



Longview, WA 98632

**MEETING of JANUARY 16, 2013**

**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 5:02 p.m., on Wednesday, January 16, 2013, 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  
Steve Vincent  
Max Anderson  
John Philbrook

**COLLEGE PRESIDENT:** Chris Bailey

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

**2. INTRODUCTION OF GUESTS –**

Margit Brumbaugh, Brendan Glaser, Lynell Amundson, and Karen Joiner

**3. APPROVAL OF AGENDA –**

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

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 December 19, 2012 Board Meeting

**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 Chris Bailey reported that he will be attending the Monday morning legislative meetings now that the session has started. Indications are for a \$2 billion budget shortfall, and it's not clear yet whether Governor Inslee will propose a budget or not. Winter enrollment is down 7%, which is still 18% over target—we're comfortable that our enrollment management initiatives are working. Eastern Washington University will be on campus January 14 to continue work on the agreement and curriculum; looking for a signed agreement within the next 4-6 weeks. WSU-V continues to work toward offering a BSN program on campus beginning fall quarter. Based on these commitments, we will begin remodeling space in the Learning Commons to create a University Center.

Vice President Laura Brener:

- ✓ She and Faculty are excited about advertising for eleven tenure-track positions. Of these, some are new and some are replacements. The positions currently occupied by full-time temporary faculty will be assessed in-house; thus may not be advertised.
- ✓ The K-12 Math partnership in Toutle is moving along well—Longview School District has now called and they want to discuss the same type of program.
- ✓ We're expanding our Nursing capacity with an additional ten students in our online delivery program.
- ✓ She will be meeting with City U to look at expanding their presence on campus.

Vice President Lisa Matye Edwards:

- ✓ The vendor for the system-wide ctLink project will be Ciber. We will be advertising for a coordinator position to help during the transition.
- ✓ She will be sending information out to students in the next week or two about the EWU partnership.
- ✓ ASLCC will be presenting a suicide prevention series open to students and staff
- ✓ Our Veteran's program is taking shape with the help of an Americorp Volunteer, who is a veteran himself.
- ✓ Mark your calendars: The annual Athletics Auction will be January 13<sup>th</sup>.

Vice President Nolan Wheeler:

- ✓ The second floor of the Health and Science Building was poured today; contractor is on schedule.

- ✓ The design documents for the Fitness Center are about 50% complete.
- ✓ We have hired a part-time sustainability employee, who will look at ways to save money—our current utilities cost \$700,000, so we're hoping that she will be able to find ways to reduce that expense, as well as look at ways for us to be environmentally friendly.
- ✓ Casey Tilton, Security Director, worked with our identified critical building coordinators to review what to do in the event of a lockdown. A follow-up meeting will be scheduled for the entire campus. We are contemplating a mass casualty drill in conjunction with Peace Health.

**5B. ASLCC Report – N/A**

**5C. LCCFAHE Report** – Adam Wolfer reported that the faculty association is excited about the addition of the new tenure-track faculty. The six new faculty from last year are now participating in campus activities.

**5D. WFSE Report** – Tracy Stanley reported that she and Kendra had a good meeting regarding professional development opportunities. They are also looking at more safety trainings.

**5E. LCC Foundation** – Director Erin Brown reported the following:

- ✓ They are in the awareness building portion of the campaign. The annual report to the community will help in this endeavor. The campaign committee is working on the strategic initiatives. Chris has been all over the community talking about the college and foundation initiatives.
- ✓ The Executive Committee gave approval to work toward a significant grant opportunity.
- ✓ The upcoming TACTC Conference will provide an opportunity to talk to legislators about our student success fund.

**5F. Human Resources** – Kendra Sprague explained that the staff in HR is prepping for all of the faculty position notices. In addition to the professional development training opportunities outlined by Tracy Stanley (above), several more activities are in the works, including ethics training and other mandatory trainings.

**5G. Institutional Research and Planning** – Wendy reported that the college is on track with all of the ATD initiatives, and several employees will be participating in the ATD Dream Conference the first week of February. A lot of the ATD activity centers around the First Year Experience and Advising.

**5H. Legislative/College Relations** – Sue Groth distributed copies of the 2013 legislative agenda, and reminded trustees of the January 30 reception at the TACTC conference. Our Transforming Lives nominee, Chris Cayton, has been selected as one of the top five and will be recognized at the awards dinner on the 29<sup>th</sup>. We have been asked by several sources about purchasing the Mark Morris property should it become available. Sue said the answer we are giving is that the Longview School District has to

go through their process to determine if it will become available; until that time, we wait.

**5I. Head Start/ECEAP Written Report** – Includes program and budget status reports for November 2012, plus an updated page from their annual report. Steve Vincent reported that he and John Philbrook had recently participated in a Head Start orientation and how impressed they had been with all that the program offers to children and families in our community.

**5J. Other** – None

**6. INSTITUTIONAL MONITORING**

**6A. International Student Program** – Margit Brumbaugh presented an overview of the “First 100 Days” of the LCC International Student Program, including the work being done with partners and agencies to identify and recruit students. She and Lisa Matye Edwards talked about their recent trip to China with a large delegation of educators from across the country.

**6B. Professional/Technical and Customized Education Monitoring Report, Cycle 14** – Brendan Glaser, Karen Joiner, and Lynell Amundson presented highlights from this report, which focus on providing quality professional/technical education for employment, skills enhancement and career development, as well as partnering with business, community groups, and other educational entities to provide workforce development and customized programs and services.

**6C. Quarterly Budget Report** – Nolan Wheeler reviewed the first quarter budget status reports, which show the college is operating well within its budget.

**7. PUBLIC COMMENT** – None

**8. BOARD BUSINESS/INFORMATION ITEMS** – None

**9. EXECUTIVE SESSION** – None

**10. ADJOURN EXECUTIVE SESSION** –

**11. ADJOURNMENT** – With no further business, the meeting was adjourned at 6:51 p.m.

On February 20, 2013, the Board of Trustees of Community College District 13 approved minutes of the January 16, 2013 regular meeting.

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Christopher C. Bailey, Secretary to the Board