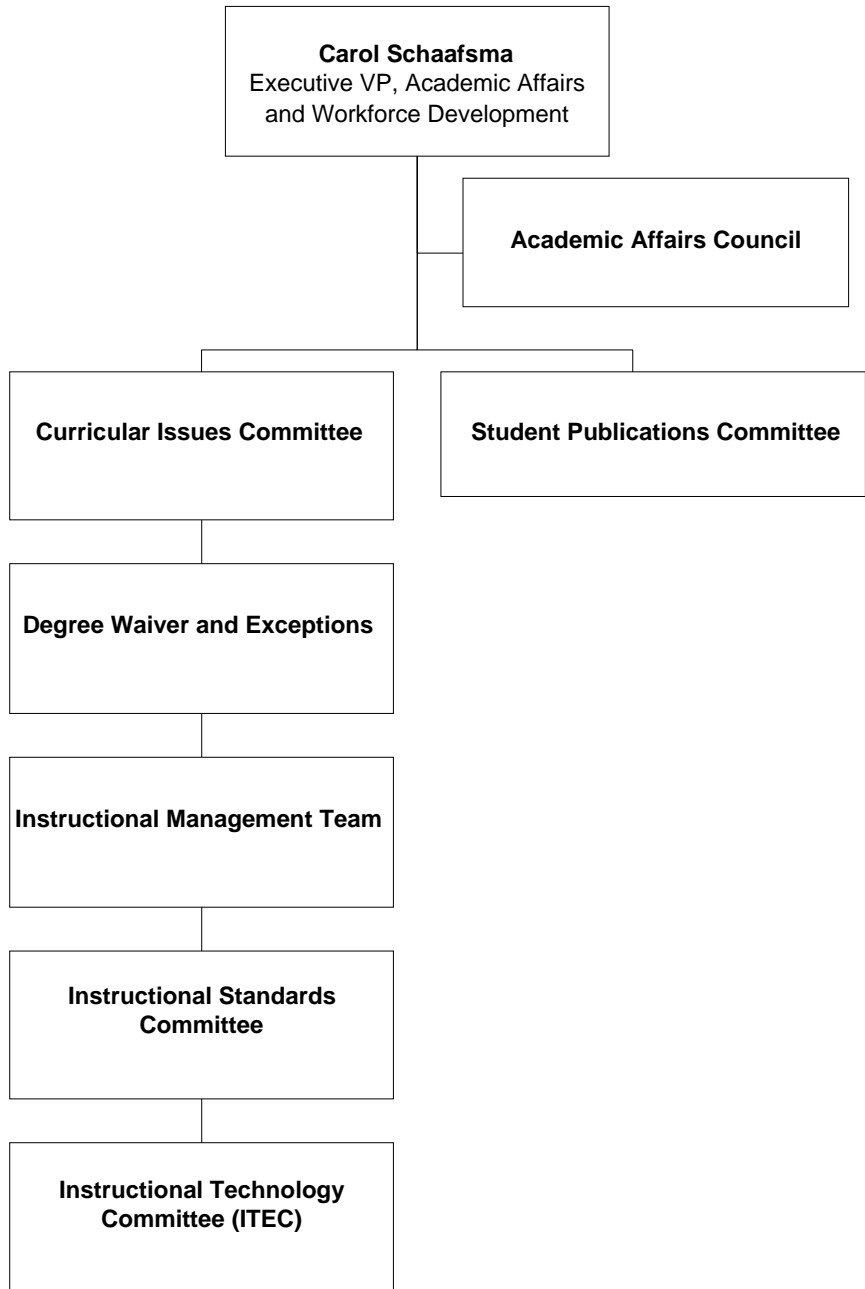
❖ **Enrollment: Increase enrollment, with special emphasis on recruiting and retaining student populations that reflect the demographics of our district.**

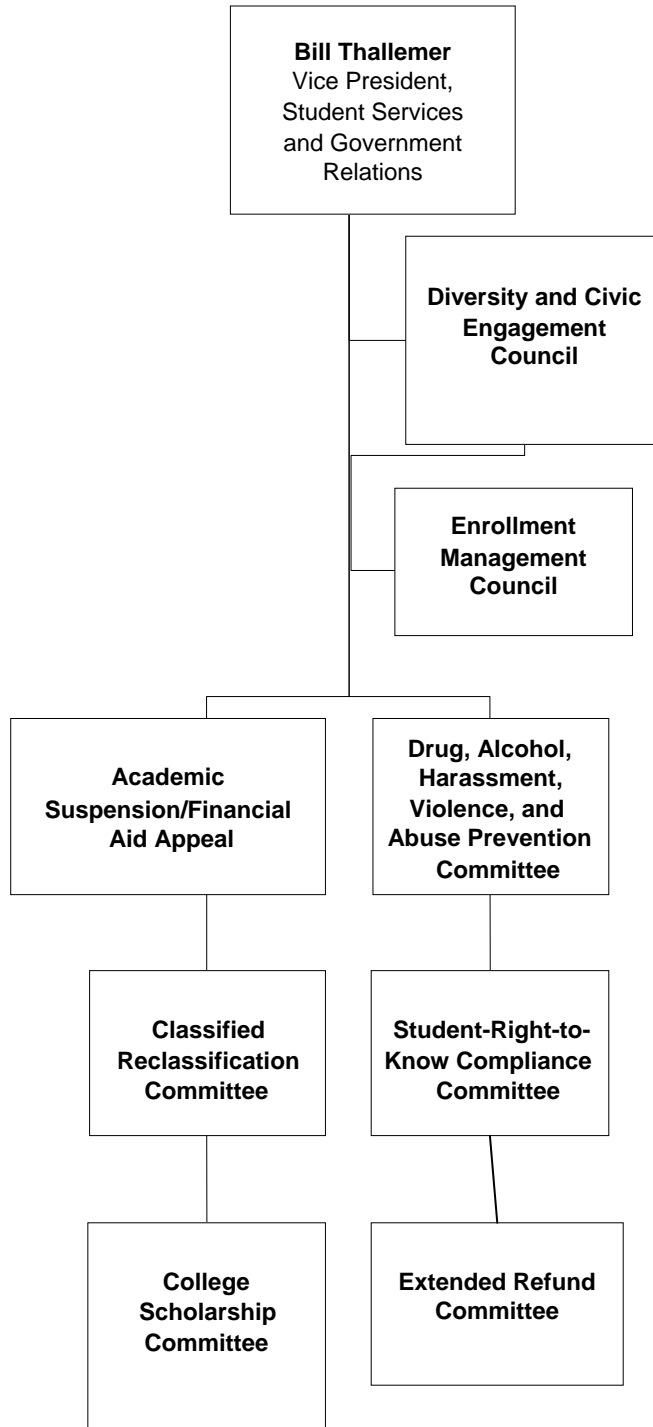
- The future of the college depends on increasing enrollment. The college will do this by providing programs and services that meet the needs of diverse populations in our district. The demographics (geographic, racial, ethnic, gender and economic) of our district are changing, and the college's programs and services must accommodate these changes.

