



**Minutes of Board of Education Meeting
March 16, 2022
Zoom**

Board of Education members in attendance

Kristin Adams (Chair), Jeannie Davis (Vice Chair), Dick Running, Tony Lapiz, Jim Merryman, John Sarna, Sherlyn Dahl, all via Zoom

Staff and Representatives in attendance

Lisa Avery, Ann Buchele, Jennifer Boehmer, Sheldon Flom, Karelia Stetz-Waters (Faculty), Kimberly Kopplein (Classified), Julie Lindsey (PTFA), Hannah Briggs (SLC), Justin Smith, Scott Rolen, Jess Jacobs, Jason Dorsette, and Elizabeth Droscher, all via Zoom

Guests in attendance

None

REGULAR MEETING

The regular meeting was called to order at 6:01pm

CHANGES TO THE AGENDA – Chair Adams noted no changes to the agenda.

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

INTRODUCTIONS – Dr. Avery introduced Julie Lindsey, PTFA Treasurer

BUDGET DISCUSSION – Presented by Sheldon Flom and Jess Jacobs

The following was presented and discussed:

BUDGET DISCUSSION – Presented by Sheldon Flom and Jess Jacobs

The following was presented and discussed:

- 1) Employee Retention Credit which will provide partial payroll credit for organizations who experience an impact to business operations due to COVID. Initial projections for Linn-Benton are as high as \$6.95 million. Engaging with the CPA firm, Eide Bailly to determine final calculations and submittal process. Funds are unrestricted and would be transferred into General Fund from a reserve fund as needed per budget modeling. The transfer of funds would be included in the operating fund budget.
- 2) Review of budgeting predictions for 21-23 Biennium, 2023-25 Biennium, and 25-27 Biennium. This included budget enhancements, strategic investments, and operational efficiencies. Budget variables were also reviewed and discussed. There has been no shift in variables since last reviewed. The only potential shift would be realized in spring term enrollment numbers.
- 3) PERS expenses were estimated for the 2025-26 as actual numbers not known at this time.

- 4) Review of COVID Relief money – Higher Education Emergency Relief Fund (HEERF) in general fund.
- 5) With the influx of support from ERC, budget adjustments will still need to be realized for future years. Dr. Buchele shared that this spring/summer the Academic and Student Affairs teams will be working on a 5-10 year strategic plan to review programs, student needs, equipment needs, and funding requirements/needs. A draft should be available for review in the fall of 2022.
- 6) Budget adjustments/cuts will still need to be realized even with the addition of funds. The additional fund gives us time to strategically plan the budget adjustments.
- 7) Mr. Merryman inquired on impact of bond measure, if passes. Jess Jacobs replied it would be captured in the budget enhancements portion of plan.
- 8) Mr. Sarna asked if bond does not pass are those repairs/plans realized elsewhere in the budget being discussed. Sheldon Flom replied no and that those costs would be a capital cost and the current budget being reviewed at tonight's meeting is the operating budget. In the event the bond does not pass, those repairs, etc. would need to be reviewed and determined if funding was available.
- 9) Jess Jacobs reviewed current structure of tuition and fees. Proposed fees were shared with the Board and increase rate recommendations. The fees reviewed were the athletics fee, student activity fee, technology fee, and the transportation and safety fee. Due to COVID, the distance learning fee was discontinued and will not be restarted once students return to campus. Distance learning has been incorporated into all programs due to increase in technology access. The Finance Team has met with the Student Leadership team regarding the proposal in tuition of and fees for a total of 4.86% increase per credit (4% is tuition increase). They support the proposal as is being shared with the Board of Education.
- 10) Jess Jacobs shared a comparison of all Oregon Community Colleges and how Linn-Benton measures in 2021-022 tuition rates.
- 11) Sheldon Flom summarized that requests to the Board of Education are an approval for a 4% increase in tuition, an increase in student funds, and request to use reserves and ERC funds in upcoming budgets.
- 12) The Budget Committee will meet and share further proposals with the Board of Education at the May meeting.
- 13) Chair Adams inquired on changes to the Oregon Promise Grant. Sheldon Flom reported that the minimum increased from \$1,000 to \$2,000 and the GPA requirement changed from 2.5 to 2.0. The \$50.00 co-pay was also eliminated. These changes will go into effect the fall term of 2022. Sheldon Flom also reported that a recent bill increased the Pell Grant award to \$400.00 annually.

BOARD CHAIR COMMENTS

- 1) Chair Adams shared that the April, May, June, and July Board of Education meetings will remain in a remote format and that the plan is to return to in-person meetings at the August retreat.

