

COLLEGE COUNCIL MINUTES  
September 2, 2008

Present: Cavin, McArdle, Propst, Drury, Price, Clemetsen, Fugate, Wille, Hogeland, McNannay, White, Paul, Thallemer, Haynes, Malosh, Bell, King, Davis, Cox, Agnew, Pace, Ruppert, Sperling, Lara, Schaafsma, Jones, Nielsen, Huckestein, Lundy, Windsor-White.

I. WORK OF THE COUNCIL

An opportunity to start the year with a collective discussion of the Council's role in governance and planning.

- o Governance document: Review & debriefing - - Rita announced that the deadline to get changes to Renee is Friday, Sept. 5<sup>th</sup> at noon. Carol noted the name change of Instructional Council to Instructional Management Team.
- o College Council work plan 2008-2009: Discussion - - Rita went over the proposed 2008-09 College Council work plan. She also noted that we are planning on a crisis recovery simulation sometime this year.

II. UPDATES

Current information to communicate back to the groups that you represent:

- o Science building - - Jim reported that the Board approved the science bid with the value engineering alterations, at \$8.3M. Construction begins this month with fencing going up around construction site today. Contractor trailers and signage will be going in later this week. We have signed Intergovernmental Agreement with CCWD which will allow the state to sell bonds in the spring to fund the building. Phase 1 is the new building, Phase 2 moves the ST classes into the new building and then ST is renovated. Phases were also split out for bidding, so we may or may not have the same contractor. Some parking will be taken away in front of Takena, but we did add some parking at the east end of that side of the campus with the berm project.
- o Review of management evaluations - - Rita noted that we have a lot of new managers and best practice calls us to have managers do the following: Any manager who supervises another manager will pass that staff evaluation on to the manager above them for review. Marsha suggested that this review happen before the evaluation is given to the employee. Carol noted that faculty evaluations already go through this process, so many would be comfortable with this change. The goal of this changed process is fairness for the supervised managers, and Carol pointed out it would be useful to know the goals of managers "further down the line".

- Team report – Each month the team report will rotate among the three Vice Presidents
  - Academic Affairs and Workforce Development – Carol
- Volleyball has started with a tournament this past week-end with 8 other colleges. Go see the games and support the team! A complete schedule can be found at:
  - [http://cf.linnbenton.edu/sports/sports\\_schedule.cfm?SportID=5](http://cf.linnbenton.edu/sports/sports_schedule.cfm?SportID=5)
- This summer a small group discussed advising. Three areas to be covered in upcoming projects are: 1) Angie Klampe and Gary Ruppert will be working on a pilot to look at advising support in a division...pilot division with a key advisor to see what kind of role an “advisor coordinator” would play. 2) First term experience - Kristen to work with Audrey Perkins and others regarding this. 3) On-line resources esp. around degree audit, Danny Aynes will be looking into this.
- Inservice information/schedules arrived at staff homes this week-end. All day Sept. 16<sup>th</sup> schedule will come later.
- Fred H. has been appointed to a national board on Technical Education.
- Academic Masterplan - document discussed last year re: what direction our academic programs should be taking - this is a plan of action to support program, support faculty. This conversation should be a part of 2010 discussion for Strategic Plan and bond “push” can be supported and informed by this document (to be printed fall term.)

### III. PLANNING

Part of our work plan is to increase college-wide transparency in governance and to clarify planning connections.

- Debriefing of 2-day strategic planning session, overview of President's retreat agenda, and your role in generating feedback before the end of October - - Carol reported that this has been a different planning process than the last two years, so you will see something different coming out of the process. The conversation was started in June with Association reps. and a College Council discussion, from which we gleaned about 30 different ideas regarding what we should be focusing on. They ranged from student concerns regarding gas prices and child care to staff issues to facilities. From that we have 15 different topics/concepts we are taking to the President's Retreat. (as compared to 7 last year and 3 the year before.) We won't know until June what our State support will be. You may have much more to discuss with your work groups after this retreat, and we will be taking input at this point rather than narrowing down topics. Rita's summary of the President's Retreat will be done in time for the division meetings at inservice. Jim reported that the topics are about planning in general, not just about the budget and may reach across our entire budget horizon and involve an extended timeline. Some may be about redirecting efforts rather than budgeting. Ann M. noted that we