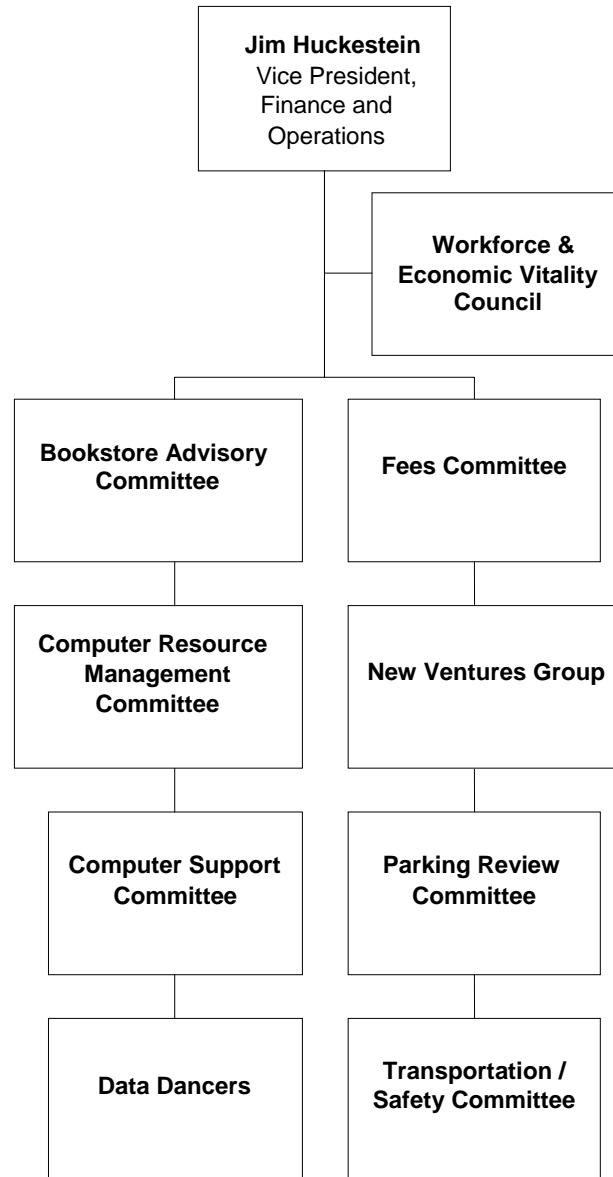
❖ **Community: Increase our ability to quickly respond to the emerging educational needs of our community.**

- The future of the college depends on the economic health of our communities. The college supports this economic health by working with businesses and organizations to provide a well-educated workforce. We will become more proactive in helping businesses and organizations in our district understand the broad menu of educational support that LBCC is able to provide them. We will increase our ability to respond quickly to emerging needs.









DATE OF APPROVAL: March 2007

LINN-BENTON COMMUNITY COLLEGE GOVERNANCE PHILOSOPHY

The Linn-Benton Community College Governance Philosophy is designed to guide wise decision-making at the college. It is based on five pillars of shared decision-making – conditions that must be present for any governance structure to be effective. These pillars are:

- **Shared vision** – Our shared ideals are expressed in our vision, values, and mission statements. As we move forward together, these will provide a strong foundation for facing the future.
- **Shared engagement** – We must care about the direction and quality of the college. Each of us must be involved in our office, department, or division and see that our individual contributions are significant to the over-all quality of the institution. Good ideas have grass roots, but they can only grow when people throughout the college are engaged.
- **Shared respect** – The basis for respect is the assumption that everyone is trying to do his or her best work. If we begin with that assumption, then disagreements are framed in the context of people having different perspectives, rather than someone being right or wrong. If we expect engagement at all levels, meetings must model respect for all participants. Respectful behavior creates a culture of trust, essential for the sharing of information and the avoidance of denial.
- **Shared information** – For LBCC's governance to work, we need to be personally responsible for being informed and for informing others. Our best thinking requires the sharing of critical information, explanation, context, and implications. A communication system is a high priority for an effective college.
- **Shared risk** – Moving forward entails risk. We study information available to us, we agree on assumptions about the future, and we move forward. In the ideal situation, we will engage in the decision-making process, will have solid information all of us can trust, and will feel that our opinions are respected.

It is fundamental to the health of the college that our decision-making councils and committees operate in a culture of common vision, engagement, mutual respect, and information sharing. This culture will allow us to move into the future with confidence and to make wise decisions that will benefit our students and our community.

OVERVIEW OF COUNCILS AND STANDING COMMITTEES

Councils are advisory to the President or other administrators and deal with a broad range of issues affecting the college and community. The goal of the LBCC council and standing committee structure is to produce a process in which timely decisions and the reasons for them are guided by involvement and action from, and are transparent to, the rest of the community. Councils have broad institutional scope, are responsible for issues essential to institutional vitality, and advance the college strategic plan. Because of their over-arching scope, council memberships reflect the diversity of the college. While College Council does not entertain authority over other councils, it is charged with coordinating the responsibilities of councils and aligning their work on the strategic plan. Each council will have a Council Charter, which specifies its membership, a contact person, its reporting relationship, and its annual work plan.

In contrast, standing committees have narrower, more topical scope than councils and focus on college operations. They are a vital part of the college community because they do the work of the college and share information. Standing committees deal with issues that relate to a specific topic or area and generally involve multiple areas, departments and divisions.

The administrative officer will be responsible for (1) calling a fall meeting for the purpose of council/committee organization, orientation, and setting a meeting schedule; (2) making sure that the council/committee functions effectively; (3) using the final spring meeting to update the council/committee charter and to summarize the year's work in preparation for the following year.

I. COUNCILS

A. COLLEGE COUNCIL

Contact: LBCC President

- The primary purpose of this council is to advise the President on significant issues facing the college.
- Serve as a communication hub among other councils, committees, and employee groups. Review recommendations going before the Board of Education. Perform on-going policy review and regulation approval.
- Coordinate and align work on Strategic Plan.
- Exchange information and ideas to and from other councils, committees, and employee groups.

SCOPE OF COUNCIL, INCLUDES BUT IS NOT LIMITED TO:

College mission
Strategic planning
College effectiveness
Governance
College climate and communication
Emergency planning and recovery
Statewide community college issues
Leadership development and team building

EXPECTATIONS OF MEMBERS:

The Council represents LBCC's leadership and members are expected to be mindful of the health and vitality of the entire college enterprise. The diversity of their expertise is the strength of this group.

