



Longview, WA 98632

MEETING of APRIL 17, 2013

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Board Chair Steve Vincent called the regular meeting of the District 13 Board of Trustees to order at 5:03 p.m., on Wednesday, April 17, 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

COLLEGE PRESIDENT: Chris Bailey

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

2. INTRODUCTION OF GUESTS –

Bryan Bales, Vet Corps Rep; Mary Leach, Instructor; and Shelley Bannish of Centralia College

3. APPROVAL OF AGENDA – Chair Vincent explained that a motion is needed to amend the agenda to add Board Officers as item 9A—[Action required]:

MOTION: By Heidi Heywood, seconded by Thuy Vo,

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 March 20, 2013 Board Meeting

4B. Miscellaneous Student Fees for 2013-14

MOTION: By Heidi Heywood, seconded by Max Anderson,

That the consent agenda be approved as presented, including minutes from the March 20, 2013 board meeting and the 2013-14 Miscellaneous Student Fee Schedule as presented.

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – President Chris Bailey provided an update on the University Center:

- ✓ Eastern Washington University has committed to two programs beginning fall 2013—Applied technology and Interdisciplinary Studies—and for Business Administration beginning fall 2014. WSU-V has committed to bringing a Bachelor of Science in Nursing starting summer/fall 2014. In addition, City University will continue offering an Education Degree, and Concordia will offer a degree in Early Childhood Education. Construction to house the University Center in the Alan Thompson Library will begin within a few weeks.
- ✓ International Student Program – Don Cardon is working on a potential mix-use development in the downtown area. LCC has been approached about their interest in student housing as a component of the project. We are very interested, but can't commit to a number of units until the price point has been established. Having available student housing will be a great recruiting tool for our International Student Program.
- ✓ The pilot Running Start/eLearning program at Toutle Lake is moving ahead nicely. We also received verbal agreement from Castle Rock High School that they want to collaborate on the same type of program for fall quarter.

Vice President Lisa Matye Edwards:

- ✓ Student Services staff are working with their counterparts at Eastern Washington University to coordinate necessary services (advising, etc.).
- ✓ Conversion to the new system-wide computer platform—called ctcLink—will go live at LCC in May 2015.
- ✓ Members of the ASLCC recently traveled to Washington, DC to advocate for students

Vice President Nolan Wheeler:

- ✓ We have received great press on the Health and Science Building, as well as the Fitness Center. The projected bid date for the Fitness Center is May.

- 5B. ASLCC Report** – J. Wylie provided more information on the student trip to Washington, D.C. Student Government is also working on an ID discount program with various merchants in the area. On May 18-19, representatives from Cowlitz County Elections will be on campus helping students register to vote.
- 5C. LCCFAHE Report** – Adam Wolfer reported that Faculty are busy participating on numerous screening/interviewing committees for the open faculty positions. Nominations for new Association Officers has begun.
- 5D. WFSE Report** – Tracy Stanley reported that many more staff are becoming involved and sharing ideas. She thanked Kendra for the numerous professional development opportunities, and many staff members are either taking or contemplating taking classes at LCC. The central local is interested in possible fundraising for the LCC Fitness Center; she will keep everyone apprised.
- 5E. LCC Foundation** – Director Erin Brown reported the following:
- ✓ We're in the last week of the internal campaign, and so far, we have an 80% participation rate.
 - ✓ May 18 is the date for the Student Success Fund Gala; the goal is to raise \$1.5M over five years. Both the Benefactor and Alumni of the Year will be honored.
- 5F. Human Resources** – Kendra Sprague reported:
- ✓ Human Resources is receiving a large number of applications for the Faculty positions.
 - ✓ The professional development trainings have been well attended
 - ✓ Retirement seminars are being offered to employees
- 5G. Institutional Research and Planning** – Wendy explained that our ATD coaches will be on campus May 14-16, and will be talking with the Board during the May 15th Board meeting. Our annual report for ATD efforts is due May 15. She thanked Steve Vincent for his work on the EDA grant application.
- 5H. Legislative/College Relations** – Sue Groth reported that a Lower Columbia College student has again been selected to receive a Jack Kent Cooke Scholarship. This scholarship is given to community college students transferring to four-year universities in the amount of \$30,000 annually. May 10 will be "EWU @ LCC" Day. We will have a reception of community leaders and representatives prior to the concert with the EWU Jazz Ensemble.
- 5I. Head Start/ECEAP Written Report** – Includes program and budget status reports for February 2013.

5J. Other –

- ✓ To accommodate the annual Chamber Education Awards on May 15, the Board agreed to start their meeting at 4:00 p.m., and to move the monitoring report to June.
- ✓ Steve Vincent will represent the LCC Trustees at the May TACTC Conference
- ✓ President Bailey distributed copies of talking points regarding the Mark Morris property. He stressed that we are solely in research mode at this time as the Longview School District and community work out the best solution for students.

6. PRESENTATION BY THE VET CORPS – LCC Vet Corps representative Bryan Bales, an AmeriCorps and LCC employee, and student and Vet Club member Max Everett, provided a brief history and information on LCC’s Veteran’s services, including the Veteran’s Corner located on the second floor of the Student Center. They discussed some of the challenges that our student Vets encounter, and how much they appreciate having a space where they can get away from the mainstream if needed. The Vet Club has sponsored fundraising events that help build awareness of services, as well as providing funds for future projects.

7. INSTITUTIONAL MONITORING

7A Basic Skills and Pre-College Monitoring Report, Cycle 14 – Mary Leach and Wendy Hall provided information on this report. The objective is to ensure that learners who are under prepared for college level studies have access to developmental coursework and bridge opportunities to college level work. Maggie and Wendy discussed basic skills achievement, as well as academic performance of developmental education students. Enrollment data included Basic Skills, Pre-College, I-BEST, I-TRANS, and CEO. Also presented was data on progression of basic skills students into college level courses.

7B. Quarterly Budget Report – Nolan Wheeler reviewed quarterly budget status report. Year to date operating revenue continues to outpace gross expenditures. We will closely monitor expenditure levels as we move into the last quarter.

8. PUBLIC COMMENT – None

9. BOARD BUSINESS/INFORMATION ITEMS – None

9A. Board Officers – Steve Vincent explained that with the departure of John Philbrook, an election for the Vice Chair position is needed; therefore, he would entertain a motion for this action.

MOTION: By Max Anderson, seconded by Thuy Vo,

That Heidi Heywood be elected as Vice Chair for the coming year

MOTION CARRIED unanimously.

- 10. EXECUTIVE SESSION** – At 6:35 p.m., Chair Vincent called for a fifteen minute Executive Session for the purpose of discussing real estate—No action anticipated
- 11. ADJOURN EXECUTIVE SESSION** – Chair Vincent re-opened the public meeting at 6:53 p.m.
- 12. ADJOURNMENT** – With no further business, the meeting was adjourned at 6:54 p.m.

MOTION: By Heidi Heywood, seconded by Max Anderson

That the meeting be adjourned

MOTION CARRIED unanimously.

On May 15, 2013, the Board of Trustees of Community College District 13 approved minutes of the April 17, 2013 regular meeting.

Christopher C. Bailey, Secretary to the Board