



Longview, WA 98632

MEETING of MARCH 21, 2012

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Max Anderson called the regular meeting of the District 13 Board of Trustees to order at 5:02 p.m., on Wednesday, March 21, 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
Thuy Vo

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Laura Brener, Lisa Matye Edwards, Nolan Wheeler, Margit Brumbaugh, Sue Groth, Wendy Hall, Tracy Stanley, Tim Allwine, Bonnie Terada and Linda Clark.

2. INTRODUCTION OF GUESTS – None

3. APPROVAL OF AGENDA

MOTION: By Heidi Heywood, seconded by Steve Vincent

That the agenda be approved as presented.

MOTION CARRIED unanimously.

Prior to the action on the Consent Agenda, Vice President Lisa Matye Edwards explained the need to add item 4D: Expenditures from the Student Athletics contingency Reserve Fund to purchase a new tarp for the baseball field in the event a replacement is not forthcoming for the existing defective tarp. Amount not to exceed \$4000.

4. **CONSENT AGENDA** - The following consent items were offered for the Board's consideration.
- A. Minutes of the February 15, 2012 meeting
 - B. Minutes of the March 14, 2012 Special Meeting
 - C. Head Start/EHS/ECEAP Items:
 - HS/EHS Selection Criteria Score Sheet (ERSEA 3d and 3d1)
 - HS/ECEAP Enrollment of Families Policy (ERSEA 3e)
 - HS/EHS/ECEAP Recruitment Plan Policy (ERSEA 5a)
 - HS/EHS Strategic Plan 2012-13
 - HS/EHS Self-Assessment Action Plan
 - HS/EHS Budget/Grant Application
 - D. Expenditure from the Student Athletics Contingency Reserve fund up to \$4000 to purchase a new tarp for the baseball field

MOTION: By Heidi Heywood, seconded by Steve Vincent

To approve the amended consent agenda as shown above, including a possible expenditure from the student athletics contingency reserve fund up to \$4000 for a new baseball field tarp

MOTION CARRIED unanimously.

5. **TENURE CONSIDERATION** – Chair Anderson explained that the complete tenure-track materials had been reviewed during the March 14 special executive session. No action needed since the six probationary Faculty are in year two of three of the tenure process
6. **COLLEGE INPUT**
- 6A. **President's Report** – President Bailey explained that we had received no word on budget from the special session; however, we're still hopeful that the final budget will be good for higher education. We have been in contact with our two Senators' offices regarding language for the capital budget—specifically for funding for our Health and Science building.

Nolan Wheeler received a return call from Green River Community College regarding International Students. They have an extremely successful program and are interested in franchising and would like to begin that endeavor with LCC. Per preliminary talks, they would provide LCC with ten of their "overload" students, and help us develop our program. Nolan will be meeting with Green River staff on April 11.

Eastern Washington University will be bringing a team of eleven to LCC on April 12 to discuss the feasibility of offering baccalaureate degrees on our campus.

Vice President Lisa Matye Edwards – Student Services

- We received quality applicants for our new baseball coach/retention specialist. Hope to have finalized in the near future.
- Two open forums will be held to solicit input for development of an IT Master Plan
- The first phase of the Advisor Data portal is almost ready for implementation. It will provide better access to records and allow notes, test scores, etc. to be accessible
- Spring enrollment is down 9%, which is well above what was expected. New retention efforts and strategies seem to be working. Online applications are up 5%.

VP Laura Brener – Instruction

- The emphasis on professional development for Faculty this year has been positive and very well received
- The recent Science Olympiad was very successful with over 500 local middle and high school students participating.
- Sandy Junker presented at the Head Start Region X Conference focusing on how the Pathways 2020 community assessment and our own Head Start self-assessment are used together for strategic planning

Interim Vice President Nolan Wheeler – Administration/Finance

- Our IT staff is working very hard to stabilize the network by adding redundancy and storage space
- We are starting the process for updating our Facilities Master Plan by selecting an architect with help from the State
- The ADC remodel project is ahead of schedule; we're looking at May 21 as a move-in date. Our maintenance staff has been instrumental in salvaging windows, doors, etc. for use in the project, which is a great way to bring more sustainability to the project.