THIS GROUP MAKES RECOMMENDATIONS TO: The President

MEMBERSHIP

College President

Executive Vice President, Academic Affairs & Workforce Development

Vice President, Finance and Operations

Vice President, Student Services and Government Relations

Executive Assistant to President/Board Secretary

Dean, Student Services

Associate Dean, Student Development

Dean, Instruction

Dean, Academic Development, Communication Arts and Mathematics Division

Dean, Liberal Arts, Social Systems and Human Performance

Dean, Business, Healthcare and Workforce Division

Dean, Science, Engineering and Technology Division

Director, Educational Partnerships

Regional Director for Benton County

Regional Director for Linn County

Director, Community Education

Faculty Association President or designee

Independent Association of Classified Employees (IACE) President or designee

Management Exempt Staff Association (MESA) President or designee

Associated Student Government (ASG) Officer

Academic Affairs Council Representatives (2)

Coordinator, Center for Teaching and Learning Excellence

Director, Human Resources

Director, Business and Auxiliary Services

Director, Accounting and Budget

Manager, Safety and Loss Prevention

Director, Information Services

Manager, Institutional Research

Director, Facilities

Director, Development

Director, College Advancement, Executive Director, Foundation

MEETING TIME: Usually, first Tuesday, 9-11 a.m. **PLACE:** Fireside Room

NOTES:

The Council may create ad hoc sub-committees to study complex or temporary issues. The Council may appoint members outside of the Council to these ad hoc sub-committees. An attempt will be made to focus on one or two topics for several meetings and to tie topics to the board agenda when possible.

We will assign some work to small groups for subsequent meeting reports.

We will focus announcements on: kudos, requests for assistance, and up-coming events of general interest. Minutes of the Council will be sent to MESA and to the Academic Affairs Council.

2009-2010 COLLEGE COUNCIL WORK PLAN

- Communicate progress and status of our strategic plan initiatives, President's Retreat ideas, and accreditation recommendations.
- Institutionalize and maintain college-wide transparency and broad participation in the governance process.
- Communicate the timeline and planning connections between the summer Board Retreat, the President's Retreat, the fall critical conversation about the budget with the Board, the annual decision package process and the adopted budget.
- Nurture a culture of evidence into the planning and decision process.
- Improve supervisory consistency through orientation, regular training, and improved communication.
- Encourage communication and sharing between college council and the college community, especially around institutional effectiveness, strategic planning, budget development, and methods for measuring success.
- Refine and keep fresh our crisis recovery policies and procedures.
- Introduce new president to the college and support a successful presidential transition keeping space within the work plan for new priorities.

2009-10 Charter

PURPOSE OF COUNCIL:

To assist with instructional leadership at LBCC Academic Affairs Council will:

- Nurture and support a culture of teaching and learning excellence
- Provide a forum for discussion of ideas, decisions, and actions in order to educate other departments across campus
- Act as a sounding board for the president, vice presidents, and other councils and committees in order to get a reaction, take a pulse, or present a plan and see how it flies, etc.
- Advise the administration and the service areas of the college on policies or procedures that affects instruction, faculty, and students
- Inform the Council membership of decisions made elsewhere that affect students and learning
- Help individuals or groups sort out the appropriate venue for addressing issues that affect instruction, faculty, and students
- Lead the college in determining instructional priorities
- Make endorsements regarding major college-wide, instructional issues
- Disseminate information

SCOPE OF COUNCIL, INCLUDES BUT IS NOT LIMITED TO:

- Instruction
- Learning environment
- Student issues and initiatives
- Institutional integrity and the instructional commitments of the college
- Advising
- Retention
- Recruitment
- Enrollment

EXPECTATIONS OF MEMBERS:

- Participate in conversations about all issues brought before the Council
- Consider the entire college in addition to representing the interests of individual departments and divisions
- Ensure two-way communication between departments/divisions and the Academic Affairs Council.
- Attend or send a designee

THIS GROUP MAKES RECOMMENDATIONS TO:

AAC's recommendations go to many different places depending on the issue at hand. They might go to the Executive Vice President of Academic Affairs and Workforce Development, one of the other vice presidents, a particular department, or to another council or committee.

Academic Affairs Council - 2 –

MEMBERSHIP:

Any LBCC staff member can attend meetings of the AAC, all meetings are open and minutes are published in the Paperless Office. At the annual review of the AAC charter, members will determine which positions in the college are necessary for the Council to successfully complete its work.

Voting Members

Department Chairs

Directors & Instructional Deans (one each)

- *Academic Development, Communication Arts, & Mathematics*
- *Athletics & Emergency Planning*
- *Benton Center*
- *Business & Auxiliary Services*
- *Business, Healthcare, & Workforce*
- *Instructional Facilities Planning*
- *Liberal Arts, Social Systems, & Human Performance*
- *Linn County Centers*
- *Science, Engineering, & Technology*

Assoc. Dean, Business, Healthcare, & Workforce

Representatives (one each)

- *Disability Services Coordinator*
- *Faculty Association*
- *Student*

Nonvoting Members

Exec. Vice President, Academic Affairs & Workforce Development

Vice President, Finance & Operations

Vice President, Student Services & Government Relations

Dean, Instruction

Dean, Student Services

Assoc. Dean, Student Services: Student Development

Coordinator, Center for Teaching & Learning Excellence

Director, Educational Partnerships

Manager, Media Services

Exec. Asst., Academic Affairs & Workforce Development

Membership Requests

An LBCC employee may request membership on the Academic Affairs Council through the following process:

- During spring term, a letter of application for membership should be sent to Council co-chairs. This letter of application should document the purposes of the Council that match the applicants' work/job description. A recommendation from the employee's dean or director must accompany the application for membership.

Academic Affairs Council - 3 -2009-10 Charter

- Council co-chairs and co-chair-elect will review the request. They will determine whether or not to approve the request. They may also decide to take the request to Council for further consideration.
- Membership requests that are approved will become effective at the beginning of the next academic year.

MEETING TIME:

Tuesday of the 2nd, 4th, 6th, 8th and 10th (if needed) weeks of fall, winter, and spring terms, 3:00-4:30 p.m. It will also meet as needed during the summer (dates and times to be announced).

2009-2010 WORK PLANS:

- Continuing discussion of "best practices:" being a department chair, sustainability efforts done in programs, connections to OSU, and links to employers
- Accreditation Recommendations: Advising, Assessment, First-year Experience, and Strategic Planning and Budget Process
- Change process so can only sign up for one section of a course so seats are available for others.
- How will AAC 'relate' to Faculty Senate?
- Continue discussion of SENSE data as relates to First Year Experience.
- Feedback from students in terms of their experiences at LBCC.
- Ask faculty some CCSSE questions to see how their perspective differs from students.
- New programs that have been / are being developed.
- Information Literacy.
- Role of centers as related to the college.
- How do we know if we are doing what we need to be doing – other colleges growing faster than we are – why?

NOTES:

The Council may create ad hoc subcommittees to study complex or temporary issues. The Council may appoint members outside of the Council to these ad hoc subcommittees.

