Administrator Assembly December 17, 2012

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

NEW ADMINISTRATORS
No new administrators

PRESIDENT’S REPORT – Dr. Hellie
The President attended the Oregon Leadership Summit, held every year, where there were several hundred attendees, including Governor Kitzhaber, both Senators and representatives from public & private colleges.

Three major topics were addressed:

1. The need to fix PERS – doesn’t affect Linfield employees directly, but many of us have family or spouses who may be affected. Will be an ongoing controversial issue.
2. Building/fixing of the bridge over the Columbia River, which is problematic.
3. The need to “invest wisely” in higher education. The Governor set some lofty goals including 100% graduation rate from high school, 40% graduation from college, another 40% attaining post-high school education. These are very lofty goals for Oregon where there are fewer young Oregonians with college degrees than those over 40. This is particularly true with the STEM program. In 2006, we identified 30,000 students with high scores in science & math and, after tracking these students, discovered that only 600 had achieved degrees (with another 700-800 in the process of attaining degrees). The Governor has proposed a budget increase in the Oregon Opportunity grant.

There is significant pressure on high schools, community colleges and public universities to create a more seamless transition from school to college graduation (accepting more credits to expedite graduation time, etc.) While this does not directly affect us yet, it could affect us if it makes the public option more attractive to students. In McMinnville, 50% of all students are from Oregon (70% of all Linfield students are from Oregon). As a state, we only graduate 25% from college in Oregon. However, right now schools like Linfield do a much better job of graduating these students.

The President has also been attending a series of meetings in Bend, McMinnville, Portland, Los Angeles, Oakland, and Seattle to talk with parents, alumni and friends of the college to discuss the strategic plan, get feedback on how we are implementing it and how we can make it attractive to donors who might support it. He has learned that there is great enthusiasm for experiential learning, internships and job preparation– and some criticism that we are not doing enough to support it. And there are offers to help. The second thing he heard about was value of Linfield’s
highly personalized education, how students are known to the professors on campus and relationships are key to being happy and successful. President Hellie was heartened to hear this message consistently and we need to market this message more effectively and confidently.

There is also a strong emphasis on the importance of extracurricular activities, especially athletics. A number of the alumni who attended these meetings were former athletes. But it wasn’t just about athletics; it was about the whole residential, extracurricular experience that students have and how important that is. We plan to go back to these individuals and seek their support and figure out how we can attract more philanthropy toward the college.

The President’s Advisory Committee on Diversity has also been meeting to discuss how Linfield might address issues relating to diversity at Linfield. Despite the challenges of meeting regularly (everyone on the committee is quite busy), they have been able to work toward some tangible recommendations. First, there is a group that documenting what we already do - we have a tendency to be very modest about the programs we already have in place. The second topic of great interest is the recruitment and retention of faculty and staff of color or diverse backgrounds. We need to think about how we make Linfield attractive to a broader group. We also need to try and make the college more welcoming and safe. One specific suggestion made is to include statements affirming Linfield’s commitment to diversity in every room and classroom.

The final reminder is that on December 24 the college will be closed.

BUDGET REPORT - Glenn Ford
In last year’s budget (FY2012), we ended up with a $1.5 million carryforward, which is about 2.5% of our operating budget. For the current FY2013, we are projecting a carryforward of $872,000. One thing that is helping is our retention rate and our Fall 2012 freshman to sophomore retention rate was a record 87%. For the 2013-14 budget, the cabinet has been working to put together a budget proposal and then we’ll have an open forum on this proposal in January. The College Planning and Budgeting Council (CPBC) put together a budget working group, who handles the budget after the open forums. The CPBC working group spends a significant amount of time in January working on the budget and developing strategic questions. Members of this working group include Susan Agre-Kippenhan, Nic Miles, Jeff Mackay, Lisa McKinney, Melissa Jones, Tom Reinert, John Syring and Glenn Ford. Greg Copeland and Nancy Drickey also attend these meetings and provide support.

The Budget Forum for the Cabinet Budget is set for Wednesday, January 15 from 2:00 – 3:00 in Ice Auditorium and will be video conferenced to colleagues in Portland. Then from January 16 – 23, the CPBC will meet and make recommendations to the President. There will be a CPBC Budget Working Group presentation tentatively scheduled for February 13.
Historically, we have had an open forum on both the McMinnville and Portland campuses. Starting this year, we will host on one campus per year and rotate. Hosting this year in McMinnville and next year in Portland (and always video conferencing to the other campus.)

