

**LINN-BENTON COMMUNITY COLLEGE  
BOARD OF EDUCATION  
MINUTES OF THE MEETING OF  
MARCH 18, 2009**

**Board of Education Members Present:**

Hal Brayton, Ann Brodie, Janice Horner, Ron Mason, Dick Running, Claus Sass, and Tom Wogaman.

**CALL TO ORDER** – Chair Mason called the meeting to order at 7:05 p.m.

**CHANGES TO THE AGENDA** - None

**CITIZEN COMMENTS –**

Candidates for soon to be vacant Zone 1 Board seat introduced themselves:

Jody Seward, resident of Sweet Home, has known Janice Horner for years, and has taught every grade 1<sup>st</sup> thru 12<sup>th</sup>. She currently coaches in the classroom to improve teaching. She has been in education for 38 years and teaching in Lebanon since she moved here.

Jay Jackson, grew up in Lebanon, went to Plainview Elementary, and has been a Facilities Administrator with OSU. He is currently a construction project manager. He also noted that he is a bass fisherman.

**APPROVAL OF MINUTES –**

Mr. Brayton moved to accept the minutes as distributed and Dr. Brodie seconded the motion. The vote on the motion to approve is recorded as follows: Yes – Brayton, Brodie, Horner, Mason, Running, Sass and Wogaman. The motion passed by unanimous vote of those present.

**OCCA REPORT - NONE**

**COLLEGE REPORTS – NONE**

**OLD BUSINESS**

A. Second Reading of Board Policy (Action)

1. Board Policy 6120 – Sick Leave

Dr. Brodie moved to approve Board Policy 6120 as revised and Mr. Running seconded the motion. The vote on the motion to approve is recorded as follows: Yes – Brayton, Brodie, Horner, Mason, Running, Sass and Wogaman. The motion passed by unanimous vote of those present.

**NEW BUSINESS**

A. First Reading of Board Policy (Information)

1. Board Policy 5090 - Identity Theft Prevention Program

Mr. Huckestein reported that the Federal Trade Commission issued regulations as part of FACT Act of 2003, in which red flag rules were supposed to be in place which were warning signs of identity theft.

The Act includes a written program to alert to identity theft and to describe appropriate responses. Mr. Huckestein noted that “Creditors” were not defined in this Act, but we apparently become creditors when we allow students to register on-line and do not make them pay instantly. So we must follow these red flag rules. This new policy simply says that we will comply with this federal act and with state law.

B. RES 03-09: Faculty Compensation/Prof. Dev.

Because of the college’s financial challenges, faculty members voted to re-open their contract and forego Professional Development and sabbatical leaves for one year to allow the college to save money. This resolution is a one year only, non-precedent setting action, and as a result the college will save \$120,000, which will save some jobs. Dr. Cavin urged the Board to accept with gratitude the faculty’s offer to forego their professional development and sabbaticals for the next year.

Mr. Sass moved to adopt Resolution 03-09, and Ms. Horner seconded the motion. The vote on the motion to adopt is recorded as follows: Yes – Brayton, Brodie, Horner, Mason, Running, Sass and Wogaman. The motion passed by unanimous vote of those present.

C. Tuition and Fees

Mr. Huckestein noted that the college is trying to distribute tuition increases as uniformly as possible throughout the college (full time, part time, in state, out of state, international). Students prefer small, incremental changes, at the lowest level in keeping with sound financial practice. Compared to colleges our size, we will be about \$6 below average. Mr. Huckestein noted that it is very difficult to compare tuition and fees between colleges, since some colleges tend to increase fees rather than tuition, so they tend to look like “hidden fees”. We do not receive reimbursement from the state for out-of-state students or international students, and there are more expenses involved in education for international students. We will still be lower than most colleges along the I-5 corridor. Tuition would be \$200 per credit for international students. We are using the fair share principle; we are trying to close the gap between our resources and our requirements with the usual percentage of tuition used. The college is projecting 30% of the gap to be closed with increased tuition and 70% of gap to be closed by cutting costs. We scheduled and held three tuition hearings. Student representative Ms Gzik noted that \$8 doesn’t seem like much now, especially after Mr. Huckestein explained that funds will be flowing to students through Pell Grants, Perkins Loans, tax credits, etc. and the colleges are not receiving funding directly from the state or federal government. She also noted that questions about transparency were raised, and students were told there are no hidden fees as there sometimes are from universities. Ms. Gzik reported that the topic of text books was brought up at every tuition hearing. Mr. Huckestein noted that he also urged students to lobby their legislators for college funding since students have more weight with lawmakers than administrators do. Mr. Huckestein reported that LBCC’s income would increase by \$576K per year if our tuition was up to the average. He also reported that our bond rating improved in April 2008 when we went out for our Full Faith and Credit Obligation (FFCO) and that rating changed due to fund reserves and getting revenues back in balance with expenses.