C. WORKFORCE AND ECONOMIC VITALITY COUNCIL Ann Malosh

PURPOSE OF COUNCIL: the overall purpose of the council is to ensure the college is alert and responsive to emerging workforce needs to enhance the economic vitality of our communities. To this end, the council will

- Support a culture of workforce responsiveness in programming, services and operations
- Facilitate college-wide conversations among those working with community partners in supporting the economic vitality of our communities
- Advance LBCC's strategic plan by stimulating consistent, flexible, and innovative responses to existing and emerging workforce needs
- Keep business, organizations and the college community informed about how we are serving the community related to their workforce needs
- Advise the president and her staff on significant issues relating to interfacing with the community on workforce issues and economic development
- Advise the president and her staff on directions to take in response to major community initiatives, e.g. the cities' strategic planning for economic development
- Make budget recommendations to the president and the budget team to further the college's commitment to community training and economic initiatives
- Advocate for funding, including pursuing grants and external funds, for innovative programs that respond to community workforce needs and interests
- Serve as a forum for new ideas and initiatives with individuals representing different parts of the college and diverse points of view
- Strengthen the connections between the Community strategic plan element and institutional effectiveness efforts
- Analyze data collected within the college on community/workforce relations and translate the data into action
- Ensure consistency in the college's response to community partners related to the economic vitality of our communities

SCOPE OF COUNCIL, INCLUDES BUT IS NOT LIMITED TO:

- Coordinate and align efforts on the community section of the strategic plan.
- Evaluate the extent to which the college is achieving its missions as it relates to the community workforce needs and the economic vitality of our communities.
- Evaluate and make recommendations regarding funding as it relates to the community workforce needs.
- Evaluate the extent to which the college is achieving its Institutional effectiveness goals as it relates to the community workforce needs.

EXPECTATIONS OF MEMBERS:

This council ensures consistent and innovative responses with current and prospective community/workforce partners. Members should be committed to sharing ideas, thinking innovatively, and working with college and community partners to advance the communities' economic vitality.

THE GROUP MAKES RECOMMENDATIONS TO: The president and her staff, the budget committee, and the strategic planning advisory team

MEMBERSHIP:

Managers:

Dean, Academic Development, Communication Arts and Mathematics Division

Dean, Business, Healthcare, and Workforce Division

Dean, Liberal Arts, Social Systems and Human Performance Division

Dean, Science, Engineering and Technology Division

Regional Director for Benton County

Regional Director for Linn County

Director, College Advancement, Executive Director, Foundation

Director, Development

Director, Educational Partnerships

Director, Institutional Research

Faculty:

Three faculty representing professional technical programs

Three faculty representing departments serving primarily transfer students or counseling

Classified:

Career Center

Business and Employer Services

Students:

ASG Representative

MEETING TIME: Twice a Term

2009-10 Work plan

- Implement year two of the BINA (business and industry needs assessment) The focus for year two is Healthcare Occupations. Serve as advisors to the healthcare occupations sector team.
- Narrow the focus of the "community engagement tool" created in 2007-08 and survey the classified and faculty work groups. From the results of all three groups, identify gaps in LBCC involvement/representation and make recommendations on addressing the gaps.
- Develop a system to assist LBCC employees in "listening for each other" during off campus meetings and other community events in order to more effectively bring back information for appropriate people and groups.
- Create a place to bring uncommon requests for services or programs to be considered and determine if there should be a college response.
- Continue to work on aligning the work of the council with the strategic plan, the institutional effectiveness processes and the budget development process and communicate progress to the college community.

D. **DIVERSITY AND CIVIC ENGAGEMENT COUNCIL**

PURPOSE OF COUNCIL:

- Ensure the college is alert and responsive to issues of equity, diversity and civic engagement
- Facilitate the increase of cultural competency skills among college employees and students
- Develop strategies to prepare the campus community for an increasingly diverse group of faculty and students
- Advise College Council and the President on significant issues related to civic engagement, diversity, social justice and/or equity
- Oversee, assess and make recommendations regarding data collected within the college on minority enrollment, recruitment and retention for students and college employees
- Oversee, assess and make recommendations regarding student engagement data collected within the college and develop strategies to address issues
- Keep the college community informed about current diversity initiatives and related community partnerships
- Facilitate college wide conversations and strategic planning about diversity and civic engagement issues
- Utilize civic engagement strategies to increase understanding of diversity issues

SCOPE OF COUNCIL:

College mission
Strategic planning
Institutional effectiveness
College climate
State and local diversity partnerships

EXPECTATIONS OF MEMBERS:

Council members are expected to:

- have some cultural competency skills and understanding of diversity, social justice and civic engagement
- critically examine historic and contemporary issues of social justice and civic engagement
- participate in forming and promoting recommendations that support a more culturally competent community
- participate as learners in their own ongoing cultural competency skill development

THIS GROUP MAKES RECOMMENDATIONS TO:

President/Vice Presidents
College Council
Academic Affairs

MEMBERSHIP:

Members of the council are appointed by position/work assignments or cultural expertise.

Faculty Consultant for Multicultural Issues

Counselor

Vice President for Student Services and Government Relations

Athletic Director

Associate Dean, Student Development

Diversity Achievement Center Coordinator

TRIO Program Director

Employment Services Manager

Outreach and Retention Specialist for Non Traditional Career

Community Representatives (5) - Appointed by Co-chairs

Faculty (5)

Associated Student Government Representative (1)

Student Programming Board Multicultural Activities Specialist

MEETING TIME & PLACE:

The council will meet a minimum of two times per term.

Diversity and Civic Engagement Council**2008-09 WORK PLAN:**

- Support and advocate for full funding for the Faculty Consultant for Multicultural Issues
- Support and advocate for full funding for the Diversity Achievement Center Coordinator
- Endorse and recognize events as supporting DCE work
- Sponsor dialogue conversations around topics and current events
- Dialogue dinners
- Lunch conversations and presentations in the Multicultural Center
- Provide a forum for issues and concerns related to DCE
- Conduct qualitative assessment of student and employee experiences (identify places of need and places of success)
- Push for change in areas such as HR hiring process, language resources for front line staff, cultural competency requirements for all employees and online and physical places for discourse

E. **ENROLLMENT MANAGEMENT COUNCIL**

Bruce Clemetsen

PURPOSE OF COUNCIL: The purpose of the Enrollment Management Council is to develop and evaluate recruitment and retention models that meet support student access and goal attainment.

SCOPE OF COUNCIL, INCLUDES BUT IS NOT LIMITED TO:

- Design, and evaluate recruitment and retention models.
- Identify and recommend changes to recruitment and retention practices that assist the College, and its instructional and service areas, in achieving optimum enrollments
- Review and recommend changes to institutional policies that impact recruitment and retention
- Coordinate on-going efforts around the college to increase enrollment
- Serve as an advisory body to services and programs working to enhance recruitment or retention
- Provide guidance to advertising and marketing efforts
- Identify and share data and information for enrollment planning
- Monitor and advise units who have identified recruitment or retention as an Institutional Effectiveness goal.
- Monitor local, state, and federal issues that impact enrollment
- Identifying and assessing strategic value of educational partnerships
- Assure that recruitment and retention efforts adapt to changing demographics

EXPECTATIONS OF MEMBERS:

Members are expected to share information, provide feedback, and assist in the design and implementation of new enrollment management efforts.