6B. ASLCC Report – Not available

6C. LCCFAHE Report – Tim Allwine reported that the mood of faculty is tired, but the state budget news is encouraging. Faculty is appreciative of the decision to fill several full-time Faculty positions. The Advisor portal is also appreciated as it saves approximately 10-15 per appointment. Faculty will be electing officers for next year.

6D. WFSE Report – Tracy Stanley reported that classified staff are looking forward to spring break as many projects will be accomplished during that time. They are also getting more involved locally and statewide.

6E. LCC Foundation – Margit Brumbaugh reported that the Foundation Board approved hiring Marv Leroy, formerly of Clements Group but now with Armistead Group, to a feasibility contract for the Health and Science Building and Fitness Center capital campaigns. All endowments are in the black and scholarship applications are much higher than last year. Exceptional Faculty and other grants are due April 20, but there will also be a second grant cycle in the fall. The Board vetted approximately 45 names for potential members and has narrowed the field to ten in the hopes of getting three new members. No golf marathon for this year, but the Board is looking at another fundraiser for the fall.

6F. Legislative/College Relations – Sue Groth reported that the campus will be inundated with high school students during the last week of the month for the sophomore career fair, college planning day, and several choir/music events. Tomorrow, our two All-Washington student recipients will be heading to Olympia to receive medallions from the Governor. Both are tutors at LCC and have a 3.85 and 3.97 GPA. We have seen a 30% increase in the use of our social media (Twitter, Facebook).

6G. Institutional Research and Planning - Wendy Hall provided an update from the Achieving the Dream annual strategies institute. The team identified the following three initiatives: (1) INCREASE STUDENT/FACULTY ENGAGEMENT; (2) STRENGTHEN ADVISING (Academic and Career Planning); (3) DEVELOP/STRENGTHEN FIRST YEAR EXPERIENCE. Committees have been identified to work on all three.

The year-three accreditation campus site visit will be held in October of 2013.

6H. Head Start/EHS/ECEAP Written Report

- ✓ January 2012 Budget Status Report
- ✓ January 2012 End-of-Month Program Report

6I. Other

7. PUBLIC COMMENT – None

8. DIRECTION SETTING/VISION

8A. Planning Calendar Review – Add dates for TACTC conferences

8B. Follow-up discussion from February workshop –

- Max said he appreciated the information in this month’s report of upcoming activities and events that will be important for Board representation
- The Board will be more cognizant of actions that warrant commendations
- Steve Vincent thanked President Bailey and the Vice Presidents for a very informative and valuable orientation to him as a new Trustee
- The Board would like to see an annual update on the math curriculum progress

9. BOARD BUSINESS/INFORMAITON ITEMS –

9A. Election of Board Officers – Since the nomination for new officers occurred in February; Chair Anderson called for a motion on the 2012-2013 nominations:

MOTION: By Heidi Heywood, seconded by Steve Vincent,

That Thuy Vo be elected as Chair and Steve Vincent as Vice Chair for 2012-2013

MOTION CARRIED unanimously and gavel passed to Thuy vo.

- 10. EXECUTIVE SESSION** – At 6:15 PM, Chair Thuy Vo called for a 10-15 minutes executive session to discuss personnel. No Action Anticipated
- 11. ADJOURNMENT EXECUTIVE SESSION** – At 6:26, Chair Vo re-opened the public meeting
- 12. ACTION as a result of EXECUTIVE SESSION** - None
- 13. ADJOURNMENT** – With no further business, the meeting was adjourned at 6:27 p.m. by Chair Vo.

MOTION: By Max Anderson, seconded by Steve Vincent,
That the meeting be adjourned.

MOTION CARRIED unanimously.

On April 18, 2012, the Board of Trustees of Community College District 13 approved minutes of the March 21, 2012 regular meeting.

Christopher C. Bailey, Secretary