



Longview, WA 98632

MEETING of NOVEMBER 20, 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, November 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: Steve Vincent
Thuy Vo
Heidi Heywood
George Raiter

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Brendan Glaser, Nolan Wheeler, Erin Brown, Tracy Stanley, Adam Wolfer, Wendy Hall, Kendra Sprague, Lisa Matye Edwards, Bonnie Terada, Erin Kitchens (ASLCC) Sandy Junker, Suzanne Johnson, and Linda Clark. Also in attendance was the ATD Completion Team: Karen Joiner, Renee Carney, Randy Byrum, Dawn Draus, Judith Chapar, Terrie Skeie, Mary Leach, and Chad Meadors.

- 2. INTRODUCTION OF GUESTS** – President Bailey introduced Kim Tanaka, Executive Director of the State Trustees Association.
- 3. APPROVAL OF AGENDA** – Heidi asked that Item 8C be added to the agenda: Revisit Committee Assignments

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 October 16, 2013 Board Meeting

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

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report – President Bailey Chris explained that his report would be turned over to individuals to report out on the initiatives relative to their areas.

Rural Outreach - Renee Carney provided a brief summary of the rural outreach program. The College saw a need for students to have increased access for Running Start. The idea for online Running Start began with Toutle Lake. Their Board and Administration wanted to retain students on campus but still provide access to Running Start courses. Castle Rock and Woodland are both onboard—hoping to begin Winter Quarter. Wahkiakum School District is not directly involved with the outreach in Cathlamet, but the Cathlamet Community Center has established a center for LCC eLearners. Nolan Wheeler provided a snapshot about the physical space at the different schools which includes computers, some furniture, painting, and banners.

University Center – Renee Carney and Brendan Glaser reported that our main University Center partner—Eastern Washington University—is up and running with baccalaureate degrees in Interdisciplinary Studies and Applied Technology, and working on the specifics to bring a Business Program to campus --we should have their implementation plan by December 6. Warner Pacific contacted us and they will bring Human Development and Accounting; City University will be offering Criminal Justice and Computer Science; and Concordia is providing an Education degree. Karen Joiner reported that she met recently with the WSU-V Nursing Director to push forward bringing a Bachelor's in Nursing to our University Center by August 2014.

International Program: Lisa reported on last month's trip to China with Margit Brumbaugh. They are already seeing a lot of action from the contacts made. One of the Beijing high schools will be bringing 40-60 students here over spring break to visit campus. Margit is just returning from a trip to Germany.

Vice President Nolan Wheeler:

Just today, we had a restart of our facilities Master Plan, which was suspended last year pending Longview School's merger plans. The Health and Science Building project is going well. The Fitness Center is at the demolition phase now.

Interim Vice President Brendan Glaser:

A new Business Technology (BTEC) Certificate of Completion, Health & Wellness Advocate, has been developed and approved. An expanded certificate and AAS degree are being explored as possible future programs. The new certificate responds to changes driven by the Affordable Care Act and regional efforts to establish community health and wellness advocates.

Vice President Lisa Matye Edwards:

Lisa explained that because the current GED testing sequence will end December 31, our Testing Center has expanded hours and is open late on Wednesday evenings. We are the only college in Southwest Washington offering expanded hours to accommodate various testing services. Along with that, it's priority registration week for LCC. Open registration will start later. We are revamping the Student Code of Conduct with feedback from

students, staff and faculty. Financial Aid staff will be out and about offering financial aid workshops to high school students and their parents. Lisa explained that we had an OCR complaint from a student to which we are responding, and it appears that there will be no challenges

