



Longview, WA 98632

MEETING of MARCH 20, 2013

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Thuy Vo called the regular meeting of the District 13 Board of Trustees to order at 5:02 p.m., on Wednesday, March 20, 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: Max Anderson
Heidi Heywood
Steve Vincent
Thuy Vo

COLLEGE PRESIDENT: Chris Bailey

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

2. INTRODUCTION OF GUESTS – There were several visitors present for the tenure awards (see attached list). Nicole DiGerlando, Josie Zbaeren, and Gina Armer stayed for the full meeting as a requirement of their probationary process. President Bailey introduced Jim Lowery from the Centralia College Board.

3. APPROVAL OF AGENDA

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

MOTION CARRIED unanimously.

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

- A.** Minutes of the February 20, 2013 meeting
- B.** Minutes of the March 13, 2013 Special Meeting
- C.** Head Start/EHS/ECEAP Items:
 - Head Start/ EHS Self-Assessment Action Plan
 - Strategic Plan Goals & Objectives
 - Selection/ Enrollment Policy & Procedures (ERSEA 3a, ERSEA 3e, ERSEA 3c)
 - Selection Criteria (ERSEA 3d, ERSEA 3d1)
 - Parent Reimbursement Policy (PGOV 1e)
 - 2013-2014 Head Start/ EHS Budget- Grant Application

MOTION: By Heidi Heywood, seconded by Steve Vincent

To approve the amended consent agenda as presented, including minutes from the February 20 and March 13 Board meetings, and Head Start policies and budget

MOTION CARRIED unanimously.

5. TENURE CONSIDERATION –

- 5A.** Chair Von called for a 10-15 minute executive session at 5:07PM to discuss personnel matters. Action anticipated.
- 5B.** Action as a Result of Executive Session – Chair Vo re-opened the public meeting at 5:19 p.m., and called for a motion on tenure.

MOTION: By Max Anderson, seconded by Heidi Heywood

I move that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committees at both the March 13, 2013 special executive session and the March 20, 2013 executive session, do hereby grant tenure to Hiedi Bauer, Brad Benjamin, Jim Dillinger, Katrina Fuller, Nadine Lemmons, and Connie Ramos, effective with the beginning of Fall Quarter 2013.

MOTION CARRIED unanimously.

At this time, Randy Byrum presented the Trustees with gifts from the welding students, which were made using the new welding equipment received from the last legislative session.

6. COLLEGE INPUT

6A. President's Report – President Bailey reported that the recent revenue forecast was flat, which is much better than anticipated. Also, our spring enrollment numbers are down significantly (16%), so we are ramping up retention efforts immediately. We are still about 7% above our target, but the 16% translates to roughly \$1.6 million. We signed an agreement with Eastern Washington University to bring two baccalaureate degrees to LCC in Fall 2013—Applied Technology and Interdisciplinary Studies—and, it looks like they will bring Business Administration in Fall 2014. We're still waiting for official word from WSU-V to bring a BSN program to LCC in Summer 2014. In addition, we continue to partner with City University in Education.

VP Laura Brener – Instruction

- LCC is entering into an agreement with Tacoma Community College for a Homeland Security AAS program, and we're collaborating with Walla Walla on a biofuel degree. LCC continues to expand its biodiesel capabilities and hopes to convert the campus lawn equipment to biodiesel in the near future. A new piece of equipment called a "squeezer" will allow us to convert plants into biofuel.
- The online Running Start program at Toutle Lake High School is going well.

Vice President Lisa Matye Edwards – Student Services

- ASLCC students and their advisor are in Washington DC advocating for Pell grants, Trio, and other issues.
- Many calls are being made to students who have applied for financial aid but have not yet registered, and a common theme is that they haven't had time to register because of finals.
- She anticipates that we will be getting the loan default rate soon, which may not be favorable. We are working on default management strategies to address the issue.
- Student Support Services received all available points for its annual report—this is the first time ever. SSS has a very high percentage of achievement and retention.
- The LCC baseball team is on a 10-win streak, and softball is also doing great.
- Outreach and recruiting efforts are in full swing.

Vice President Nolan Wheeler – Administration/Finance

- We have begun the spring break moves...IT is moving to the Science Building to make room for the University Center. Bids were good for this project, and he estimates finalizing the contract within three weeks.
- Fitness equipment from the upper gym is being moved to the Student Center for the duration of the Fitness Center remodel—likely July 2014.
- The Health & Science Building continues on schedule. The third floor walls are going up. Our Fire Science students had an opportunity to tour the project to see what the shell of a building looks like.

6B. ASLCC Report – Not available

- 6C. LCCFAHE Report** – Adam Wolfer explained that the College is well underway with the search process for new faculty. Contract negotiations are scheduled for next year, so he is looking at training for the representatives. The regional science Olympiad was again a resounding success with 38 teams participating.
- 6D. WFSE Report** – Tracy Stanley reported that the professional development opportunities are wonderful and have helped build morale, which took a hit with the 3% salary reduction last year. There are a lot of changes on campus, but it is energizing and exciting. More staff are taking interest in union activities.
- 6E. LCC Foundation** – Erin Brown reported on the internal capital campaign; they are focusing on partnership –vs. money, and to date, have a 50% participation rate from staff. The annual report has been mailed and response has been great. 487 letters have been mailed out about the “Horns and Halos” gala on May 18; we’re hoping to raise \$1.5 million toward student success at the gala.
- 6F. Human Resources** – Kendra Sprague reported that the screening committees are being formed for the open Faculty positions. Professional development opportunities have been well received and will be continued.
- 6G. Institutional Research and Planning** - Wendy Hall distributed a copy of the ATD report; LCC is making great gains on the initiatives. The ATD coaches will be here in May and will meet with the Board during the May meeting.
- 6H. Legislative/College Relations** – Sue Groth reported that EWU will be holding five concerts in the Wollenberg during spring quarter, and have agreed to accept donations to our Head Start program instead of charging an admission fee. 50 employers participated in the recent Career and Networking fair. We will have a well-known speaker at the annual William Vest Memorial Lecture, Stephanie Coontz. On March 21, we will have two students competing at the All-Washington awards ceremony. Each competitor will receive \$500, and our own LCC Foundation has agreed to sponsor another \$500 from this point forward.
- 6I. Head Start/EHS/ECEAP Written Report**

 - ✓ January 2013 Budget Status Report
 - ✓ January 2013 End-of-Month Program Report
 - ✓ Memo from the U.S. Department of Health and Human Services re: Sequestration
- 6J. Other**
- 7. PUBLIC COMMENT** – Jim Lowery spoke briefly about the importance of collaboration between education and business.

8. BOARD BUSINESS/INFORMAITON ITEMS –

8A. Election of Board Officers – Since the nomination for new officers occurred in February; Chair Anderson called for a motion on the 2013-2014 nominations:

MOTION: By Heidi Heywood, seconded by Max Anderson,

That Steve Vincent be elected Chair and John Philbrook Vice
Chair for 2013-2014

MOTION CARRIED unanimously; gavel passed From Thuy Vo to Steve Vincent

9. EXECUTIVE SESSION – None

10. ADJOURNMENT – With no further business, the meeting was adjourned at 6:30 p.m. by Chair Steve Vincent

MOTION: By Max Anderson, seconded by Heidi Heywood,

That the meeting be adjourned.

MOTION CARRIED unanimously.

On April 17, 2013, the Board of Trustees of Community College District 13 approved minutes of the March 20, 2013 regular meeting.

Christopher C. Bailey, Secretary