In February, our tuition and fees will be approved. The only part of the expenditure budget that is approved by the Trustees relates to our medical benefits. There is good news with the Trust; there will be a 0% increase. For Kaiser, there will be a 10% increase. This will all come out through the budget process.

Moody’s is an investor service that rates our bonds and, in 2010, when we went out and refunded some of our bonds, they upheld our BAA1 rating, with a stable outlook. In 2012, they have upheld the bond rating and we are pleased that they continue to see us as stable.

**COMMITTEE REPORTS**

**Social Committee – Tim Stewart**

Reminder that we have the Administrators breakfast the second Wednesday of each month, which has been gaining some momentum – so, come one, come all. We have talked about some different things, but feel free to send us some ideas at [social@linfield.edu](mailto:social@linfield.edu). We discussed volunteering to help other groups – perhaps helping the LEA with the Plum Pudding program or volunteering for Relay for Life.

**NEW BUSINESS**

**John McKeegan**

Congratulations to Jennifer Ballard, Director of Institutional Research, on attaining her Masters in Applied Statistics.

Effective January 1, all employees of an institute of higher education in Oregon are mandatory reporters of child abuse for any child under the age of 18. This is a direct outcome of the Penn State situation. Abuse can includes neglect and any form of harm. Your obligation is to call local law enforcement or Department of Human Services (DHS) and if you have any questions, feel free to call John. It’s important to know that this is a personal obligation that follows all employees 24-7 – if you see or hear something outside of work, that obligation is there. There is immunity under the law for making these reports if the charges are later found to be false.

There was a question from Jeff Mackay about the obligation if you hear from a student who is 20 about abuse that took place when they were younger. John answered that there is no obligation if the student is over the age of 18. But you could help that student contact the police or DHS for counseling or other services.

Jennifer Ballard reminded the Assembly that we do have students on campus under the age of 18.
Shaik Ismail
Shaik provided an update on the search for the Dean of Nursing. Last Friday, they held Skype interviews throughout the day and will bring the three finalists to campus in February. Each candidate will spend a day in Portland, a half day in McMinnville and will be assigned a topic for a presentation. There will be materials on each of the finalists in the library for the campus to review.

FOR THE GOOD OF THE ORDER
Who does what where - Martha Van Cleave - Acting Director for DCE, home of the Adult Degree Program. The Adult Degree Program provides working adults with an opportunity to complete a bachelor’s degree. A hallmark of the program has been its flexibility and the ability to complete the program at a pace that works for each student. DCE have good relationship with the community colleges, helping students make a smooth transition. There is a staff of 8 in McMinnville, including a new admission advisor. The McMinnville staff includes the Associate Registrar (John Gallagher), the technology and Blackboard Administrator (Brett Hardee), the assistant Technology Administrator (Charlotte Allen), Student Records Specialist (Nancy Marrs), Academic Records Specialist (Erica Mason), our Secretary/Receptionist (Tammy Alzueta), and new staff member, Admission Advisor (Martha Varela).

There are three staff in Portland: Associate Director Janet Gifford, two Academic Advisors: Joanne Swenson (who does the RN to BSN and covers the North Coast and Columbia Gorge) and Janielle Losaw (who covers the Portland metro area and SW Washington.) There are six staff members around the state, including four academic advisors:
- Jim Garaventa in Albany, Eugene and Central Coast
- Ann Sukalac in Salem
- Dick Meddish in Bend
- Virginia MacCallum in Coos Bay/South Coast.

And two online content specialists:
- Lindsay Gunther
- Philip Lightstone.

There are also 77 faculty, mostly adjunct.

Here are some more facts about the program:
- 8 degrees and 4 certificate programs - 40% of the students are in the RN to BSN program, 33-34% are in business and 11% in Social/Behavioral Sciences.
- About ¾ of the students are female
- 23% are students of color
- The average age is 37
- Average class size is 18
• In 2011-12, there were about 800 students, this fall, about 500 students, in spring will have about the same number as last year.
• Any student enrolled at McMinnville or Portland can take one class free of charge per semester
• Staff can complete their degree as well through Tuition Remission.

Other questions/comments:
Chris McIsaac noted that this will be his last meeting as Chair of the ALC, as he has accepted a new position in the Tigard/Tualatin school district. Kristie Rickerd and Jim Garaventa will Co-Chair for the remainder of the year.

Meeting Adjourned at 4:43 p.m.