



**Minutes of Board of Education Meeting  
January 18, 2023  
Albany Campus, Boardroom**

***Board of Education members in attendance***

Kristin Adams (Chair), Jeannie Davis (Vice Chair), Dick Running, John Sarna, Sherlyn Dahl, and Stacie Wyss-Schoenborn

***Staff and Representatives in attendance***

Lisa Avery, Ann Buchele, Sheldon Flom, Verna Wise Matthews, Jason Dorsette, Deron Carter (Faculty), Kimberly Kopplien (Classified), Susan Morre (PTFA), Danae Fouts (SLC), and Elizabeth Droscher

***Guests in attendance***

Jess Jacobs, Director - Accounting & Budget; Jeff Davis, Cornelia Levy-Bencheton, Ethan Sharygin (Zoom), and Justin Smith, Manager, Institutional Research Grant Support

**REGULAR MEETING**

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

**CHANGES TO THE AGENDA** – Chair Adams noted that the LBCC Budget Discussion Generative Activity will be moved to the beginning of the agenda.

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

**BOARD CHAIR COMMENTS** - Chair Adams welcomed everyone to the meeting

**INTRODUCTIONS** – Introduction of Verna Wise Matthews, Interim Executive Director of Advancement.

**GENERATIVE ACTIVITY** – Sheldon Flom and Jess Jacobs presented the initial budget for the 23-24 fiscal year to the board and budget committee. They are asking the board for parameters to go forward building out the budget for approval in May. Updated budget information will be posted on the Budget Update Center, which is found on the President's Office page.

The following was presented: initial budget discussion, budget timeline, review of non-general funds, capital fund (bond) projects, federal support funding (HEERF and ERC), prior year results (21-22), and projected 2022-23.

Prior year (2021-22) results show a combined net loss of \$1,393,101. Current year projections for 2022-23 are a 5% enrollment decline, state funding decrease, and use of ERC funds at \$1 million. Current year (22-23) projections are a loss estimate of \$3 million, addition of ERC money of \$1 million, resulting in an estimated loss of \$2,046,939. Reviewed comparison of 21-22 and 22-23 with HEERF (Higher Education Emergency Relief Fund) support and discontinuation of this support. Without HEERF support, the projected loss for 22-23 is \$3,046,939.

Discussion of key variables for 2023-24 include a \$3 million inherited budget deficit, a proposed tuition increase of 6.0%, flat enrollment, state funding increase of 7.00% (for whole biennium), and PERS decrease of 3.1%.

Tuition considerations were reviewed comparing Linn-Benton with other Oregon Community Colleges. Historical tuition increase for Linn-Benton Community College was also reviewed showing a more incremental increase vs. large spikes. The tuition increase has also been reviewed with Student Leadership who support the incremental increase approach.

Enrollment was reviewed for summer (-5.4% - this decrease aligned with expected budget projections), fall (1.9% - this was above budget projections), and winter (1.9% as of January 2023) terms. Enrollment projection for the current 22-23 year remains at budgeted level with an assumed decline of 5%. Projection will be revisited at the end of January. Assumption of flat enrollment for 2023-24 and beyond.

Review of State Funding ongoing and one-time requests.

Stacie Wyss-Schoenborn joined the meeting at 6:29pm.

PERS (Public Employees Retirement System) expected increase of -3.1% (weighted average of % increase).

Review of budget projection variables for five-year outlook as well as biennium outlooks. Review of state aid, property tax, tuition, other revenue, ERC support in revenue. Expected expenses of personnel costs, materials/services, transfers out, budget enhancements, strategic investments, and operational efficiencies were discussed. The estimated net for each biennium was presented. The end fund balance and target fund balance ratio was reviewed.

The summary showed large operating deficits, increase of operation costs (with PERS exception), enrollment stabilization, state aid projected at low end of expectations, and moving forward with reductions.

The Finance Team asked for Board parameters in developing the budget that will be presented in May for consideration. The areas for input include tuition rate, fund balance, and spending.

The Board members asked questions about tuition rates, ERC funding, and state funding. The questions were answered to satisfaction. The Board supported current projections as presented. As budget projections shift and more information is available, the Board asked to keep tuition a priority as well as fund balance at target. The Board considered a 6% tuition increase for next year as the maximum they would support barring an unexpectedly large decrease in State funding.

#### **APPOINTMENT OF NEW BOARD MEMBER FOR ZONE 6-7B**

There were two candidates for the Zone 6-7B vacancy created by the resignation of Tony Lapiz. Jeff Davis and Cornelia Levy-Bencheton were present to answer questions from the Board. Each candidate answered five pre-determined questions. **Ms. Wyss-Schoenborn motion to appoint Jeff Davis to the Zone 6-7B vacancy. Mr. Running seconded. Motion to appoint Mr. Davis to the Zone 6-7B vacancy passed. Dr. Sarna voted nay. (5,1)** The Board noted the strengths that each candidate presented in their applications and interviews. The candidate not selected for this position was encouraged to find other ways to be involved with Linn-Benton Community College through other committees or activities and to possibly run for a Board seat at the next election. President Avery swore in Mr. Davis.

### **RES 20-23 Board District Rebalancing – Action Item**

Ethan Sharygin with the Population Research Center at Portland State University joined the meeting via Zoom. Mr. Sharygin worked on the review of the Board Districts map as contracted by LBCC. This evaluation is conducted every 10 years in concert with the census. The proposed changes reflect the results of the 2020 census which found that the cities of Albany and Corvallis grew faster in population than other areas. Therefore, some of the current Corvallis and Albany areas will be moved into Zones 5 and 1. Mr. Sharygin reviewed the proposed changes and answered questions to satisfaction.

