



Longview, WA 98632

**MEETING of NOVEMBER 28, 2012**

**LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES**

**MINUTES**

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

Board Chair Thuy Vo called the regular meeting of the District 13 Board of Trustees to order at 5:04 p.m., on Wednesday, November 29, 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:** Thuy Vo  
Heidi Heywood  
John Philbrook  
Max Anderson

**COLLEGE PRESIDENT:** Chris Bailey

Others in attendance: Lisa Matye Edwards, Laura, Brener, Nolan Wheeler, Sue Groth, Wendy Hall, Erin Brown, Bonnie Terada, Adam Wolfer, Tracy Stanley, J. Wylie, and Linda Clark.

**2. INTRODUCTION OF GUESTS –**

Probationary Faculty Jim Dillinger, Head Start Director Sandy Junker and Assistant Director Suzanne Johnson, and three students from Dan Shabot's class.

**At this time, the Board recognized outgoing Trustee Mike Heuer. Chair Vo then introduced new Trustee, John Philbrook.**

**3. APPROVAL OF AGENDA –**

President Bailey explained that item 8A "Progress on Achieving the Dream Mandates" should actually read "Progress on GIS Mandates."

**MOTION:** By Heidi Heywood, seconded by Max Anderson,  
That the agenda be approved as amended

**MOTION CARRIED** unanimously.

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

4A. Minutes of the October 16, 2012 Board Workshop

**MOTION:** By Heidi Heywood, seconded by John Philbrook,

That the consent agenda be approved as presented.

**MOTION CARRIED** unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – President Bailey provided an update on enrollment. We had an 11% fall-to-fall decline, which still leaves us 15% over our state target. Early enrollments for winter quarter appear strong, but again, it is early. These numbers reiterate the need to focus on enrollment management. We just received a draft Memorandum of Understanding from Eastern Washington University. Although still in the formative stages, we hope to have firm information to share in the next 30-60 days.

Vice President Laura Brener:

- ✓ Faculty and staff are busy with the ATD activities on top of their regular duties
- ✓ Accreditation activities have started again as teams work on Standard 2. Hoping to have a draft report in early January
- ✓ 16 CEO/High School Completion students graduated earlier in the week, and for the first time, the ceremony was held in the Wollenberg Auditorium
- ✓ We're excited to unveil a new fully online course in digital forensics for winter quarter
- ✓ LCC recently signed a dual admission agreement with Saint Martin's University for our Nursing students. We have similar agreements with UW Tacoma and WSU-Vancouver

Vice President Lisa Matye Edwards:

- ✓ The statewide ctclink system is progressing. The state is currently negotiating with two vendors, and we should know soon what implementation and timelines look like.
- ✓ Gearing up for retention efforts for winter quarter.

Vice President Nolan Wheeler:

- ✓ The contractor should begin pouring the slab for the first floor of the Health and Science Building, and as soon as that's completed, they will begin working on the second floor. The brickwork is going up on the lecture hall.
- ✓ The architect is working on the design documents for the Fitness Center; anticipate construction beginning in May or June.
- ✓ We will be holding the second Master Plan workshop after the first of the year. The meeting will focus on space needs to accommodate the four strategic initiatives.

- 5B. ASLCC Report** – J. Wylie reported that the ASLCC is reaching out to elementary and high school students through music, tutoring, politics and debate. At a later date, he will be presenting to the Board a request to appoint a student to the Board of Trustees.
- 5C. LCCFAHE Report** – Adam Wolfer reported that Faculty are ready for finals week! Four Faculty attended the International STEM conference. LCC is ahead of the game in several areas and they did come back with some great ideas.
- 5D. WFSE Report** – Tracy Stanley gave a brief report. Classified staff are excited about some of the new initiatives, and we are seeing more involvement in the union.
- 5E. LCC Foundation** – Director Erin Brown talked about the upcoming capital campaign. We are in a relatively quiet phase as the Foundation Board works with the consultant. The target will be set between \$7 and \$12 million, and will focus on four areas: STEM equipment and programmatic needs for the Health and Science Building; Student success funding (i.e. gap funding); LCC Innovation fund which they are looking to build into a sustainable source of money; and the Athletic Excellence fund which will help with equipment for the Fitness Center project. The Foundation Board is aligning their goals to those of the college. The first Benefactor of the Year recipient is June Rose, who will be honored at a reception in May. She is working with President Bailey to build a circle of important community contacts.
- 5F. Human Resources** – N/A
- 5G. College Relations** – Sue Groth reported that winter quarter class schedules were mailed to over 45,000 homes. Our online Business degree program is seeing increased enrollment.
- 5H. Institutional Research and Planning** – Wendy Hall distributed the 2011-12 Fact Books, which is also available online. The monitoring report series will start next month.
- 5I. Head Start/ECEAP Written Report** – Includes program and budget status reports for September 2012.
- 5J. Other** – None