GENERATIVE ACTIVITY

- 1) Jason Dorsette, Executive Director, Equity, Diversity & Inclusion presented to the Board of Education. He gave a recap of his first sixty days at Linn-Benton Community College, opportunities and the goal of establishing LBCC as a designated HSI (Hispanic-serving Institution). Jason Dorsette shared that students have provided feedback on the desire to continue to increase our efforts on diversity, equity, and inclusion. Demographics are changing and students and adult learners are entering the classrooms from diverse experiences and

backgrounds. Jason has also been engaging with faculty and staff on how to infuse EDI into the curriculum. An opportunity focus will be for LBCC to increase efforts of engagement with the workforce development students, faculty, and community partners.

- 2) Other efforts include:
 - a. Development of a campus climate survey. This will provide prospective and data to determine how to move forward on EDI opportunities and goals.
 - b. Development of a Bias Response Protocol to investigate and respond.
 - c. LBCC becoming an HSI (Hispanic Serving Institution). Reviewing other sister campuses who are currently designated to learn how to be successful in this effort.
- 3) Mr. Lapiz thanked Jason Dorsette for his presentation and his work at LBCC. Mr. Lapiz also stated he has seen from past Hispanic-Serving Institutions that the focus was on recruiting students and then not as much of the retention and support. Mr. Lapiz encouraged that LBCC find a balance of both recruitment and support for incoming students. Jason Dorsette and Dr. Buchele thanked Mr. Lapiz and stated that this is an important piece of student success that they too support.
- 4) Ms. Dahl thanked Jason Dorsette for his presentation and encouraged educational opportunities for HIS students in healthcare support roles who are often patient advocates.

STRATEGIC ACTIVITY

- 1) Board Representative Reports:
 - a. **OCCA** – Chair Adams reported that the OCCA conference will be held in April in Sunriver.
 - b. **ACCT** – Mr. Sarna had nothing to report other than he will be attending the ACCT conference in New York this October.
 - c. **Foundation** – Ms. Davis reported the Foundation will be meeting on March 23 regarding the Bond.
- 1) Campus Representative Reports:
 - a. **Classified** – Kimberly Kopplein had no additional information to report. Vice-Chair Davis shared she was excited to see the additional healthcare education students.
 - b. **Faculty** – Karelia Stetz-Waters had no additional information to report. Chair Adams appreciated the first-year experience report. Mr. Lapiz thanked Karelia for her service to the Board as Faculty Association President. Mr. Sarna thanked them for the inclusion of combating student process fatigue.
 - c. **PTFA** – Julie Lindsey did not have any additional information to report. Chair Adams appreciated the part-time faculty spotlight.
 - d. **SLC** – Hannah Briggs reported that the new SLC Financial Director is Duda Releon. Hannah is excited for next year's President and SLC team who will be introduced at the April Board of Education meeting. Hannah reported on recent events of study jam, a baby shower, and team training.
- 1) Presidential Equity Report – Dr. Avery does not have any additional items to report. Dr. Avery shared that Jason Dorsette will be part of the Executive Leadership team. Dr. Justin Smith and Jason Dorsette will work together on future reports. Chair Adams inquired on the percentage of female athletes and found it interesting that many were not continuing on to a four-year institution. Dr. Justin Smith shared that while the report shows ending a degree it only notates that they completed their degree and does not capture the number of those who transferred. Dr. Avery shared that an additional presentation of Linn-Benton athletics can be made at a future meeting if the Board is interested.

