



Longview, WA 98632

MEETING of JUNE 19, 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, June 19, 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
Max Anderson
Steve Vincent

COLLEGE PRESIDENT: Chris Bailey

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

2. INTRODUCTION OF GUESTS –

3. APPROVAL OF AGENDA – Correction: Item 10A should read Resolution 60 instead of 61.

MOTION: By Max Anderson, 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 May 15, 2013 Board Meeting
 - 4B. 2013-14 Quid Pro Quo Agreement with the LCC Foundation
 - 4C. Head Start 2013 ECEAP Self-assessment Strengths and Action Plan, and 2013-14 HS/EHS Sequestration Budget Action Plan

MOTION: By Max Anderson, seconded by Thuy Vo,

That the consent agenda be approved as presented,

Question: Max asked if there were any changes to the Quid Pro Quo Agreement from the previous year. Erin Brown and Bonnie Terada answered that it was the same except for the period of duration.

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

- 5A. **President's Report** – President Bailey reported an update on the budget—The revenue forecast was released on Tuesday and showed an additional \$300 million. The Senate is holding firm on no tuition increase. Our biggest concern is that if the legislature does not approve a budget by June 30, we have no authority to spend funds as of July 1, although we can spend local funds. Our assumption is that they will reach an agreement and we won't need to implement budget provisions as outlined in Resolution 60. Nolan explained that if we don't have a budget in place by July 1, it also affects Capital, so all capital-funded projects will have to cease; however, there will be no disruption to the Health and Science building since it was funded on a C.O.P. Also, the Fitness Center is a matching project funded by local funds, so it also will not be impacted.

We received approval from Nursing Program Approval panel for our pilot project called SPINE, which allows online education in Nursing to 10 additional students.

Vice President Lisa Matye Edwards:

- ✓ The College is in graduation mode! The ceremony begins at 6:30 on Friday evening @ Kelso High School. We will have 301 of our 700+ graduates walking, as well as 60+ High School Completion/GED students.
- ✓ Financial Aid is awarding for summer which starts July 1st.
- ✓ There has been a great response this year for the Summer Advising Institute.
- ✓ Student Services is hiring some backfill positions, which is a welcome relief. We will be restructuring in TRIO due to budget cuts—Judith Chapar will oversee both Student Support Services and the Educational Talent Search programs.

Vice President Nolan Wheeler:

- ✓ The Health and Science Building is going well and on schedule.
- ✓ Bids will go out on July 5 for the Fitness Center. The gymnasium will go offline on July 19 to ready for abatement. Bids will be opened on August 15.
- ✓ The University Center is almost complete.

Interim Vice President Brendan Glaser:

- ✓ Instruction is well positioned for Fall quarter. He will be working closely with Deans and President Bailey on an academic master plan to support the College initiatives.
- ✓ We have had a very successful year promoting STEM. We are duplicating the Catapult to College camp, and already have 80+ signed up; the Science Olympiad was very successful, as were our weekend STEM seminars.
- ✓ We're currently offering new degree opportunities by working collaboratively with other colleges. In particular, with Pierce's Emergency Management program, where our students will take almost all of the courses at LCC, but take an emergency management class at Pierce. Pierce, in turn, will be utilizing our Digital Forensics class for their students. We're also working with Walla Walla on a biofuel degree.
- ✓ We are working on various TACCCT grants with other local agencies. One grant deals with transportation and the other with forestry.

5B. ASLCC Report – N/A

5C. LCCFAHE Report – Adam Wolfer reported that Faculty have been adjusting to the administrative changes in Instruction. Hahli Parvey is taking the lead on the summer STEM night on Sept. 20th, and many faculty from all over campus are excited to take part. Search Committee for VPI is being established---20 faculty expressed an interest in participating on the Committee, and he and Kendra met to choose six.

5D. WFSE Report – Tracy Stanley reported that classified staff are busy this time of year. She has received positive feedback from staff working with Brendan, and the union is working with Faculty and Kendra to resolve some issues.

5E. LCC Foundation –Erin Brown reported on the New Foundation officers for the coming year: Bob Gregory, President; Jackie Evans, VP, and Alex Nelson, secretary.