**Ms. Dahl moved to approve RES 20-23 Board District Rebalancing as presented. Mr. Running seconded. Motion to approve RES 20-23 Board District Rebalancing passed unanimously. (7,0)** The map will be forwarded to local election offices.

### **STRATEGIC ACTIVITY**

- 1) Board Representative Reports:
  - a. **OCCA** – Chair Adams shared that the OCCA had quarterly meeting in December and are preparing for the legislative session. They will offer weekly legislative calls starting soon.
  - b. **ACCT** – Dr. Sarna shared the ACCT Legislative Summit will be held in February. He will not be attending but will get a summary and share the findings with the Board.
  - c. **Foundation** – Dr. Davis had nothing to report.
  
- 2) Campus Representative Reports:
  - a. **Classified** – Kimberly Kopplein did not have anything to add to her report. She welcome Jeff Davis to the Board and Verna Wise Matthews to LBCC.
  - b. **Faculty** – Mr. Carter did not have anything to add to his report. Dr. Sarna shared that a welding instructor assisted a student in finding a job. Chair Adams shared that she enjoyed the reports and learns a lot from them. Ms. Dahl shared she appreciated the Health and Human Performance portion of the report. Dr. Sarna asked for more information on Moodle courses. His question was answered to satisfaction.
  - c. **PTFA** – Susan Morre shared that the Part-Time Faculty Winter Social was held today. Ms. Wyss-Schoenborn commented on the empathy interviews being conducted.
  - d. **SLC** – Danae Fouts shared a schedule of events with the Board. Graduation meetings have begun and plans are being discussed on how SLC will be involved. There are development opportunities available for SLC members. President Avery will be attending a SLC meeting next week.
  
- 3) Presidential Equity Report – Jason Dorsette shared that he celebrated his one-year anniversary with LBCC last week. Dr. Sarna asked for more information on the Black History events and locations. This information will be forwarded to the Board once finalized.

### **FIDUCIARY ACTIVITY**

- 1) Consent Agenda – **Mr. Running moved to approve the Consent Agenda. Ms. Dahl seconded. Motion to accept the Consent Agenda was approved. Mr. Davis abstained from the vote. (6,1)**
  
- 2) RES 21-23 - Creative Writing AS Degree, RES 22-23 - Computer Assisted Design Drafting (CADD) RES 23-23 - Surgical Technology AAS Degree, RES 24-23 - Music Production AS Degree were presented by Dr. Buchele. Dr. Buchele shared that each program has gone through an internal review process of faculty and managers and a labor market review has been conducted. If programs are approved by the Board, the programs will be forwarded to the State for their approval and then to the accrediting body for final approval. Following these steps, they

become eligible for financial aid and can be offered to students. Dr. Buchele reviewed each of the proposed programs. **Ms. Dahl moved to approve RES 21-23 - Creative Writing AS Degree, RES 22-23 - Computer Assisted Design Drafting (CADD) RES 23-23 - Surgical Technology AAS Degree, and RES 24-23 - Music Production AS Degree as presented, Mr. Running seconded. Motion to approve RES 21-23 - Creative Writing AS Degree, RES 22-23 - Computer Assisted Design Drafting (CADD) RES 23-23 - Surgical Technology AAS Degree, and RES 24-23 - Music Production AS Degree was approved unanimously. (7,0)**

- 3) BP 4060 - Research and Survey Policies – Justin Smith presented this new Board Policy to the Board. The policy’s intent is to protect the rights, well-being, and personal privacy of individuals. Dr. Sarna had a concern about the policy limiting research. Mr. Smith answered to satisfaction. **Ms. Dahl moved to approve BP 4060 - Research and Survey Policies as presented, Dr. Davis seconded. Motion to approve BP 4060 - Research and Survey Policies was approved unanimously. (7,0)**
- 4) First Read of 8000 Series Board Policies –There were two small grammatical changes noted one in policy BP 8015 and one in BP 8020. Dr. Sarna noted a minor editorial word edit. In BP 8025, Dr. Sarna suggested the removal of the word “of” in the sentence “support of LBCC”. Dr. Sarna deferred to Dr. Buchele on whether to edit the sentence. **Dr. Sarna moved to approve BP 8010, BP 8015, BP 8020, BP 8030 – as presented and BP 8025 – with possible suggested wording edit at the discretion of Dr. Buchele. Mr. Running seconded. Motion to approve BP 8010, BP 8015, BP 8020, BP 8030 – as presented and BP 8025 – with possible suggested wording edit at the discretion of Dr. Buchele was approved unanimously. (7,0)**
- 5) **CMGC Findings for Benton Center and Childcare Center** – Mr. Flom presented this information item to the Board. This is for hiring a contractor to work in conjunction with the architectural firm for the final design on the Benton Center and Childcare Center. This is a change in the procurement method that has been approved and per state rules to advertise to see if there are any findings from the community. This will be conducted and will be brought to the Board at the February Board meeting as an action item.
- 6) **Administrative Reports**
  - a. **President’s Report** – President Avery said she was happy to have had LBCC host Senator Wyden’s visit last week along with other local leaders in attendance. President Avery attended the basketball game where the Baseball and Volleyball Championship teams were honored.
  - b. **Academic & Student Affairs** – Dr. Buchele did not have anything to add to her report.
  - c. **Institutional Advancement** – Ms. Matthews did not have anything to add to her report.
  - d. **Finance and Operations** – Mr. Flom gave an update on the Takena Hall building project. There are construction walls to protect students and faculty from work areas. Art students will be decorating these walls with street art to brighten the area.

## **BOARD OF EDUCATION REPORTS**

The Board welcomed Jeff Davis to the LBCC Board of Education.

**OTHER**

A reminder that the Board of Education meeting for February will be held via Zoom.

**Adjourned Regular Session at 8:30pm**

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Board Chair

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Clerk of the Board