- should be ready for some disappointed groups if their idea does not go forward. Bruce also noted that staff may be helped by seeing how the budget is or is not going to all the goals that have been set. Please help your group see that the budget we are talking about is 2009-2010. Bill noted that we will also be looking at possibly redirecting work load. We are also looking at more "sound bite" ideas that leave room for interpretation. Beth noted that we still need real work to align retreat info. with IE goals. Virgil expressed the view that explaining the context (that ideas at President's Retreat came out of the data and that this in conjunction with the Strategic Plan is an experiment. Carol also tried to make clear that the President's Retreat is not about decision-making but receiving more input.
- o Alignment: institutional effectiveness, the strategic planning process, and the budget planning: A report of the task force. - - Carol reported on the work of this task force in the creation of a graphic, metaphor and document. Our students are on a journey, LBCC is the ship that picks them up, carries them forward and delivers them to their destination. Lynne suggested that we use a graph depicting what we need to know and do. John McA. suggested using something that we have already succeeded in doing. Tammi Paul asked if students are part of determining the college destination. It was suggested that IE goals might be submitted in spring to cut down on confusion. Carol noted that she will take the following information back to the Task Force: 1) Have a visual, 2) use examples or something grounded in experience, 3) Fit IE into the budget timeline being developed.
  - o Management team meeting model – a draft for discussion - - Rita distributed a proposed model and asked for feedback (first two are from earlier conversations):
    - Information that everyone needs to know OR management skills set
    - Forum for input? (add to goals)
    - Some things only work if we are on the same page.
    - Creation of management team
    - Come up with list of managers and say "we expect you to be here"

*This topic will be added to next month's agenda with any changes.*

#### IV. POLICIES AND RULES

##### First Reading:

##### AR E031 - Employee Identification Cards

Approved as revised. ***Department Admins. should contact HR with the number of stickers needed for their department. Departments will distribute the stickers to both contracted staff for use of the loop bus AND to non-contracted staff for their ID badges.***

## V. CLOSING THE LOOP

- OCCA Convention presentations – Bruce C. and Ann M. are submitting proposals for workshops
- There will be a Board report on accreditation recommendation #4 in October. Elizabeth is heading up the presentation team.

## VI. SHARING

- ❖ Rita – Thanks to College Advancement for the great Fall Schedule of Classes; New York Times reports that according to a recent study, it takes an employee over 16 minutes to get back to task after answering an email; Fred Vetter of Oregon Freeze Dry and Bill O'Bryan of National Frozen Foods will each be mentoring 2 local high school graduates in our Mechatronics program and the students will be receiving full scholarships.
- ❖ John McA. – Foundation Golf Tournament on Friday
- ❖ Marlene - The Foundation has awarded all new student scholarships except for Mechatronics. We are part of a new scholarship challenge by the Miller Foundation. We can receive up to \$90,000 in match funds for "new" scholarship donations received from April 1, 2008 - March 31, 2009. We must raise money above what was raised the prior year to receive the match. BE SURE TO TELL EVERYONE YOU KNOW TO GIVE TO THE FOUNDATION SO WE CAN GET THE MAXIMUM MATCH.
- ❖ Gary Price noted that MESA officers will be meeting regularly with Rita throughout the year to keep lines of communication open.
- ❖ Bruce reported on enrollment: spring was great, summer was great, fall is okay right now and we could be seeing a huge surge in the next few weeks. He noted that staff is Student Services is playing musical chairs with folks leaving, folks moving into those jobs, etc. Please have patience! He also reported that the changes in Albany, Corvallis and Lebanon bus routes should have been made by today, but Albany is moving slowly on this.
- ❖ Joel reported that Better Bones and Balance instructor training is Sept. 4<sup>th</sup> & 5<sup>th</sup>. He also noted that Community Education is settled into their new office in Tadena 205.
- ❖ Tammi P. reported on an ASG/SPB/Ambassadors 2 day retreat up-coming and also said that students will be participating in the SOLV beach clean up and Walk for the Cause in Sept.
- ❖ Jeff reported that the Benton Center is the site of the Sept. 9<sup>th</sup> Business After Hours with food and drink, all are invited.
- ❖ Lynne reported that she is available for training on student conduct or students in crisis. She also reported that the Diversity Achievement Center is new name of the former Multicultural Center. Focus will be on supporting veterans and underrepresented and minority students.
- ❖ Virgil reported that the Faculty Retreat is Sept. 19<sup>th</sup> and Lynne is coming to do a workshop. He also asked folks to get information to him that you

- want to get to the faculty. (Rita asked that the information about the Miller Foundation Match be communicated to the faculty.)
- ❖ Brenda reported that the Bookstore will be closed for training on Sept. 12<sup>th</sup> and 15<sup>th</sup>
  - ❖ Alice reported that Faculty Institute will take place on Sept. 15<sup>th</sup>.
  - ❖ Dan reported that his wife has returned to Oregon and his health is greatly improved! (We believe there is a connection.)
  - ❖ Elizabeth reported that an interim accreditation report is in the offing and while it is not the huge deal that a full visit is, it still requires extra work. She also reported there will be a DPP training in October.