It was noted that the percentage of tuition for out of state students is not going up as fast because expenses for that group of students are not going up as fast. It was noted that we are seeing increased expenses for our 22 international students. They hear about us through the Internet and by word of mouth. Dr. Cavin and Dr. Thallemer’s involvement in AACC is also helpful. It was noted that China has 1200 visas going out per day. Dr. Clemetsen reported that about 50% of our students are receiving financial aid. Mr. Huckestein told Board members that bond rating has to do with both saving money

and being able to get money through loans; colleges must have the very highest bond rating in order to get credit.

Chair Mason noted that it is sad that so much state money is spent on prisons rather than colleges. It was reported that tuition rates do not seem to be affecting enrollment rates. This tuition increase does not include non-credit tuition, which seems to be more sensitive to tuition increases.

The college faces the unfortunate situation of using forced lay-offs, furloughs, and cutting professional development or raising tuition to fund the gap made by decreased state support. Dr. Thallemer reported that the House majority leader told education leaders yesterday that if all the K-12 schools, all the community colleges and universities and all the prisons were closed, the state would still not fill their budget gap.

Dr. Wogaman expressed his sad support for this tuition increase and said that he wished it could be an increase in non-credit classes rather than those classes which lead to degrees and employment, since those folks are much more hard pressed now to pay in their situations.

Mr. Huckestein noted that this increase is predicated on \$440M of support for community colleges. Federal economic stimulus money can fill the shortfall now, but in May the state may discover a further shortfall and community colleges may get \$425M. In that case, administrators may have to come back for a further tuition increase.

Ms. Horner expressed her thanks to the college for sharing the pain across the college, faculty, staff and students.

Dr. Wogaman also thanked staff for their work.

Dr. Wogaman moved that the Board of Education increase tuition by \$8.00 per credit hour for in-state and out of state tuition and \$15.00 per credit hour for international tuition effective Summer term 2009. Mr. Running seconded the motion. The vote on the motion to approve is recorded as follows: Yes – Brayton, Brodie, Horner, Mason, Running, Sass and Wogaman. The motion passed by unanimous vote of those present.

## **X. CONSENT AGENDA**

- A. Fiscal Management
- B. Human Resources
  - 1. New Hires/Separations/Transfers
  - 2. Supplemental
- C. External Funding
- D. Bids and Services
- E. Proposed Grants/Programs
- F. Purchasing Quotes (Information Only)

Dr. Brodie moved to approve Consent Agenda item X-A through F and Ms. Horner seconded the motion. The vote on the motion to adopt is recorded as follows: Yes – Brayton, Brodie, Horner, Mason, Running, Sass and Wogaman. The motion passed by unanimous vote of those present.

## REPRESENTATIVE REPORTS

### A. ASSOCIATED STUDENT GOVERNMENT

Ms. Gzik gave the following report:

Finals are happening. She expressed a special thank you to Jim Huckestein for explaining things to students during the tuition hearings. Thanks also to Bill Thallemer, Bruce Clemetsen and Lynne Cox for their help during those hearings. April 13<sup>th</sup> is new day for lobbying the legislature; 14 community colleges have said they will participate. OCCSA has moved to a state-wide goal of 10,000 cards to be delivered to one legislator, complete with pictures of students, how much financial aid each student is receiving; LBCC's new goal is 1300 post cards. ASG elections have taken place and interviews have taken place for Student Programming Board. Study Jam for winter term exams was a huge success. Thank you to the President's Office for cookies and Student Services for candy. The Library, Learning Center and Hot Shot were open too for all the students who were studying on campus. The Hot Shot is run and managed by students, and made \$11,000 this past year. It helps to fund the ASG and Programming Board. The students gave \$6,000 to Financial Aid to hire a consultant to help change their processes and cut their processing time in half. Ms. Gzik expressed her thanks to the Board for her experience this past year and let them know that ASG vice president Anissa Cheek will be sitting on the Board next year.

