



Longview, WA 98632

MEETING of FEBRUARY 15, 2012

**LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES**

**MINUTES**

**1. CALL TO ORDER AND DETERMINATION OF QUORUM**

Chair Max Anderson called the workshop of the District 13 Board of Trustees to order at 8:08 a.m., on Wednesday, February 15, 2012, in the Heritage Room in the Administration Building of Lower Columbia College. When the meeting was called to order, the following individuals were present; there was a quorum.

**BOARD OF TRUSTEES:** Max Anderson  
Heidi Heywood  
Steve Vincent  
Mike Heuer  
Thuy Vo (arrived at 8:30)

**COLLEGE PRESIDENT:** Chris Bailey

Others in attendance: Laura Brener, Lisa Matye Edwards, Nolan Wheeler, Bonnie Terada, Linda Clark, and Consultant Cindy Hough.

**2. APPROVAL OF AGENDA**

**MOTION:** By Heidi Heywood, seconded by Mike Heuer,  
That the agenda be approved as presented.

**MOTION CARRIED** unanimously.

**3. CONSENT AGENDA** - The following consent items were offered for the Board's consideration.

**3A.** Minutes of the December 21, 2011 regular meeting

**3B.** Head Start/EHS/ECEAP Policy Update: MSYS 9a

**MOTION:** By Steve Vincent, seconded by Heidi Heywood,  
That the consent agenda be approved as presented

**MOTION CARRIED** unanimously.

4. **BOARD TRAINING** – Consultant Cindy Hough explained that this portion of the agenda would cover policy governance at Lower Columbia College; How Policy Governance is implemented; the Role of the Board of Trustees; and Board/President’s expectations and goals. Under policy governance, the Board’s role is that of judicial and legislative, connection with the community, monitoring and assessing outcomes, and evaluation of the president. Discussion was held on each topic, and wrapped up with expectations/goals of the Board for the President, and expectations/goals of the President for the Board.

Goals/Expectations for the President from the Board:

- Focus on Capital Formation
- Maintain/increase legislative connections
- Maintain/increase contact with strategic partners

Goals/Expectations for the Board from the President:

- Hold administration accountable on measurements of monitoring reports (always feel free to bring comments and concerns to him)
- Help with important community connections (Board agreed to supply names and contact information for this purpose)
- Support at the State level—legislative involvement
- Visibility on campus

Cindy strongly suggested that the Board establish goals at one of their annual planning sessions.

At 12:00, Chair Anderson called for a half hour lunch break. Public meeting was re-opened at 12:31 p.m.

## 5. COLLEGE INPUT

5A. **President’s Report** – President Bailey reported that the special session should be coming out with both an operating and capital budget within the next week. There seems to be good support for education, including a jobs bill that would encourage more capital projects—including the LCC Health and Science Building—as well as roughly \$500-\$700,000 worth of equipment for vocational and health programs. The vice presidents reported on a few key issues:

- The new statewide deadline for students to submit their FAFSA (financial aid paperwork) is March 15<sup>th</sup>
- The Fitness Center user group wrapped up their meetings; the architect will now work up cost estimates and should have that information available in a couple of weeks
- The remodel of the Admissions Center is on schedule

## 6. INSTITUTIONAL MONITORING

6B. **Bi-Annual Head Start Report** –Sandy Junker, Suzanne Johnson and Paul Youmans provided an in-depth update of the Head Start/EHS/ECEAP programs. Before beginning the presentation, Sandy introduced James McBride, Head Start National Father of the Year, and the LCC Transforming Lives nominee. James thanked the Board for his nomination and said he was on his way to Olympia to lobby in support of the Head Start program.

Sandy reported that self-assessment activities for Head Start and Early Head Start were completed and will be brought to the Board for final approval in March. She provided a brief review of the report.

Paul provided information from the 2012 Community Assessment Update. He discussed the strengths and challenges in several categories, including demographics, internal data, health, nutrition, medical/dental, mental health, education, economy, housing, transportation, disabilities, child care, and community partners. Good news...crime is down in Cowlitz County.

Suzanne provided a summary of the Outcomes Report for Fall 2011 for the programs, including development in these categories: social/emotional, physical, language, cognitive, literacy and math. She also reviewed the strategies for 2011-12.

Sandy gave a brief snapshot of the next steps, which include revising the strategic plan, reviewing/revising selection criteria, and writing and submitting grants.

- 6B. Professional/Technical and Customized Ed Monitoring Report; and Transfer Monitoring Report** – Deans Brendan Glaser and Kyle Hammon presented these two reports, including action plans, results, and comments from the review team.
- 6C. Quarterly Budget Status Report** – Nolan Wheeler referred to the written report. The Board had no questions.

**7. PUBLIC COMMENT** – None

**8. BOARD WORKSHOP: Planning Session**

- 8A. Enrollment Management Initiatives** – President Bailey explained that the current trend of extreme over-enrollments will not continue, but the current level of reduced funding likely will, so it was critical to develop initiatives that would help stabilize enrollments. He rolled out a draft of ten enrollment initiatives that the Cabinet had been working on for the past six months. Our current accreditation core themes focus on student completion and success, and the enrollment initiatives were developed in support of that focus.
- 8B. Review Outcomes for 2011 and Planning for 2013, and Review Annual Priorities for 2012-13** - President Bailey resented a 5-year history of LCC's core indicators effectiveness, which will replace the previous review matrix document. Additionally, the recommended annual priorities will follow the same core themes as those in the accreditation standards and outcomes. After review and discussion, the Board agreed with the proposed annual priorities, which will be brought back to them in July for final approval.

Core Themes: The Board asked to have Core Theme III amended to read, "Student Access, Support, and Completion."

**9. BOARD BUSINESS/INFORMATION ITEMS**

**9A. Nomination of Officers for 2012-2013** – After a brief discussion, the following nominations were made:

**MOTION:** By Heidi Heywood, seconded by Mike Heuer,  
  
To nominate Thuy Vo for Chair and Steve Vincent for Vice  
Chair

**MOTION CARRIED** unanimously.

**10. EXECUTIVE SESSION** – None

**11. ADJOURNMENT** – With no further business, the meeting was adjourned at  
4:10 p.m.

**MOTION:** By Heidi Heywood, seconded by Mike Heuer  
  
That the meeting be adjourned.

**MOTION CARRIED** unanimously.

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Christopher C. Bailey, Secretary