## **6. INSTITUTIONAL MONITORING**

- 6A. Bi-Annual Head Start Report** – Sandy Junker and Suzanne Johnson presented the bi-annual update on the Head Start/Early Head Start/ECEAP Programs, including special programs, results of the Head Start Program Information Report (PIR), Education Outcomes/School Readiness Goals, Enrollment, Planning for 2012-13, Shared Decision Making, and Policy Council membership.

Sandy reported that the LCC head start is 1 of 9 to pilot participating in Early Achievers, Washington's Quality Rating and Improvement System. The LCC Head Start program currently has 170 children on the wait list. With the aid of the

Wollenberg Foundation, Rotary, and other donors, we can reach out and help assess those children for services.

Sandy also provide an update on the UCLA/Johnson and Johnson Health grant that funds the medical reference guide for parents, which helps enhance health awareness. She reported that there is a very intense need for the Mental Health Program, which has been thankfully sponsored by the United Way. The Male Involvement Program has expanded due to AmeriCorp staffing.

Suzanne summarized the Program Information Report (PIR), including end of year statistics regarding enrollment, family demographics, education of staff, and health/nutrition/mental health/family services. She also reviewed the Teaching Strategies Gold, which is an authentic, observational assessment system for children from birth through kindergarten; designed to identify students' strengths, needs, and interests. Enrollment for 2012-12 (including Head Start/ECEAP, and Early Head Start) is at 498 with a waitlist of 170+ children. Sue also reported on School Readiness, which is a comprehensive effort to prepare children for the school and the future, and the six goals for our Head Start/ECEAP students. Our program opened a new Center at Catlin School because of need in the area. Also discussed were the program models.

Sandy explained planning efforts for 2012-13, including the program planning timeline and strategic planning. She also provided information on shared decision making and the communication loop from Policy Council through the Board of Trustees. On the horizon for Head Start is a federal monitoring review, and re-competition for funding.

**7. PUBLIC COMMENT – None**

**8. BOARD BUSINESS/INFORMATION ITEMS –**

- 8A. TACTC/GISS Report** – Heidi Heywood explained that she and Steve Vincent had attended this conference in October and they wanted to share the information with the rest of the Board. Heidi distributed a list of questions that Steve had put together which focused on alignment of mission, vision, values toward student success; strategic plans and key objectives similarly centered on students success; how student success measured, are accreditation standards and student success linked; what does our student orientation plan look like; and are our external partnerships adequate. He also posed the question of whether the Board should have a retreat to discuss these issues. Heidi suggested that this topic be added to the February board workshop. After discussing potential facilitators, it was agreed that Erin Brown and Wendy Hall would be great candidates for the job. In order to bring Thuy and John up to speed on the GISS concepts, Wendy and Erin will provide a pre-meeting for them.
- 8B. Progress on Achieving the Dream Mandates** – Wendy Hall explained that the GISS initiatives and our ATD initiatives are aligning well. She provided a brief summary of the intent of both, which is student success and completion.

**8B. 2013 Meeting Schedule** – The Board reviewed the proposed meeting schedule during the November meeting. Chair Vo called for motion.

**MOTION:** By Heidi Heywood, seconded John Philbrook,

That the 2013 meeting schedule be approved as presented

**MOTION CARRIED** unanimously.

**9. EXECUTIVE SESSION** – None

**10. ADJOURNMENT** – With no further business, the meeting was adjourned at 7:24 p.m.

On December 19, 2012, the Board of Trustees of Community College District 13 approved minutes of the November 28, 2012 regular meeting.

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Christopher C. Bailey, Secretary to the Board