Administrator Assembly  Sept. 17, 2012

The meeting was called to order by Chris McIsaac at 4:04 pm.

Introduction of new staff:

- Office of Relations introduced Nikki West as the new Assistant Director of Annual Giving.
- Shelly Sanderlin shifted across campus from College of Relations to the Music Department.
- Jeff Mackey introduced Esperance Ibuka as the new Area Director for housing.
- Patti Haddeland is expanding role as Director of Health and Wellness—working with health education, health services and counseling.
- Rose Shorwood is the new health education educator and teaching classes in HHPA department, outreach and education campaigns around health and wellness on campus.
- Alexis Powell is stepping in as Community Service Coordinator while Jessica Wade is on leave.
- Hailey Proctor is a new AmeriCorps member in the Community Service Department and she will be focusing on the RISE mentoring program and on area middle school projects.
- Monique Elison is also an AmeriCorps member who will be focusing on the Change Corps program and first CLAS program at Linfield.
- Ann Hartman is taking on additional responsibilities in her role as the Education Program Coordinator and is now an administrator.
- Celi Ortiz is the new financial aid and scholarship outreach coordinator at the Portland Campus
- Dave is the director of Portland Campus and Operations.

President’s Report from Dr. Hellie:

Recapped some of the information presented in his State of the College Address. Wanted to say a few more things about what he said to the college:

Dr. Hellie discussed the formation of the Diversity Committee- well over 30 nominations as of September 7th, a few more on September 8th. It is too large of a number to make the committee effectively. Working on forming committee that will be effective and efficient. The first goal of the group is to try and define diversity and then address the impact of diversity on our campus. McMinnville campus has a great deal to learn from Portland campus, Portland campus has a lot to learn from McMinnville campus. Make sure both group work together and then work on the issues separately. The need for committee arose out of a more diverse campus-found students last spring were struggling to relate with each other and also how our campus relates to the surrounding community.
Integrate marketing activities. Various ways Linfield integrates themselves to the world. Linfield has limited resources for marketing, trying to be as consistent and efficient as possible. Asked Dan Preston to meet regularly with a group who is continually sharing Linfield with the public. Brought a consultant in last year and they reported that our branding had been successful, but now we need to be consistent in our message. There are still things that we know as a college, but maybe the community at large does not know about.

Requirement to present to the Northwest Commission of Colleges and Universities with a new accreditation report: standard two that deals with financial resources and governance. The questions we need to answer are: Do we have the resources to deliver what we say we are going to deliver, and do we govern ourselves appropriately? The answer to those questions is 'yes'. Requires Susan Hopp assisted by Susan Barnes-white, Susan Agre-Kippenhan, Brenda DeVore Marshall will be forming a core committee to put together required materials.

Enrollment- In McMinnville we have a number of students coming so they can eventually migrate to Portland to become nurses. We have room in our Junior and Senior classes to fill. Considering a smaller expansion of transfers we get from community colleges. Does not want Linfield to be known as a two-year college. Have potential from California community colleges. Feel like those students could do well at Linfield. Visited community colleges in California, hoping for an increase in transfers. Provides Linfield with a more diverse group of students along with protection of the economic ebbs and flows.

Fundraising- The board of trustees has begun to put together task groups to raise money for the strategic plan. The first group is working with scholarships for students. The second group is working on finding resources for experimental learning. Third group will be looking at faculty compensation and support. The last group will be looking at science programming and facilities. Science department is in need to newer facilities and expansion.

Question asked about master planning. Answer: They will be taking a look at current facilities and figure out where we are okay and where we are lacking. Look for outside help to find solutions. Also, do this work on Portland campus. Not a full-fledged master plan effort. The goal is to have a pretty good idea by the end of the school year.

No committee reports

New Business
Linda Powell
New consensual relationship policy on campus: 1) as employees, we do not have romantic, consensual relationships with students. Maintaining high standards of professional conduct. 2) No relationship between supervisor and employee.
Question- does this apply to faculty? Answer: Yes, it applies to every employee on campus.

Susan Hopp discussed Title IX and the need to focus on other forms of discrimination. She read the first paragraph of “Dear Colleague Letter.” Means that we need to be aware what the requirements are and make sure we are in compliance, and follow certain recommendations and rules. Susan Hopp is designated as the Administrative coordinator. The deputy coordinators are Brenda DeVore Marshall for faculty, Jeff McKay for Students, Amy Dames Smith for athletics, and Linda Powell for staff. Most important message: You have to report situations of sexual misconduct, assault or violence that are shared with you. You do not have a choice anymore to worry about it or wonder what will happen. Leave the situation up to trained persons.

Question: If a student approaches you, and says “I have been harassed by another person on campus, who would I report to?” Answer: report to one of the four deputy coordinators. They will take care of correct procedures.

Question: If student asks you not to talk to anyone about a situation, what should you do? Answer: You have to tell the student straightforward that you must take some action in certain situations. Jeff suggested stopping the conversation and telling them that there are certain things that you cannot keep confidential and you have to share with someone. There are only three places on campus that can keep confidentiality: Counseling services, chaplain’s office, and student health center.

Question: What if it deals with someone from off campus? Jeff answers, report in the same manner as before. It just limits what they are able to do on campus. They will still work with them to establish safety.

One of the reasons that they decided to share the load is because they need to be prompt when issues arise. A student’s consent is not required to keep something confidential.

Question: What if you hear something 2nd hand or in passing? Answer: you still have an obligation to tell somebody. “If the college knows, or should have known, that sexual violence has taken place, they must respond.”

Question: “What is the standing of the person who reports and retaliation?” Answer: you will not find out about anything, unless you are a witness. Retaliation is not permitted and there is an anti-retaliation policy. The victim will find out about the outcome if there is a conduct process.

Announcements:

Schedule for upcoming meetings

Monday, October 15, 2012
Monday, November 19, 2012
Monday, December 17, 2012
Monday, January 21, 2013
Monday, February 25, 2013
Monday, March 18, 2013
Monday, April 15, 2013
Monday, May 20, 2013

Meeting Adjourned at 4:50PM

Chris McIsaac