

LEA Membership Meeting
Tuesday, November 14, 2006
4 PM
Riley 201
Minutes

1. Opening Remarks – Tami Harrell
2. Guest Speakers

Kate Bemis, Director of DCE
Deanne Schroeder – Manager / Campus Mail Services

Kate is the Dean of the Division of Continuing Education (DCE) and this has been her 10th year with Linfield. Kate, her husband and son moved from Colorado to Oregon to take the job at Linfield. Kate has a PHD in Religious Studies and teaches Buddhism each fall. Kate loves teaching and thoroughly enjoys the students.

DCE is over 30 years old, and was started in 1975 by John Day a former professor here at Linfield. The courses were started for RNs who wanted a Bachelors degree to go along with their Registered Nursing degree. DCE now has seven majors:

Management / Accounting / International Business
Business Information Systems
Arts and Management
Social and Behavioral Sciences
RN / BSN program – which is a two year program

Most of the DCE faculty are adjuncts. Some of the current faculty who teach in the undergrad program also teach DCE courses. On the average there are between 500 to 600 students in the DCE program. Students from around the world take DCE courses. DCE is a college within a college. They do their own advertising, publications, recruitment, record grades, drops and adds, have their own graduation ceremonies, and do their own billing. DCE pays for own salaries and supplies.

DCE generates a significant amount of money for Linfield. Last year \$800,000 was returned to the college. DCE has been successfully meeting or exceeding 600,000 for about 10 years.

It was also noted that Linfield employees can take courses through DCE at a discount. Many Linfield employees have taken DCE classes as well as graduating from Linfield through DCE. Dan Fleming is a graduate, Charlotte Allen just graduated this semester.

Deanne Schroeder was our second guest. Deanne is the Manger of Mail Services.

Deanne has been with Linfield since Feb, 1983 and was a secretary in Administrative Services. In July of 1988 she started part time in the post office. At that time the post office did everything manually. There were none of the

modern conveniences to help them out in 1988. At that time staffing included Deanne and five student employees in the post office.

Fun facts:

Relocated post office three times

We went from complete manual system to seven computer stations w/ various software.

At one time they did not have a cash register

Combination locks have been replaced with key locks

There is mail and package delivery service across campus

Mail Services is responsible for picking up and dropping off Linfield's mail.

Deanne is a Board member of an organization called WAUCM, (Western Association of University & College Mailers) since 2001. She also served as the Membership Director for two years.

In the 2005-2006 fiscal year mail services processed 1,169,934 pieces of mail, which is down from prior years.

Mail Services is open on Saturday.

In June, 2001 the mail services relocated to Withnell Commons. There is now an inbound package tracking system, more customer service which includes UPS shipping.

Deanne has 70 hours of work-study students, two full time employees, and one part time employee.

Other duties Deanne performs is bringing homemade goodies for students and sometimes staff.

3. Welcome New Employees:

Justin Lorentzen – Cleaning Services

Eric Chapman – Cleaning Services

Deborah Lisk – President's Office

A hello was said to April Younglove from the Portland Campus

4. Minutes for the October 17, 2006 LEA meeting were read and approved with some minor changes.

5. Treasurer's Report – Bobbie Hunter

It was reported that as of October 31, 2006 there was \$349.39 in the LEA account. Reimbursements were made in the amount of \$60.96 for the BBQ, and \$63.78 for the 2005 Plum Pudding project.

6. Committee Verbal Reports:

Compensation & Benefits

McCune, Chair ; Kotka; Schmit;
Ellenwood; Dossett;
Harrell

The Compensation Committee will be having a meeting next Tuesday. Chair Marci McCune would like to have input for questions and concerns about medical insurance and medical alternative care.

Budget Advisory

Harrell

The Budget Advisory Committee will meet with the planning council at the end of November.

Information Technology Advising Rush

Shelly Sanderlin read a report for Tracy Rush.
ITAC discussed putting photos from ID cards in various web directories.
Advantages: easier identification and community building. Disadvantages might include adding personal information that might enable stalkers and others to do harm, especially to students.

ITAC directs the CTO to present the following recommendations to his supervisor (interim Dean of Faculty/VP Academic Advising) for any further action.

Parking Vicky Ragsdale

Vicky reported on the flooding concerns in and around campus.
Send concerns about flooding via a work order.
The double speed bumps will be staying.
The concerns regarding the handicapped parking areas behind the bookstore will be examined at a later date.
The stop sign on Keck campus that was a concern has been moved forward and the stopping lines will be taken care of at a later date.
The next meeting will be held after the Thanksgiving break.

Planning Council Shelly Sanderlin

The Planning Council met with the Board of Trustees at a luncheon during their recent Board meeting. We talked with them about the Foundational Principles of the college and what impact they will have on student learning, the annual college budget and how Linfield is to be represented on a regional and national level. The Foundational Principles are:

- 1) Integrated Learning,
- 2) Global and Multicultural Studies, and
- 3) Experiential Learning.

Dan Fleming volunteered to be on the Planning Council.

Safety Dan Fleming

Dan did not have anything new to report. Someone asked if each Department was required to have a First Aid kit? The answer was Yes. Dan reported that each department should have their own, but that in Melrose there were three kits on each floor and safety is looking into getting supplies together to assist departments in making a kit up.

Social Committee Paula Terry

Nothing to report.

7. Old Business:

Lyn Schroeder gave a report on the recent Coat Drive.

A total of 70 items were taken to the Salvation Army.
Men's and Women's Coats – 30
Children's Coats – 12
Scarves – 5
Gloves – 4 pairs
Hats – 3
Earmuffs – 1

8. New Business:

Christmas Party – Host announced – Vicky Ragsdale w/ Keck Campus Affiliates – TCA, AVC, Library & Facilities – To be held in Ford Hall

Tami offered a thank you from all of LEA to Vicky Ragsdale and the Keck Campus group for hosting the Christmas Party to be held on December 19th. Vicky asked what we would like to have in the way of food and it was suggested that finger foods would be nice.

Plum Pudding Report

Nancy Marrs

Nancy reported that the Plum Pudding flyers had been sent to the departments, and the offices should start filling their boxes. Nancy reminded folks not to use too big a box because those boxes have to be carried up stairs, etc. We don't want them to be too heavy. Patti Bonofiglio from the Counseling/Learning Support office is now on the Plum Pudding committee. Welcome to Patti.

Vicky Ragsdale wanted to know if gift cards should be given rather than canned goods. Tami said it would be up to the departments and that she was sure cards would be appreciated.

Tami reported that on last year's budget for Plum Pudding was over by \$13.78. She asked for a vote to approve \$50 for the project this year to purchase items that were not in some food boxes. This was unanimously approved.

Sympathy Cards were to be purchased and put in Bobbie's office for Vera Sullivan, wife of Dewey who recently passed away and the family of Chelsea Peterson a freshman who was killed in an automobile accident.

Adjourned at 4:45