### B. FACULTY

*Mr. Agnew gave the following report:*

Robert Harrison, Social Sciences, reports that this last weekend, March 14-15, LBCC hosted a quarterly meeting for the state Democratic Party of Oregon. It was sponsored by the LBCC Democracy club, and there was a very interesting panel on Saturday in which students and party officials talked about political involvement by our students. Congressman DeFazio and John Kroger spoke on Sunday. Bill Thallemer gave a great welcome to the delegates on Saturday. Robert hopes the party will come back next year, and he plans to invite other state parties to hold their meetings here, too.

Jenny Strooband, LBCC Equestrian Team Faculty, reports that the LBCC Equestrian team had another great year. The team had 16 active students on its roster and finished the year in second place out of 11 other colleges and universities. The team is the only community college in our region and it qualified students to compete in the Kentucky semi-finals and are hopeful about sending some on to national competition as well. To help support travel, the equestrian team raised almost \$6800 this year in fundraisers. She reports that it is a great group of students!

Sue Doescher co-authored with Rachel Ozretich, Linda Burt (OSU), and Martha Foster called *Case Studies in Early Childhood Education: Implementing Developmentally Appropriate Practices*. It came out on March 1. The book was passed around.

Jerri Wolfe, Parenting Education Department chair traveled to Gondar, Ethiopia February 1st - 10th representing the Corvallis-Gondar Sister City Association. As the chair of the School Children Work group of sister city association, Jerri visited Tsadiku Yohannes school in Gondar and discussed current and future sister city projects with school and city officials. His daughter, Jen Johnson, also traveled to Gondar and worked for three weeks at Tsadiku Yohannes with 8th grade students learning English.

On Monday Stefan Seiter presented at the 12th annual Conference of the League for Innovation in the Community Colleges in Reno, NV. The title of the presentation was: Fresh food from the campus garden - A collaboration between the Horticulture and Culinary arts programs at Linn-Benton Community College

Virgil acknowledged the excellent work that the Learning Center does to promote student success. He read a student paper to support this claim and others were made available for reading afterward. Virgil showed the Board a display board with pictures of students using the Learning Center, and read a letter from a student who had been in prison for 14 years but is currently enrolled and succeeding in college.

Virgil also thanked the LBCC community for the opportunity to serve as Faculty Association president. He stated it was a rewarding experience and an honor to serve. He also thanked the LBCC community: faculty, staff, administrators, and board members for the good work that they do for LBCC, Linn and Benton counties, and the state of Oregon.

C. CLASSIFIED

*Ms. Drury gave the following report:*

Marci Johnston, Career Center sent this info:

31st Annual Career Fair March 5, 2009  
53 Employers/Agencies registered  
6 LBCC departments/programs

Approximately 1600 job seekers/students/community members attended - largest ever!  
(Average had been 600-800, last year was 1200)

Held earlier this year so that Diagnostic Imaging and Nursing students could attend which was appreciated by both students and healthcare employers.

New job search workshops were added and well attended.

Jacob Pratt (Jake), volunteers about 16-24 hrs a week in the Grounds Department. Jake has volunteered since 1997. Jake mows the grass, rakes, uses the blower, prunes, plants flowers, picks up litter, etc. Employees from LBCC have shown appreciation to Jake by giving him food coupons, saying thanks and giving him little token gifts.

