



Longview, WA 98632

MEETING of OCTOBER 16, 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 5:04 p.m., on Wednesday, October 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: Steve Vincent
Thuy Vo
Heidi Heywood
George Raiter
Max Anderson

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Adam Wolfer, Tracy Stanley, Max Everett, Erin Brown, Sue Groth, Brendan Glaser, Chad Meadors, Kendra Sprague, Nolan Wheeler, and Linda Clark

- 2. INTRODUCTION OF GUESTS –** President Bailey introduced Kim Weatherspoon, AAG, who was attending in Bonnie Terada’s absence, as well as Probationary Faculty Cory Kile, Gary Roeske, and Mark Gaither. Steve Vincent introduced new LCC Trustee George Raiter

3. APPROVAL OF AGENDA –

MOTION: By Heidi Heywood, seconded by Thuy Vo,
That the agenda be approved as presented

MOTION CARRIED unanimously.

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

4A. Minutes of the September 18, 2013 Board Meeting

MOTION: By Heidi Heywood, seconded by Max Anderson,

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report – President Bailey Chris provided a recap on some of the college's initiatives.

International Program: Lisa and Margit are currently in China to meet with a host of potential agents. Margit is working with a potential agent from India

University Center – We had a great open house/dedication for the LCC Regional University Center earlier in the day. In addition to our four university partners, several legislators were present, along with retired State Representative Alan Thompson and his wife Barbara. After the dedication, some of the partners expressed interest in expanding onsite programs, as well as utilizing their online courses.

Vice President Nolan Wheeler:

- ✓ Nolan shared that we have an agreement with Woodland for a rural outreach center on their campus. They will provide a room and we will provide the computers. During the recent visit, we also discussed the potential of relocating in their Career Center once the new high school is finished. Chris said we now have Toutle, Castle Rock, Wahkiakum (2 sites), Woodland and Kalama is now interested.

Interim Vice President Brendan Glaser:

- ✓ Brendan explained that all eight tenure review committees have now been finalized. Three of the new faculty are here tonight to observe a Board meeting, which is a component of their probationary process.
- ✓ An annual schedule for STEM activities has been developed, which will help greatly for marketing.
- ✓ Have started our community conversations series again this quarter.
- ✓ We are spending a lot of time on program development and trying to incorporate feeder programs for our University partner's baccalaureate degree programs.
- ✓ A group of faculty/staff will be going to an ATD and Best Practices Conference later in the month.

Chad Meadors for Vice President Lisa Matye Edwards:

- ✓ Chad gave a brief update on the new Academic Early Warning system. With the help of our IT Department, we now have a system to alert students by week two that they are not doing well instead of our previous system of notifying them at the 7th week. It allows faculty to report on students three different times throughout the quarter. Our 2nd academic warning for the quarter started yesterday, and the third one will be at mid quarter. The system itself is not an intervention system, but a notification system. We will take the information gleaned from this quarter's results to develop intervention process.
- ✓ New Student Orientations - These sessions are now mandatory and interactive; the 20-student cohorts are registered, given pin and ID numbers. In addition, we also provide representation from registration and testing.
- ✓ We just passed the first year seminar today in Curriculum Committee. This 6-credit course will go throughout the academic year and will provide students continuous information on what they need throughout the year. It is designed to help students bridge the gap between pre-college and college level students.

5B. ASLCC Report – ASLCC President Max Everett reported that the ASLCC-sponsored harvest fest will be held on Oct. 30 in the Student Center. Entry is two non-perishable food items. Student Government has put up several collection boxes around campus for the community food fight.

- 5C. LCCFAHE Report** – Adam Wolfer reported that contract negotiations will begin in January. He also reported on our Achieving the Dream Initiative--it is helping us break down silos and work across all areas of campus to promote student success. Our K-12 partnerships are still going strong. During orientation week, faculty participated in a SCALE workshop (active learning techniques).
- 5D. WFSE Report** – Tracy Stanley reported that the recent contract training went smoothly--no huge changes in the contract, which made it easier. Our staff are continuing to prepare for contract negotiations at the state level. Many of the contract proposals are submitted by WFSE members, and LCC staff submitted a record number of suggestions. Three LCC staff attended WFSE state convention.
- 5E. LCC Foundation** – Erin Brown Received explained that the Foundation has received a second gift from the Tolleson estate in the amount of \$45,000, bringing the total from the estate to \$245,000. This donation will be used to establish the endowment for the Student Success fund. Tomorrow is the Scholarship Social to connect donors and students. This year, \$334,000 was given to LCC students from the endowment scholarships. At the ACCT national convention, our LCC choir provided music at the opening ceremonies. You will see new Athletic Excellence goal to fund our student activities.
- 5F. Human Resources** – Kendra Sprague reported that HR has completed contract training with the classified staff; VPI interview schedules have been developed with the help of Adam Wolfer. We have a professional development opportunity on domestic violence prevention coming up.
- 5G. Legislative/Public Relations** – Sue Groth talked about the upcoming music events this weekend. On Saturday, our guest pianist will offer a master's training for a few of our students. Her office has been doing a lot of work on the new website, and will be seeking feedback during the next few months. The website features a great new calendar that allows individuals to select an event and send it directly to their personal calendars. Due to federal changes in the GED world, we are trying to track down over 600 past/current GED students who have taken some of the GED tests, but have not completed—if they don't complete before the first of 2014, all of the tests they have already taken will be voided and they will have to start over. The Testing Center is now going to be open Wednesday evenings. We are in the process of soliciting names of students for the Transforming Lives Award, so Heidi has agreed to represent the Board on the selection. Applications will be open for another week.
- 5H. Institutional Research and Planning** – Chris reported for Wendy that our EDA grant cleared the first hurdle and has been forwarded to Washington, D.C. If granted, it would help fund special equipment for the new Health & Science Building, and count toward our capital campaign.
- 5I. Head Start/ECEAP Written Report** – Includes program and budget status reports for August 2013.

5J. Other – Thuy explained that he had recently spoke to former student who had run into financial aid difficulty and was not able to complete courses for his degree. Erin said that we are fully aware and have been trying to find a way to help him, but the Federal financial aid regulations are causing him grief. He can, however, enroll at a 4-year university and restart his financial aid.

6. INSTITUTIONAL MONITORING

6A. Quarterly Budget Report – Nolan Wheeler reviewed the first quarter budget status reports, which reflect that we received an increase in state allocation, and enrollment targets remain consistent. Our Running Start and CEO program enrollments have both increased. The new book rental program has saved students \$60,000 this quarter!

7. PUBLIC COMMENT – None

8. BOARD BUSINESS/INFORMATION ITEMS –

9A. 2013-14 Committee Assignments – The Board discussed the various committees in which Board representation is needed and agreed on the following:

- ✓ George Raiter and Steve Vincent will serve on the TACTC Legislative Action Committee
- ✓ Steve and Heidi Heywood will represent on the LCC Foundation Board
- ✓ Max Anderson and Heidi will participate on the audit exit committee
- ✓ Thuy Vo will represent on the Classified Staff of the Year Committee
- ✓ Max will be the representative on the Facilities Naming Committee

9B. Proposed 2014 Board of Trustees Meeting Schedule – The Board will review the proposed meeting schedule for potential conflicts before they approve it at the November meeting.

9. EXECUTIVE SESSION – None

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

MOTION: By Heidi Heywood, seconded by Thuy Vo,

That the meeting be adjourned

MOTION CARRIED unanimously.

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