THIS GROUP MAKES RECOMMENDATIONS TO:

This council provides recommendations to President's Staff, Instructional Council, Academic Affairs Council, the Community Relations Council, the Diversity and Civic Engagement Council, the Budget Team, the Data and Reporting Team (Data Dancers), Instructional Standards, Advising Delivery Committee, instructional and service departments, other committees that shape enrollment policy, practice and research.

MEMBERSHIP:

- *Dean, Student Services (Chair)*
- *Vice President, Student Services and Government Relations*
- *Executive Vice President, Academic Affairs & Workforce Development*
- *Director, Enrollment Services/Registrar*
- *Director, Financial Aid*
- *Director, College Advancement, Executive Director, Foundation*
- *Dean, Academic Development, Communication Arts and Mathematics Division*
- *Director, Educational Partnerships*
- *Dean, Business, Healthcare and Workforce Division*
- *2 Instructional Deans (staggered 3 year terms, appointed by EVP-Instruction)*
- *1 Regional Director (3 year rotation, appointed by EVP-Instruction)*
- *1 Classified from Enrollment Services (3 year term)*

MEETING TIME: Monthly with a possibility of a **half-day retreat** each Winter and Summer term.

2009-10 ENROLLMENT MANAGEMENT COUNCIL WORK PLAN

- Monitor and advise increasing access in eastern Linn county project
- Monitor and advise the GED recruitment plan
- Develop internal enrollment consulting team
- Monitor and advise implementation of Foundation Retention and Recruitment Scholarships
- Develop enhanced use of the National Student Clearinghouse Student Search Service
- Advise on financial aid outreach efforts
- Develop potential activities to attract part-time adults
- Monitor development of a degree partnership program with WOU
- Develop approach to improve data integrity to better report Carl Perkins eligible enrollment
- Advise on design and assist with implementation of recruitment plan developed to support the strategic plan.
- Assess Recruitment and Retention scholarship awarding practices
- Identify potential markets of new students
- Advise the development of recruitment communication plans

II. STANDING COMMITTEES

A. The following Standing Committees inform and advise the President:

Americans with Disabilities Act Steering Committee **Contact:** Bill Thallemer

This committee is responsible for the oversight of all college activities that are undertaken to ensure full compliance with this civil rights act for individuals with disabilities. The committee is appointed by, and responsible to, the college President.

Membership:

Vice President, Student Services and Government Relations (Chair)

Coordinator, Disability Services

Assistant Director, Human Resources

Director, Facilities

Dean, Academic Development, Communication Arts and Mathematics Division

Art and Aesthetics Resource Committee

Beth Hogeland

This committee makes recommendations to the college President regarding art placement and exhibit areas at Linn-Benton Community College; works with the Linn-Benton Community College Foundation for fund raising efforts to increase the visual artistic integrity of LBCC; serves as a screening committee for art donations; and works with building and/or facilities planning committees for aesthetic recommendations.

Membership:

Dean, Arts and Communication Division (Facilitator)

Faculty member from Art Department

Faculty member from Graphic Arts Department

Director, College Advancement and Executive Director of Foundation

Classified at large (2)

Community representative - appointed by the facilitator

Student representative - appointed by ASG

Budget Team

Jim Huckestein

This team monitors the status of the college budget and evaluates recommendations, trends and conditions that will have a fiscal impact on the college.

Membership:

Vice President, Finance and Operations (Chair)

President

Vice President, Student Services and Government Relations

Executive Vice President, Academic Affairs & Workforce Development

Dean, Instruction

Director, Accounting and Budget

Director, Business and Auxiliary Services

Director, Human Resources

Capital Planning Task Force

Jim Huckestein

The purpose of this committee is to coordinate all facility planning for the college. The committee is responsible for developing a prioritized list of projects to be completed with necessary staff input, developing a cost estimate and financing plan for each project, developing a proposed calendar for the completion of all projects, and ensuring that all projects reflect an integrated and complementary vision of college services.

Membership:

Vice President, Finance and Operations (Chair)

College President

Executive Vice President, Academic Affairs & Workforce Development

Vice President, Student Services and Government Relations

Dean, Instruction

Dean, Student Services

Dean, Instructional Facilities Planning

Director, Facilities

Director, Accounting and Budget

Director, Information Services

Director, College Advancement and Executive Director of Foundation

Four to eight (4 to 8) Faculty, classified and management representatives as needed

Two (2) Board of Education members (appointed)

Insurance Working Group

Marsha Fugate

This committee researches employee benefit trends, evaluates the potential impact of these developments, explores benefit options, and conveys the knowledge and findings of the committee to respective associations and employee groups. The committee provides information to associations and staff so they may be well-informed consumers, and provides education to staff that is relevant to our population's health needs.

Membership:

Director of Human Resources (Chair)

Management/exempt (3)

Classified (3)

Faculty (3)

Issues Clarification Committee

Marsha Fugate

The major purpose of this committee is the clarification of the faculty contract and related issues; the solution of contractual problems not addressed in the contract; communication of contract clarifications to the college President, faculty, and management staff; and, when appropriate, to submit recommendations to the college President for consideration and/or approval.

Membership:

Faculty (3) (one from last negotiations team) Management/exempt (3) (one from last negotiations team)

Director, Human Resources (nonvoting)

Joint Advisory Team (JAT)

Marsha Fugate

This committee monitors the administration of the classified contract on a regular basis while dealing with details that were not discussed during negotiations.

*Membership:**Management/exempt (3) (one from last negotiations team)**IACE Representatives (3)**Director, Human Resources (nonvoting)**Classified Service Representative (nonvoting)***Joint Leadership Team (JOLT)**

Rita Cavin

A collaborative and collegial advisory group to the President. Scope of advising includes fostering inclusive communication and governance participation among all employees; following through on relevant accreditation challenges, particularly in standards 1, 6 and 9; publication of the annual Governance Document.

*Membership:**College President**Faculty (2)**Classified (2)**Management /exempt (2)**Students (2)*

(College Council, Academic Affairs, IACE and ASG to nominate slates of members for appointment by the President. Additional representatives may be appointed by the President in order to ensure group balance of skill and background.)

Wellness Committee

Richard Gibbs

This committee makes recommendations to improve the overall health and wellness of the LBCC staff.

*Membership:**Wellness Coordinator (Chair)**Faculty (6)**Management/exempt (2)**Classified (6)*

B. The following Standing Committees inform and advise the Executive Vice President for Academic Affairs & Workforce Development (or an administrator reporting to that Vice President).

Curricular Issues Committee

Gary Ruppert

This committee reviews courses for compliance with general education outcomes and provides a beginning discussion point for new curricular issues.