- The Internal campaign resulted in an annual pledge of \$28,000
- The May 18 Gala raised slightly more \$130,000
- Looking for grant applications for matching funds. The EDA grant was delivered last week with 38 letters of support
- The Foundation has earmarked \$250,000 toward the Business and Industry – Corporate Training endeavor. The College will be sending out the position announcement for an Executive Director later in the week. Norpac will be our pilot partner for corporate training.
- She has been keeping President Bailey extremely busy with several leadership awareness meetings with community members, where we discuss our strategic

initiatives, economic development, etc. The meetings have been wonderfully productive with great feedback.

- 5F. Human Resources** – Kendra Sprague explained that the many retirements equate filling vacant positions; therefore keeping Human Resources extremely busy. She and Adam are co-chairing the screening committee for the VPI. She anticipates posting the position the first part of July; open through mid-September, interviews the end of October, and a new VPI in place by the start of Winter Quarter. The Classified Training Committee will be meeting in July to plan opportunities for the coming year
- 5G. Institutional Research and Planning** – Wendy reported that we will be ramping up grant asking. In addition to EDA and TACCCT grants, we are partnering on another EDA grant with the Port, and we're likely going back to College Spark for an additional grant. We are closing the door on a very productive year for our Achieving the Dream initiatives with a Summer Institute (cadre of 16 Faculty); Faculty Resources Fair during In-Service week where faculty can meet Student Services staff; and a 2-day training for all faculty in September focusing on student success/student engagement.
- 5H. Legislative/College Relations** – Sue Groth talked about the great student stories that come to light this time of year and how they are used in marketing materials. We're also working on two new videos for LCC
- 5I. Head Start/ECEAP Written Report** – Includes program and budget status reports for April 2013.
- 5J. Other** – None

6. INSTITUTIONAL MONITORING

- 6A. Institutional Excellence and Community Enrichment Monitoring Report** – Nolan Wheeler and Joe Quirk provided a highlight summary of these reports. This past year, the LCC Foundation created a Student Success Fund to support student achievement. In 2012-13, the fund provided \$54,571 to 178 students with an average award of \$192. LCC is forging ahead with its "Achieving the Dream" efforts to increase student success and accrue more points under the Student Achievement Initiative. The Health and Science Building will be open for classes on or before September 2014, and renovation of the Fitness Center will begin in June 2013. Last, but certainly not least, the College has made great strides to stabilize its network over the past year. Nolan and Joe also recapped the key performance indicators for the data contained in the report.

7. PUBLIC COMMENT – None

8. BOARD BUSINESS/INFORMATION ITEMS –

- 8A. Budget: Resolution 60 Authorizing Continuation of the 2012-13 Operating and Budget** - Chris explained that this is a contingency in the event the Legislature does not approve a budget by June 30, but he believes it won't be utilized. Bonnie Terada said we should consider including the ASLCC budget, so they, too, have the ability to continue operating after July 1.

MOTION: By Max Anderson, seconded by Thuy Vo,

To approve Resolution #60 authorizing the President to proceed with normal operations of the College and the Associated Student Activities Budgets using available local funds until September 1, 2013, or until formal adoption of the 2013-14 Operating Budget, whichever event occurs first.”

MOTION CARRIED unanimously.

- 8B: Retreat Planning for July 17, 2013** – Since we won't have a state budget until at least June 30, Joe Quirk requested pushing out the July board meeting until the week of the 24th or later, which would provide time to prepare the College's budget for presentation to the Board. The Board asked the president's office to send an email including alternate dates for the meeting, as well as asking for input on agenda items for that meeting.

- 9. EXECUTIVE SESSION** – At 6:30 p.m., Chair Vincent called for a 30-45 minutes Executive Session to discuss personnel matters, and asked that Chris Bailey and Kendra Sprague attend.
- 10. ADJOURN EXECUTIVE SESSION** – Chair Vincent re-opened the public meeting at 7:15 p.m.
- 11. ACTION AS A RESULT OF EXECUTIVE SESSION** - None
- 12. ADJOURNMENT** – With no further business, the meeting was adjourned at 7:16 p.m.

MOTION: By Thuy Vo, seconded by Max Anderson

That the meeting be adjourned

MOTION CARRIED unanimously.

Christopher C. Bailey, Secretary to the Board