



Longview, WA 98632

MEETING of JULY 18, 2012

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Thuy Vo called the workshop of the District 13 Board of Trustees to order at 8:32 a.m., on Wednesday, July 18, 2012, in Heritage Room at Lower Columbia College. When the meeting was called to order, the following individuals were present

BOARD OF TRUSTEES: Max Anderson
Heidi Heywood
Mike Heuer
Steve Vincent
Thuy Vo

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Laura Brener, Nolan Wheeler, Sue Groth, Wendy Hall, Erin Brown, Kendra Sprague, and Linda Clark.

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 June 20, 2012 Board meeting

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

MOTION CARRIED unanimously.

4. COLLEGE INPUT

4A. President's Report – President Bailey will be covering a lot of material later in the meeting, so he asked the vice presidents to report on their respective areas.
Laura Brener –The summer STEM experience for 60-65 middle school students is going on this week. Because of the success of this event, we are looking forward
Nolan Wheeler – Emerick Construction, contractor for the Health and Science Building, will be mobilizing equipment on Monday, July 23. August 14 has been identified as a tentative date for the groundbreaking ceremony. The only negative to the rapid start is that we will be taking the Maple Street parking lot offline. Emerick specializes in building educational facilities and they are looking forward to hosting some of our vocational students, i.e. welding students, etc. We have a revised timeline for the Fitness Center—it will go out for bid in January 2013 with construction planned to start in April. This means the gymnasium will be taken offline for the 2013-14 basketball season.

5. SELF-MONITORING

5A. Self-Evaluation of Board – The Board spent time discussing results of the individual and collective evaluation instruments and what was gleaned from them.

6. SETTING DIRECTION/VISION –

6A. Review College Direction – Chris Bailey explained that the Cabinet had recently held a retreat to discuss current and future initiatives, and he wanted to share those and get Board input. Additionally, he wants to talk a bit about the upcoming Master Plan process and concept and, again, get thoughts from the Board. He started with current initiatives:

- Enrollment Management – This is the key issue for the college; an enrollment decline is the biggest threat. LCC historically has volatile enrollments. We are currently 25% above our 3145 FTE target; however, summer enrollment showed a 10% drop and fall is currently at 20% below same time last year. We are focusing on the fall enrollment numbers and looking at strategies to help stabilize the volatility.
- Capital Campaign – Will provide an opportunity to raise funds to purchase equipment for the state-of-the art Health and Science building as well as for the Fitness Center.
- International Student Program – Establishing a successful IS program will help stabilize the volatility of our local enrollments; goal is to start with a cohort of 14 this year, 25 next year, and 50 the following year. We are looking at housing options for this year, as well as in the future. Thuy suggested utilizing host families and Steve asked that we get information out to the public.
- EWU/University Center – Chris explained that talks continue with EWU to begin offering some 4-year programs on our campus this coming year. We'll be taking a team of eleven to EWU on August 29. Up for consideration is a 4-year degree in business administration and interdisciplinary studies. We're also looking at space and are considering an area in the Alan Thompson

library to house a University Center with CityU, Concordia, and EWU. We're also exploring a BSN cohort onsite (or at Peace health) with WSU-V.

- Achieving the Dream – Wendy provided input on the final list of initiatives: (1) Pre-College Reform, (2) Develop/Strengthen First-Year Experience, (3) Faculty-Student Engagement; and (4) Increase Institutional Research Capacity.
- Recognition Awards – Erin Brown, Foundation Director, will be coordinating efforts to recognize three outstanding individuals each year including: (1) Athletics Hall of Fame to be housed in the new Fitness Center; (2) Alumni of the Year in the new Health and Science Building, and (3) Benefactor of the Year in the Rose Center.
- Grants and Equipment – Chris said we will actively pursue grants that will align with our current mission and programs.
- Education Programs – Laura Brener talked about some of the program changes that will be offered fall/winter quarters including digital forensics certificate, increased certifications within criminal justice, increasing music offerings (i.e. music theatre, playwriting, technical theatre), as well as offer a digital course linked with community education, and development of a multi-media strand in the art department. In addition, they continue to explore another health-related program.
- Academic Master Plan – Development of an academic master plan will start the visioning process for the facilities master plan. We need to construct buildings for our education programs; not develop programs for buildings. Instruction will develop a draft academic plan, which will be presented to faculty during orientation week.
- Facilities Master Plan – Nolan Wheeler explained that an architectural firm has been hired to assist in developing a facilities master plan. This summer, a survey of buildings will be done, followed by workshops in the fall with staff and faculty. Projection is to have the plan completed by spring break 2013. The Board expressed the need to enhance the entrances to the college and asked that it be part of the master plan.

Chris also talked about future initiatives which will promote vibrancy in the arts/music programs, STEM programs, Nursing, International Student program, eLearning programs, and the Head Start program. He also talked about the importance of the Foundation especially with the capital campaign underway. He also explained that LCC will be taking the lead to promote credit for prior learning at LCC and within the system.

The Trustees were in favor of the initiatives, but had some concern that launching multiple programs would be difficult; they wanted to make sure that what is launched is done well.

7. BOARD BUSINESS/INFORMATION ITEMS

7A. 2012-13 Annual Priorities – These were presented to the Board for final review. No changes.

7B. Trustee Succession Planning – Max explained that although the Board has no control over who is appointed, but they can solicit individuals to apply. They discussed strategies for soliciting names and then getting them to the Governor’s Office as quickly as possible.

7C. Resolution 59: Tuition Waiver for Parent Education Classes –The State Board approved changes to WAC 131-28-026 (Tuition Charges for Certain Ungraded Courses) on June 21, 2012. The current statewide mandatory 85 percent tuition waiver for parenting education will no longer exist after the revised WAC takes effect on July 22, 2012; therefore, under the revised WAC, colleges shall establish the amount of tuition waiver for parenting education associated with a preschool, as well as other parenting education courses and programs. Laura Brener explained that the waiver is actually budgeted each year through Head Start, so there is no new impact to our operating budget.

MOTION: By Max Anderson, seconded by Heidi Heywood

That Resolution 59—Tuition Waiver for Parenting Education Classes—be approved as presented beginning fall quarter 2012”

MOTION CARRIED unanimously.

8. INSTITUTIONAL MONITORING

8A. Report of Annual Accomplishments for 2011-2011 – President Bailey referred to the attached report, as well as the “plus and minus” document for the entire academic year. He explained that the report contains, “Where we’ve been and what we’ve accomplished.”

9. PUBLIC COMMENT – None

10. EXECUTIVE SESSION – At 12:05 p.m., Chair Vo called for a 20-minute executive session to discuss personnel; specifically evaluation and contract consideration for the president -- **Action anticipated.** Kendra Sprague was called to participate in the executive session.

11. ADJOURN EXECUTIVE SESSION – The public meeting was reopened at 2:23 p.m.

12. [ACTION] As a Result of Executive Session –

MOTION: By Max Anderson, seconded by Heidi Heywood

That the appointment of Christopher C. Bailey as President of Lower Columbia College be extended for one year; through August 31, 2015, effective September 1, 2012 at an annual salary of \$172,000 with economic openers for future annual salary and benefit adjustments.

MOTION CARRIED unanimously.

13. ADJOURNMENT – With no further business, the meeting was adjourned at 12:24 p.m.

MOTION: By Mike Heuer, seconded by Heidi Heywood,

That the meeting be adjourned.

MOTION CARRIED unanimously.

On September 19, 2012, the Board of Trustees of Community College District 13 approved minutes of the July 18, 2012 board workshop.

Christopher C. Bailey, Secretary