Membership:

- 1 faculty from Academic Development, Communication and Mathematics Division*
 - 3 faculty from Liberal Arts, Social Systems and Human Performance Division*
 - 1 faculty from Writing*
 - 1 faculty from Counseling*
 - 1 faculty from Benton Center/Linn County Centers*
 - 2 faculty from Business, Healthcare and Workforce Division (1 CTE, 1 transfer)*
 - 1 faculty from Mathematics*
 - 1 faculty from Natural Sciences*
 - 1 faculty from Social Sciences*
 - 1 faculty from Culinary Arts (CTE program)*
 - 2 faculty from Science, Engineering and Technology Division (CTE programs)*
 - 2 Students*
- Dean of Instruction (nonvoting)*

Degree Waiver and Exceptions

Danny Aynes

This committee reviews petitions concerning the waiver and/or substitution of general education requirements for associate degrees and certificates.

Membership:

Faculty (4)

Instructional Management Team

Carol Schaafsma

The purpose of Instructional Management Team is to advise the Executive Vice President for Academic Affairs and Workforce Development regarding the existence of needs, the establishment of priorities, and the effectiveness of college operations. The Council may also propose administrative rules and policy recommendations to the Executive Vice President for Board consideration.

Executive Vice President, Academic Affairs & Workforce Development, Chair

Vice President, Finance & Operations

Vice President, Student Services and Government Relations

Dean, Instruction

Dean, Student Services

Dean, Academic Development, Communication Arts and Mathematics Division

Dean, Business, Healthcare, and Workforce Division

Dean, Liberal Arts, Social Systems and Human Performance Division

Dean, Science, Engineering and Technology Division

Regional Director for Benton County

Director, Business and Auxiliary Services

Director, Educational Partnerships

Director, Information Services

Regional Director for Linn County

Manager, Media Services

Executive Assistant to Executive Vice President, Academic Affairs & Workforce Development
Institutional Research representative

Instructional Standards Committee

Danny Aynes

The Instructional Standards Committee will act in an advisory capacity on all academic rules and regulations for Linn-Benton Community College. Special attention will be given to the review and development of policies and procedures that guide admissions and college academic regulations to insure maintenance of a high level of consistency, fairness, and integrity. The Committee will make recommendations to the Chief Academic Officer on matters pertaining to changing or instituting academic policies, procedures, and regulations. The Committee will also serve as a review panel on academic suspensions, financial aid suspensions due to academic standards of progress and degree waivers and exceptions.

Membership:

Faculty member, Linn County Centers/Benton Center/Culinary Arts

Faculty member, Student Services Division

Faculty member, Academic Development, Communication Arts and Mathematics Division (2)

Faculty member, Business, Healthcare and Workforce Division (2)

Faculty member, Liberal Arts, Social Systems and Human Performance Division (2)

Faculty member, Science, Engineering and Technology Division (2)

Instructional administrators: (1) Division Dean, and (1) Regional Director

Students Representatives (2) - Appointed by ASG

Director, Enrollment Services/Registrar

Dean, Student Services (nonvoting)

Instructional Technology Committee (ITEC)

Ann Adams

This committee is charged with facilitating the college=s use of distributed learning and instructional technologies to expand and enhance student success. ITEC subcommittees plan, pilot, implement, and assess projects, policies and procedures related to staff training, technological infrastructure, and instructional technology. The committee guides the college=s delivery of quality instruction and the use of existing and future technologies to improve student success and access to education, training, and information. The committee fosters innovation and advocates the appropriate use of instructional technology by students and staff. The committee also works to improve access to education for students by reducing or eliminating barriers to the learning environment.

Membership:

Executive Vice President, Academic Affairs & Workforce Development

Vice President, Student Services and Government Relations

Dean, Student Services

Instructional and Workforce Division Deans (2-3)

Faculty from various divisions (8-10)

Manager, Media Services

Director, Information Services

Director, College Advancement and Executive Director of Foundation

Regional Director for Benton County or Regional Director for Linn County (1)

Student Representative

Coordinator, Center for Teaching and Learning Excellence

Student Publications Committee

Rob Prieue

This committee advises student publications and selects the editor of the Commuter.

Membership:

Faculty Representative

Classified Representative

Students Representatives (4) - 1 appointed by ASG, 3 appointed by Commuter Faculty Advisor

Commuter Editor (Ex-officio)

Commuter Faculty Advisor (Ex-officio)

Publication and Web Manager

C. The following Standing Committees inform and advise the Vice President for Student Services and Government Relations (or an administrator reporting to that Vice President.)

Academic Suspension/Financial Aid Appeal

Danny Aynes and Bev Gerig

This committee hears student appeals regarding academic and financial aid disqualification and is empowered to uphold disqualification or reinstatement of eligibility. The committee is the second and final step in the due process procedure for disqualification appeals.

Membership:

Instructional staff – Faculty (3)

Counselor

Director, Financial Aid

Director, Enrollment Services/Registrar

Classified Reclassification Committee

Catherine Quinnett

This committee reviews all position reclassification requests and determines whether a reclassification is appropriate.

Membership:

Classified representative (3) appointed by IACE

Management representative (3) appointed by college

Manager, Employment Services (non-voting)

College Scholarship Committee

Bev Gerig

This committee awards Linn-Benton Community College and Linn-Benton Community College Foundation scholarship funds. The committee meets at least three times a year to consider student scholarship applications. Scholarship funds are managed by the Financial Aid Office. The Scholarship Committee maintains close contact with the Linn-Benton Community College Foundation in order to ensure that Foundation funds are awarded in a manner consistent with the intent of donors.

Membership:

Director, Financial Aid (Chair)

Foundation representative

Student Services Representative

Publications and WEB Manager

Faculty (number not specified; must have a connection to a particular scholarship fund)

Drug, Alcohol, Harassment, Violence, and Abuse Prevention Committee

Kathy Withrow

The goal of this committee is to promote awareness on campus among students and staff of the dangers of drugs and alcohol and to encourage those addicted to seek help in conquering their habit.

Additionally, it is the goal of this committee to help prevent harassment, violence, and abuse in the Linn-Benton Community College community as well as provide information and appropriate referral for students and staff who are victims. Also, the committee develops and provides information, resources, and activities to increase awareness of issues related to harassment, violence, and abuse.

Membership:

Assistant Director, Human Resources (Chair)

Wellness Coordinator

Classified Representative

Faculty Representative

Manager, Safety and Loss Prevention Student Representative - appointed by ASG

Extended Refund Committee

Danny Aynes

This committee reviews tuition refund requests for classes dropped after the end of the refund period.

Membership:

Director, Business and Auxiliary Services

Faculty (1)

Student-Right-To-Know Compliance Committee

Bev Gerig

This committee is responsible for conducting routine review and coordination of updating and distribution of information required by the federal Drug Free Schools and Campus Act, the Equity in Athletics Disclosure Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, FERPA, and the Student-Right-To-Know Act.

Membership:

Director, Financial Aid

Director, Enrollment Services/Registrar

Director, Institutional Research Publications and WEB Manager

Manager, Safety and Loss Prevention Representative, Human Resources

D. The following Standing Committees inform and advise the Vice President for Finance and Operations (or an administrator reporting to that Vice President.)

Bookstore Advisory Committee

Lawrence LaJoie

The goal of this committee is to assist the Bookstore in its efforts to seek continuous improvement by providing a forum to share ideas and information and to periodically solicit feedback and opinions on current and future Bookstore issues to improve services to students, staff, and faculty of Linn-Benton Community College.