## **ADMINISTRATIVE REPORTS**

A. PRESIDENT'S REPORT

Tomorrow John McArdle will be hosting Juine Chada and Jon Pugsley, staffers for Senator Wyden and Senator Schader, respectively. Dr. Cavin suggests that we develop an earmark request for Mechatronics, know that we need to have requests ready to go should an Oregon senator or representative request that information from us to submit an earmark request.

Dr. Cavin reminded Board members that prior to the April 15<sup>th</sup> Board meeting there will be a reception at 6 p.m. for Outstanding Part Time Faculty members. Dr. Cavin also reported that Board Secretary Ms. Windsor-White will be sending letters out to Board candidates for an orientation on the afternoon of

April 17<sup>th</sup>. We also need to let candidates know about OCCA training for Board members. All Board members are invited to Inservice on the morning of April 17<sup>th</sup>.

In response to the Job system upgrade, classified staff filed a grievance and the arbitration hearing was this month. There should be a decision within 30 to 60 days. The college has spent about \$8,000 so far; if the finding is against the college the cost, could be as much as \$40,000. Dr. Cavin expressed her thanks to MESA and classified staff who have also contributed their professional development funds to help the college meet its shortfall in the case of lower state funding. Dr. Cavin expressed her pride in our 80 choral students and the concert they gave last week. She noted that the rigging will be replaced in Tripp Theater so next concert will be in another location. Dr. Cavin reported that LBCC is the only community college in the state with a Student poet laureate and that she is very active. We also have the only men's choral group in a community college in the state.

Dr. Cavin reported to Board members that her 6<sup>th</sup> financial health letter went out last week and that Marlene Propst sends out an information email every Friday. Dr. Cavin meets regularly with the classified, faculty and management association leadership. Administrators hope to have budget closure for next year by the end of June 2009. She noted that Friday email is very well read and we are trying to correct rumors in that email that goes out to everyone.

Senator Morse has initiated a bill at our request to correct the Essential Budget Level for community colleges in the state budget. Dr. Thallemer and Mr. Huckestein have worked on this issue. Mr. Huckestein did the letter of explanation for Senator Morse's use and Dr. Thallemer is working with legislators to drum up support for the bill. LBCC is going to help make this situation better for all Oregon community colleges.

China – as an outgrowth of Dr. Cavin's work with the American Association of Community Colleges (AACC) and Dr. Thallemer's trip to China, three AACC staff members came to coordinate the trip of four Chinese technical college presidents to LBCC. We are the only stop in Oregon for this Chinese delegation and one of the few stops on the West Coast. These Chinese presidents are under the gun to learn a great deal in two weeks. Chinese government is paying for large group to visit community colleges around the country. It was noted that we have sent a letter to Senator Mae Yih inviting her to participate in the activities during this visit. Board members Claus Sass and Hal Brayton will also contact her. The Chinese delegation will be at LBCC from April 12<sup>th</sup> through April 27<sup>th</sup>.

Dr. Cavin thanked ASG President Hannah Gzik for her work this year as an excellent representative for students. Hannah has always been very prepared for Board meetings and for her other duties as ASG president.

Thanks to Virgil Agnew, Faculty Association President, who has done a great job all year in all his work as Association president.

## B. FINANCE AND OPERATIONS

Mr. Huckestein reported that we have reduced tax revenue by \$15,000 in this month's fiscal report and there is not much activity on prior taxes being paid. There are no big changes from last month's revenue. We have projected savings of \$1.4M, which puts our undesignated ending fund balance at \$5.9M for the end of the year. This is the amount that Mr. Huckestein has been projecting for the past few months. Mr. Huckestein gave Board members an explanation regarding the necessity of Senator Morse's bill to change the community college Essential Budget Level (EBL). He noted that the community college report was not detailed enough in the way that the Division of Administrative Services (DAS) wanted it, so information was not helpful and methodology needed to be changed. The

Old EBL methodology was used to calculate the 2009-2011 EBL, so Senator Morse's Senate Bill 733 will give us some way to gain traction for a new and higher EBL.

