

Linn-Benton Community College Memorandum of
Understanding and Commitment to **Shared Governance**
with The Student Population at Linn-Benton Community
College, as represented by The Associated Students Linn-
Benton Community College

I. PURPOSE

This document is a joint understanding between Linn-Benton Community College (LBCC hereinafter), the Student Life and Leadership department (SL&L hereinafter), the Associated Students of LBCC (ASLBCC hereinafter), and the ASLBCC Student Leadership Council (SLC hereinafter). It is the intent of all parties to work in a collaborative and consultative manner to promote student success and serve the LBCC community.

The Associated Students of Linn-Benton Community College have a significant and meaningful role in the institutional governance of the college. The following agreement describes the ways in which students will be involved with Linn-Benton Community College and outlines the guidelines in which LBCC and the ASLBCC will work together in a shared governance model.

This Memorandum of Understanding (MOU) sets out primary roles and responsibilities between the parties, LBCC, SL&L, and SLC.

II. Roles and Responsibilities of SLC. SLC agrees to:

- A. Serve as the primary voice of ASLBCC in representation to LBCC;
- B. Follow LBCC Administrative Rules, Board Policies, Student Rights Responsibilities and Conduct Code, and other practices and procedures of the college;
- C. Appoint student representatives to college councils and committees at the request of LBCC through established SLC processes;
- D. Require SLC Members to meet regularly with Student Leadership Coordinator for consultation and mentoring;
- E. Require SLC Members to participate fully in Leadership Development and training in College practices that will be provided each term via training retreat (Fall, Winter, Spring) and developed by the Student Leadership Coordinator,
- F. Post SLC meeting times, agendas, and minutes in accordance with public meeting policy;
- G. Establish and use social media according to practices agreed with LBCC Marketing;
- H. Engage in promoting LBLive in a joint effort with the college;
- I. Use their LBCC email addresses for official SLC business purposes;
- J. Meet college standards to be eligible for talent grants, including a GPA standard and a performance standard, as determined by the Student Leadership Coordinator;
- K. Use SLC processes of coaching and progressive discipline to address SLC eligibility criteria, GPA

standards, on-performance of duties, and student misconduct ineligibility in order to maintain credibility with the ASLBCC;

- L. Establish a schedule of staffing of the SLC office for the purpose of serving the student population during LBCC normal hours of operation (Monday - Friday 9am to 4pm Excluding holidays and college closures).
- M. Work in collaboration with LBCC (through the Student Leadership Coordinator) in developing and maintaining the LBCC Volunteer Program by:
 - a. Subsidizing Volunteer website up to \$3000.00
 - b. Subsidizing Volunteer recognition and rewards up to \$7000.00
- N. Subsidize Commencement in the amount \$10,000.00 to be applied first to a cap and gown subsidy, and obtaining the bagpipers for the ceremony.
- O. Subsidize copyright licenses for playing music on campus in public spaces up to \$5000;
- P. Collaborate with the college in other programming to address student needs, such as the affordability program and LB Lunch box, including not more than \$5000 in funds.
- Q. When the college increases tuition the SLC may request, to the college president, that the student fee be increased by the same percentage;
- R. Work collaboratively with the college to address student needs; however, SLC has a right to disagree with the college, criticize the college, lobby the college, or otherwise express a contrary voice or seek alternate actions on behalf of the ASLBCC, when collaboration fails.

III. Roles and Responsibilities of LBCC. LBCC agrees to:

- A. Honor SLC and SLC Club Autonomy so long as SLC adheres to documented LBCC rules and processes.
- B. When the college raises tuition and it is requested by the SLC to the college president, the college will raise the ASLBCC fee by the same percentage as the tuition increase.
- C. Provide roles for students throughout the college governance structure, including as a representative at LBCC Board of Education Meeting, and establish voting roles for SLC appointed students on each of the governance councils and committees in which decisions are made concerning students;
- D. Provide the means for SLC to communicate with and gather information from its constituents (The ASLBCC) including:
 - a. provide LBCC email staff email addresses to SLC Officers;
 - b. Assist SLC Officers to send mass communications to ASLBCC Members in agreed upon manner;
 - c. provide support in Updating and Maintaining SLC and Clubs Webpages;
 - d. promote LBLive process as a means to connect students to the social aspect of LBCC Student life.
 - e. Assist marketing SLC and Club events through college social media and marketing platforms.
- E. Include the SLC in efforts to gather broad student information or feedback. In this regard, the college will make a deliberate effort to ensure that meaningful student participation is included in shaping major policies and processes that are broadly related to academics, student life, college services, retention efforts, and other issues affecting the student experience at LBCC.
- F. Provide SLC resources to include, and no less than:
 - a. Office Space that meets needs agreed upon by the college and SLC,
 - b. LBCC-paid staff to serve as a Guide and Leadership Developer (Student Leadership Coordinator) and to support the interactive processes and oversight for finances and keeping the SLC offices open, as well as maintaining joint venture of LBCC Volunteer

program.

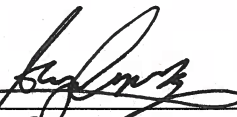
- G. Collaborate with the SLC on choosing a student speaker for graduation ceremony (traditionally SLC President);
- H. Collaborate with the SLC in programming to address student needs, such as the affordability program and the Linn-Benton Lunchbox;

IV. Roles and Responsibilities of SL&L. SL&L agrees to:

- A. Honor SLC and SLC Club Autonomy so long as SLC adheres to documented LBCC rules and processes.
- B. Provide guidance to SLC on navigating college processes;
- C. Provide guidance to LBCC on SLC initiatives, structures, and processes;
- D. Assist LBCC in providing the means for SLC to communicate with and gather information from its constituents (The ASLBCC) including administering the following:
 - a. provide LBCC email staff email addresses to SLC Officers;
 - b. assist SLC Officers in sending mass communications to ASLBCC Members;
 - c. provide support in Updating and Maintaining SLC and Clubs Webpages;
 - d. Serve as a Guide and Leadership Developer (Student Leadership Coordinator) and to support the interactive processes and oversight for finances and keeping the SLC offices open, as well as maintaining joint venture of LBCC Volunteer program.
- E. Provide the services to check on student eligibility when a new student seeks appointment or election to SLC and at the start of each new term and to communicate eligibility concerns to SLC through processes created in partnership with the college;
- F. Provide guidance to SLC Officers on creating and following a Constitution, Bylaws, and college rules and understands that it is SLC's privilege and responsibility to determine when a student leader should be removed from office for failure to maintain eligibility;
- G. Determine when an SLC Officer meets Talent Grant eligibility and shall award Talent Grants to eligible Officers according to the direction of SLC or other processes of the college;
- H. Partner with SLC to recruit club advisors and to encourage advisors to commit to training;
- I. Provide advisor training and resources;
- J. Provide leadership development training, activities, experiences to SLC leaders and others, as agreed with the college (Through the Student Leadership Coordinator).



Dr. Lisa Avery
LBCC President



Angie Geno
SLC President 2020/2021