Membership:

Faculty member, Student Services Division

Faculty member, Academic Development, Communication Arts and Mathematics Division

Faculty member, Business, Healthcare and Workforce Division

Faculty member, Liberal Arts, Social Systems and Human Performance Division

Faculty member, Science, Engineering and Technology Division

Dean, Student Services

Classified (2)

Student representatives (5-8) - Appointed by ASG

Manager, Bookstore

Computer Resource Management Committee

Ann Adams

The committee is responsible for the management of computer hardware, software, and accessory acquisition for the college. The committee is charged with developing comprehensive policy statements to govern computer hardware and software acquisitions and upgrades; developing a comprehensive replacement schedule for PC=s, servers, mainframes, and other pieces of the college=s computer infrastructure; developing communication protocols with the entire college community to encourage raising of policy issues; and developing communication protocols to ensure that policy decisions are broadly informed and broadly communicated to all appropriate committees and governance councils.

Membership:

STANDING MEMBERS:

Director, Information Services

Executive Vice President, Academic Affairs & Workforce Development

Vice President, Finance and Operations

Vice President, Student Services and Government Relations

Dean, Instruction

Manager, Network Systems

Manager, Media Services

Student representative (1) - Appointed by ASG

ROTATING MEMBERS (11 on staggered two-year terms):

Faculty member, Academic Development, Communication Arts and Mathematics Division

Faculty member, Business, Healthcare and Workforce Division

Faculty member, Liberal Arts, Social Systems and Human Performance Division

Faculty member, Science, Engineering and Technology Division

Representative, Benton Center

Representative, Linn County Centers

Representative, Student Services Division

Representative, Business & Auxiliary Services

Representative, Classified

Computer Support Committee

Vernon Smith

The purpose of the Computer Support Committee (CSC) is to coordinate computer support across campus between the Computer Lab Support staff, Information Services, and college leadership. The committee also discusses issues of computer technology and how to incorporate them into a better learning experience for students.

Membership:

Network Administrator, Information Services
Computer Lab Specialist, Benton Center
Computer Lab Specialist, Linn Centers
Computer Lab Specialist, Forum Lab
Computer Lab Specialist, Learning Center
Computer Lab Specialist, Engineering Graphics
Computer Lab Specialist, Engineering and Industrial Division
Computer Lab Specialist, Math Lab
Computer Lab Specialist, Library
Disability Services Instructional Specialist
Media Technician, Media Services
Media Systems Specialist, Information Services
Information Support Specialist(s), Information Services
Student Representative (1) - Appointed by ASG
Faculty, as needed based on topics discussed.

Data Dancers

Jim Huckestein

This cross-functional group coordinates data exchange between external and internal constituents.

Membership:

Director, Information Services
Director, Institutional Research
Dean, Student Services
Vice President, Finance and Operations
Dean, Instruction
Director, Enrollment Services/Registrar

Fees Committee

Jan Konzack

This committee is responsible to the Budget Team for researching proposed student fees for non-instructional activities and fees for college services, examining revisions to existing fees, and recommending the imposition, elimination or adjustment of any such fees to the President.

Membership:

Dean, Instruction
Director, Information Services
Director, Enrollment Services/Registrar
Vice President, Finance and Operations
Director, Business and Auxiliary Services
Manager, Safety and Loss Prevention
Conference Services Manager
Instructional administrators: (1) Division Dean, and (1) Regional Director

Faculty Representative
Classified Representative
Student Representative - Appointed by ASG

New Ventures Group

Jim Huckestein

The New Ventures Group facilitates responses to innovative opportunities that effectively leverage LBCC resources. Our purpose is to assist others in generating revenue and reducing costs while furthering LBCC's mission and to advise the Budget Team.

Membership:

Vice President of Finance and Operations (Chair)

Bookstore Manager

Director, Business and Employer Services

Director, Development

Dean, Business, Healthcare and Workforce Division

Faculty, Business, Healthcare and Workforce Division

Parking Review Committee

Marcene Olson

This committee reviews all parking/traffic citation appeals in a fair and consistent manner in accordance with LBCC's nondiscrimination policy. The committee also works to enhance the effective administration of LBCC's Traffic and Parking Regulations and Procedures.

Membership:

Student Representatives (2) - Appointed by ASG

Classified staff (2)

Faculty (1)

Manager, Safety and Loss Prevention

Sustainability Committee

Stefan Seiter

This committee advises and educates the college community about sustainability, promotes the integration of sustainability into college operations and academic programs, and to serve as a communications hub about sustainability.

Membership: (open to all LBCC employees and invited students)

Faculty (4)

Students (4)

Dean (1)

Classified employees (2)

Associate Director of Facilities

Vice President for Finance and Operations

Transportation/Safety Committee

Marcene Olson

This committee serves to think strategically about college-wide safety and risk management issues and to develop policies and procedures for recommendation to the Vice President of Administrative and Student Affairs. The committee analyzes accident and incident trends and receives, evaluates and refers staff safety complaints and suggestions as appropriate. Secondary Safety Committees 32 may be set up at off-campus Extended Learning Centers as

appropriate. A representative from any such committee(s) will attend main campus safety meetings quarterly to enhance and promote communication and a shared vision between the groups.

Membership:

Management/exempt (2)

Faculty (2)

Classified (2)

Student Representatives (2) - Appointed by ASG

STANDING MEMBERS:

Manager, Safety and Loss Prevention

Assistant Director, Human Resources

Risk Management Clerical Specialist III

Rotating membership on two- or three-year renewable terms (includes one ongoing representative from Facilities)

E. The following Standing Committees work collaboratively on professional development:

Inservice Committee

Vickie Keith

This committee works in conjunction with the Staff Development Assistant to plan Fall and Spring Inservice activities.

Membership:

Coordinator, Center for Teaching and Learning Excellence

Staff Development Assistant

Wellness Coordinator

On three-year, rotating terms:

Faculty (3)

Classified (3)

Management/exempt (3)

Professional Development Committee--Classified Staff Mary Sue Reynolds

This committee reviews the applications for classified professional development money. It also reviews guidelines for disbursement of this money and makes recommendations for modifying these guidelines.

Membership:

Classified (5) – Appointed by IACE

Coordinator, Center for Teaching and Learning Excellence (nonvoting)

Vice President, Student Services and Government Relations

Professional Development Committee – Faculty

Margarita Casas

This committee reviews the applications for faculty professional development money. It also reviews present guidelines for disbursement of this money and makes recommendations for modifying these guidelines. It also may address other staff development concerns.

Membership:

Faculty member, Academic Development, Communication Arts and Mathematics Division

Faculty member, Student Services Division

Faculty member, Business, Healthcare and Workforce Division

Faculty member, Liberal Arts, Social Systems and Human Performance Division Faculty member, Science, Engineering and Technology Division

Faculty member, Linn County Centers/Benton Center/Culinary Arts

Faculty Association President (nonvoting)

Manager, Employment Services (nonvoting)

Coordinator, Center for Teaching and Learning Excellence (nonvoting)

Professional Development Committee - MESA

Fred Haynes

This committee reviews the applications for MESA organization development money. It also reviews guidelines for disbursement of this money and makes recommendations for modifying these guidelines.