FIDUCIARY ACTIVITY

- 1) Consent Agenda – **Mr. Merryman moved to approve the Consent Agenda. Mr. Running seconded. Motion to accept the Consent Agenda was approved unanimously. (7,0)**
- 2) BP 6050 – Proposed Addition of Juneteenth Holiday – **Mr. Running moved to approve BP 6050. Mr. Lapiz seconded. Motion to approve BP 6050 was approved unanimously. (7,0)**
- 3) FY 20-21 Compliance Audit (Audit & Professional Services Committee) – RES 22-22 Compliance Audit Acceptance. Mr. Running reported that the Audit and Professional Services Committee met prior the Board meeting this evening and heard a presentation by the auditor. When the audit was reviewed and approved the compliance section was not included for review and acceptance. It is presented tonight for Board consideration. **Mr. Running moved to approve RES 22-22. Mr. Merryman seconded. Motion to approve RES 22-22 was approved unanimously. (7,0)**
- 4) RES 23-22 General Fee Increase for Academic year 2022-23 and RES 24-22 Proposed Tuition Increase for Academic year 2022-23 - **Mr. Merryman moved to approve RES 23-22 and 24-22 based on the budget presentation at this evening’s meeting. Mr. Running seconded. Motion to approve Res 23-22 and RES 24-22 was approved unanimously. (7,0)** Mr. Lapiz commented that while the Board would like to not have to increase tuition it is a reality that needs to be done and thanked to the LBCC team for doing what we can to make education affordable. Chair Davis stated that there is still a long road ahead. Mr. Merryman noted that the strategic plan that will be developed is critical to the success of the college and students. Chair Davis thanked Sheldon Flom and the Finance team for the presentation.
- 5) First Read of 7000 Board Policies – Dr. Buchele introduced the 7000 Board Policy series. The set will focus on 7010-7040. Dr. Buchele shared that no major changes were made and that only minor grammatical changes are noted. The policies have been reviewed and approved by College Council and forwarded for Board consideration. **Mr. Merryman moved to approve BP 7010 Student Development, Engagement Series; BP 7015 Student Government; BP 7030 Student Rights and Responsibilities; and BP 7040 Student Records as presented. Mr. Lapiz seconded. Motion to approve BP 7010 Student Development, Engagement Series; BP 7015 Student Government; BP 7030 Student Rights and Responsibilities; and BP 7040 Student Records was approved. (6,0)** Mr. Sarna abstained from vote as he had not read the policies.
- 6) Administrative Reports
 - a. **President’s Report** – President Avery thanked the HR Team, Leadership and the Board for the addition of the Juneteenth holiday. Events are planned on the campus on June 18, 2022 in honor of the holiday. Chair Adams stated it was great news about the elevator addition to Takena Hall and appreciation to those who assisted with making this possible.
 - b. **Academic & Student Affairs** – Dr. Buchele shared update on enrollment behavior for spring term. More in-person classes are being offered, however, the online classes are filling faster. The plan is to support more face to face classes as options for students. Mr. Sarna asked about enrollment numbers if they improved from the previous term. Dr. Buchele shared that registration is still open so an exact number is not available, however, it does appear to be a slight improvement. Mr. Sarna stated that he appreciated the flyers and information about enrollment. He noted some challenges with the registration process and asked where he could share these comments to

improve the student experience. Dr. Buchele encouraged Mr. Sarna to contact her office to discuss this further.

- c. **Institutional Advancement** – J. Boehmer shared that the Explore LB event is scheduled for April 14 from 5-7pm at the Albany campus. The event is open to everyone to learn more about Linn-Benton.
- d. **Finance and Operations** – S. Flom shared a COVID report. S. Flom also shared that the mask mandate would be changing on March 18 in alignment with the state. Linn-Benton will embrace a mask optional approach to support those who would like to continue wearing a mask and those who choose not to. Lastly, the Benton Center Open House is scheduled for April 23. Vice-Chair Davis will be touring the Benton Center tomorrow.

BOARD COMMENTS

Chair Davis shout out to Mr. Running. He was a candidate for Distinguished Citizen award with the City of Albany. While he was not selected, he is number one to us. Chair Davis also shared that the high school she works at celebrated on Monday their first all-school assembly in over 854 days. It was wonderful for everyone to be together again.

Mr. Sarna thanked Hannah Briggs for her work and sorry to see her go.

Ms. Dahl thanked Sheldon Flom and his staff for their work on the budget and the presentations they give to the Board. Ms. Dahl also thanked Dr. Buchele for her future work on the strategic plan.

Vice-Chair Davis is excited for LBCC and the Benton Center connected with the community for the health summit this coming year. Also, appreciation to the Foundation for the opportunities to present to the community on the bond and Linn-Benton Community College.

Mr. Lapiz thanked everyone the great discussions this evening. Mr. Lapiz expressed appreciation for Jason Dorsette and the work he will be doing at Linn-Benton Community College.

Mr. Merryman thanked everyone who submits report and he enjoys reading them. He also thanked those who will no longer be attending and reporting the Board meetings. Mr. Merryman looks forward to meeting those who will be attending as representatives in the future.

Mr. Running welcomed Jason Dorsette to LBCC and looks forward to having him keep the Board informed of equity leadership. Mr. Running also stated that he enjoys the monthly reports and thanked everyone for submitting them. Lastly, Mr. Running thanked Sheldon Flom and Jess Jacobs for the great job they do.

Adjourned Regular Session at 7:45pm

Board Chair

Clerk of the Board