#### C. STUDENT SERVICES AND GOVERNMENT RELATIONS

Dr. Thallemer reported on the Legislative Summit and thanked Mr. Agnew for attending as a faculty representative. Dr. Clemetsen reported that Deans Kristen Jones and Beth Hogeland have written a grant that has been awarded by Kaiser Permanente to give health insurance to ABE/GED, TRIO and low income students. Spring enrollment is up over 10% from last spring; we are watching for economic sensitivity in enrollment. About 18 months after the declaration of a recession, we should see some decline; Dr. Clemetsen is watching that carefully. So far for every term we have had a record number of new students coming in. Students are registering early and we have an historically high enrollment for spring term.

Dr. Thallemer expressed his thanks to Hannah Gzik. She has been a very good advocate for students and Study Jam is her legacy. He also expressed his thanks to Virgil Agnew for all his help and all his hard work for everyone on campus, not just faculty.

#### D. ACADEMIC AFFAIRS AND WORKFORCE DEVELOPMENT

Ms. Schaafsma gave the following report:

Yesterday, we filled the last chair in MTH 65.

Today we filled the last chair in Writing 121.

The college will host a number of activities for high school students and their families this term: Science Fair, high school music choirs, two industrial skills competitions, family resource day; lots of week-end and extracurricular activities. Ms. Schaafsma noted that the college is looking at high cost, high demand courses and fees to be spread out throughout the year; we will take a broad look at the entire college and also look at fees on a "per student" basis. Nursing, as well as other high demand, high cost programs will be examined. The Board should receive a list of those courses in May. We are trying different ways to help students connect in their first six weeks, since studies have shown that they must connect then or they will drop out. Ms. Schaafsma reported that college staff members are also doing work around advising so that students can proceed with their degrees, certificates and programs as quickly and efficiently as possible. Three classified staff members have begun work as "academic planners" for students in three divisions. We are looking at that model to work across the college.

#### **BOARD COMMENTS**

Mr. Sass – Thank you so much for the collaborative effort in this difficult time. Thanks to Ms. Schaafsma for her report so that we know that the work of the college is still going on.

Dr. Wogaman - This is the kind of year that would tax anyone...we are fighting for survival and we are all working together and we will make it. "I appreciate that we are not rolling over and playing dead."

Thanks to Mr. Agnew and Ms. Gzik for your contributions to our Board meetings.

Ms. Horner agreed with Mr. Sass and Dr. Wogaman. She also noted that in addition to all the activity and strategy inside, we are also reaching out to Salem, which is great. And the music program sounds wonderful.

Mr. Running noted that he cannot be here on April 15<sup>th</sup> since that is the last day of tax season. He attended the choir concert this month: The music was incredible and James in making a name for LBCC. Thanks to Mr. Agnew and Ms. Gzik, lots of luck. Even though we are under a fiscal cloud, if there is a silver lining, the work to keep things together has brought us together.

Mr. Brayton echoed the thoughts of previous speakers. Thanks to Mr. Jackson and Ms. Seward for filing and for being here tonight. If you have any questions, Board members would be glad to answer them.

Dr. Brodie also echoed the thoughts of previous speakers. Thanks to Marlene and Rita for keeping everyone informed. Ann met with Sara Gelser last week: If universities move to semester system, community college students will suffer with lost classes and access. Sara told Ann that this was just a listening time for the idea and there is very little support for it. It was tried in the '90s and they discovered that it did not save them any money.

Mr. Mason thanked Mr. Jackson and Ms. Seward for staying for the whole meeting.

#### IMPORTANT DATES/ITEMS

1. **March 19 – Filing Deadline for Board election candidates**
2. *March 19* – End of Term reception–9:30 to 11am–IC120, Mechatronics Lab
3. *March 20* – End of Winter Term
4. *March 30* – First day of Spring Term
5. *April 15* – Regular Board meeting; 6 p.m. – Reception for Outstanding PT Faculty
6. *April 17* – Inservice
7. *April 17* – Board Candidates' Orientation – 2 p.m. to 3:30 p.m.
8. *May 20* – Regular Board of Education meeting
9. *June 11* – Commencement
10. *June 12* – End of Spring Term
11. *June 24* – New Board of Education Orientation

**ADJOURNMENT** – Chair Mason adjourned the meeting at 9:30 p.m.