Membership:

MESA members (4)

Coordinator, Center for Teaching and Learning Excellence (nonvoting)

Professional Development Committee – Part-Time Non-contracted faculty

Joel White

This committee reviews the applications for non-contracted faculty professional development money. It also reviews guidelines for disbursement of the money and makes recommendations for modifying these guidelines.

Membership:

Center Director/Community Education Director (1)

Manager, other instructional unit

Coordinator, Center for Teaching and Learning Excellence (non-voting)

Part-time faculty, Benton Center/Linn County Centers/Albany Community Education

Part-time faculty, other instructional unit

BOARD GOALS 2009-2010	PRESIDENT'S GOALS 2009
<p>STUDENT LEARNING AND ACCESS</p> <ul style="list-style-type: none"> • Provide an environment where educational excellence is a priority of the college. • Foster opportunities and pathways for all students. <p>FISCAL STRENGTH</p> <ul style="list-style-type: none"> • Take the long range and strategic view when protecting the fiscal stability of the college during difficult economic times. • Expand participation during the annual budget development process. • Maintain the flexibility to take advantage of opportunities. • Represent the best interest of community colleges. • Cultivate partnerships that will help the college satisfy business and industry training needs. <p>COMMUNITY AND COLLEGE RELATIONSHIPS</p> <ul style="list-style-type: none"> • Select and support the next college president; create an atmosphere for a successful transition. • Communicate the needs of the college to the community and listen to the community's changing needs. • Ensure the visibility of the college throughout Benton and Linn counties. 	<p>STUDENT LEARNING AND ACCESS</p> <ul style="list-style-type: none"> • Focus the college on educational excellence and student learning. • Foster opportunities and pathways for students. • Keep the Board apprised of progress on accreditation recommendations. • Establish a foundation for the development of an accountability dashboard. <p>FISCAL STRENGTH</p> <ul style="list-style-type: none"> • Take the long range and strategic view when protecting the fiscal stability of the college during difficult economic times. • Maintain the flexibility to take advantage of opportunities. • Cultivate partnerships that will serve the college and its students. <p>COMMUNITY AND COLLEGE RELATIONSHIPS</p> <ul style="list-style-type: none"> • Lead a seamless presidential transition. • Communicate the needs of the college to the community and listen to the community's changing needs.

THE BUDGET PLANNING PROCESS-OPERATIONAL PLANNING

1. In June of every year, the Vice-Presidents and Director of Accounting and Budget meet with faculty and classified representatives as well as College Council (separate meetings) to review the financial state of the college. Faculty and classified representatives are asked to share their views on current budget priorities, and are also asked to suggest any budget realignments that they believe are needed. College Council is provided the same opportunity for input. The results of these meetings are used to help form the agenda for the August planning meeting described in #2 below. (Faculty representatives to the June meeting are appointed jointly by the President of the Faculty Association and the faculty co-Chair of the Academic Affairs Council. Classified representatives are appointed by the President of the Classified Association.)

2. In mid-August, the President, assisted by appointed faculty, classified, and management representatives, review available IE data, financial projection data, and available data on the College's progress in regard to its Mission, Mission Goals and Strategic Plan. Also reviewed at this meeting are the recommendations received from faculty, classified staff and College Council at meetings referenced in #1 above. The President and Vice-Presidents may propose further activities/action plans to advance the Strategic Plan and/or respond to other critical needs confronting the college. Participants at the August meeting generate possible responses based on the analysis of the presented data and critique them. The result is a small number of potential initiatives or responses that are forwarded to the President's fall retreat for a broader discussion.

3. The President's annual fall retreat (held early in September) includes all participants from the August meeting plus additional invitees. The proposals generated at the August meeting, their relationship to the strategic plan, and the context that informed them, forms the agenda for the fall retreat. While the fall retreat allows for some time to discuss the essential wisdom of each proposal, more time is dedicated to participants discussing how proposals might be implemented, including sequencing over multiple budget years. Since budget resources may not be known at this early stage of planning, prioritizing considerations should be developed so as resources are determined initiatives can be included or deferred in the final budget. Possible "action steps" for each proposal should be developed.

4. Following the fall retreat, the President and Vice Presidents prepare a Retreat Summary that outlines each proposal or initiative that has been identified, its relative priority, and the possible action steps that are attached to it. The action steps may be further refined to show what can be done in the current year, what steps need resources and could have budget implications for the development cycle, and which have multi-year impacts.

5. Departments and divisions are provided copies of the Retreat Summary and discuss it with department/division staff. In mid-October, the Deans meet with the Vice-Presidents and provide detailed feedback to the Vice Presidents on the results of departmental and divisional discussion of the Retreat Summary. These critical meetings determine how much institutional energy and commitment exists to advance potential proposals and action steps. The Vice Presidents also confer with the Instructional Council, Academic Affairs Council and the Classified Association on reactions to the Retreat Summary.

6. The Budget Team discusses the feedback from divisions, councils and associations and updates the priority of initiatives that have been identified and narrow the list to those that budget resources will likely support. If initiatives are identified which do not have budget implications, they may be assigned to the appropriate responsible party for further action.

7. The Budget Team prepares a "Critical Budget Choices" memo for consideration by the Board of Education. The Board considers the critical choices in the context of a multi-year perspective of how these investments position the college to fulfill its mission, connect critical paths, establish building blocks, and finally how it effects next year's budget. The resulting memo summarizes the recommended guidelines that the Board should consider for the development of the following year's budget. The Budget Team's recommendations are to be fully informed by the consultative processes outlined above. Critical Budget Choices memo is discussed at the November College Council meeting before it is discussed at the November Board meeting. (Note: the November discussion with the Board only sets general budget parameters and direction; it is not substitute for detailed budget development).

8. Following the November Board meeting, the College begins to prepare the following year's budget in a manner consistent with the guidelines received from the Board. Decision packages may be authorized in some instances to secure the most promising initiatives identified through the iterative processes outlined above. Additionally, the Budget Team may initiate discussions with Deans about realigning budget priorities to advance promising initiatives.

9. In the event decision packages are authorized during the course of preparing a budget, the Budget Team determines the allocation of resources that are available for proposals or dedicated to pre-determined priorities. The Budget Team establishes clear guidelines for the submission of proposals. Additionally, the Budget Team provides Deans an opportunity to discuss and explain submitted proposals before final funding decisions are made. The Budget Team also provides clear guidelines and opportunities for discussion of information technology and equipment requests. The source and amount of funding for proposals are specified, along with any restrictions or conditions that go with them.

10. The Budget Manual is published and distributed explaining the iterative process of developing the actual budget documents, forms, tools used, timelines and procedures to update the budget to reflect changes in allocation of resources.