- 5B. ASLCC Report** – ASLCC representative Erin Kitchens reported that some of the student government officers went to a conference in California. On the home front, many events are coming up.
- 5C. LCCFAHE Report** – Adam Wolfer reported that the negotiations process is beginning, and it was agreed to bring in a trainer to train both teams.
- 5D. WFSE Report** – Tracy Stanley reported that the union is getting more participation from both full-time and part-time employees. A brand new member was elected to the Higher Ed Committee, and many of our employees are chairing state committees.
- 5E. LCC Foundation** – Erin Brown acknowledged that the Executive Committee selected the J & S Foundation to be recognized as Benefactor of the Year. They have given almost 3/4 of a million dollars in scholarships to LCC students, and will be honored on November 21 as well as at the Horns and Halos gala. The Foundation recently updated the donor wall in the Rose Center by adding 53 new placards. A pre-gala reception will be held for all who are on the donor wall. Our LCC student success video was submitted to the NCMPR and received a bronze medallion. We have submitted our “Red Devil Made Me Do It” campaign materials and our “Horns and Halos” materials for a Paragon award. Last but certainly not least, we are full on in the campaign mode. We are now soliciting and are up \$80,000 toward the campaign.
- 5F. Human Resources** – Kendra Sprague talked about the VPI search, which will be wrapping up Friday. She has been working closely with the negotiations team in preparation for the January start. She has also been working diligently on revising policies along with Lisa and Bonnie Terada--new Title IX compliance issues as well as violence against women have mandated revisions. During the WAC process, the policies in question will come before the Board for approval.
- 5G. Institutional Research and Planning** – Wendy Hall explained we are right in the middle of the implementation phase of the ATD grant at this point in time. Institutionally, we are considered to have the most ambitious plan per our funder, College Spark. Wendy reintroduced the ATD completion and asked the individual team members to speak about our ATD initiatives.
 - Renee Carney reported on Digital Literacy, or how students use the digital tools available to them. Faculty noticed that some students had difficulty using digital technology, so we purchased Smarter Measure through ATD to provide training for students and to provide assessment.
 - Chad Meadors, who is leading our implementation of advising efforts, explained that the ATD process has resulted in a complete restructuring of our Advising process. With the help of ATD, it pinpointed areas that needed improvement.

- Judith Chapar provided information on the area of Diversity. The Diversity Committee is assessing the campus climate, and is hoping to implement recommendations Spring quarter.
- Mary Leach, leading the first year experience portion, explained that data is showing that students need to take a success course. Instead of a 5-quarter class, we've broken it down into three 2-quarter courses. Mary piloted the program in the summer and it was wildly successful. Next year it will be mandatory for students who test into Developmental English.
- Dawn Draus and Terrie Skeie (Math) - Dawn is working on the Math transcribing agreement with local high schools. Terrie explained that we launched a number of Math boot camps for students to refresh their skills, and most of the students who attend a boot camp test higher on the placement test which saves them money and time. Because of these efforts, the number of underprepared Math students has gone down substantially.
- Adam Wolfer explained that the Student and Faculty engagement team has several components, including faculty development. The team is also looking at facilities that encourage better faculty student engagement. The Academic Early Warning system allows faculty to send emails to students and advisors early in the quarter.

5H. Legislative/Public Relations – Sue Groth was not in attendance; however discussion was held regarding the January 19-20 TACTC Conference and legislative reception. Kim Tanaka provided insight into the agenda.

5I. Head Start/ECEAP Written Report – Includes program and budget status reports for September 2013.

5J. Other – George Raiter explained that due to his involvement with the downtown development, it could pose a potential conflict of interest in regards to student housing, so he will need to recuse himself on future discussions relative to that topic.

6. INSTITUTIONAL MONITORING

6A. Bi-Annual Head Start Report – Sandy Junker and Suzanne Johnson presented the bi-annual update on the Head Start/Early Head Start/ECEAP Programs, including special programs, results of the Head Start Program Information Report (PIR) and the Teaching Strategies Gold assessment system, School Readiness, Enrollment, Planning for 2013-14 , Shared Decision Making, and Future concerns.

Sandy recapped the March 2013 Federal Head Start/Early Head Start review. A team of six was on campus for a week and found no areas out of compliance. One particular area of strength noted was community partnerships. She also summarized results of the PIR Performance Indicator Report, which covered topics of enrollment and services to students and families. The 2012-13 Annual Head Start/EHS/ECEAP report was distributed.

Sue talked about assessment activities and provided handouts detailing the spring assessment results which showed growth in all areas of development, with the most

being in literacy. There was also significant growth in Cognitive development and an 8.2% growth in math, but we still have the largest number of children below expectations in this area. Language development also showed an 8.2% growth. From these results, the School Readiness goals were developed.

Sandy shared the program planning timeline for 2013-14 and strategic planning goals and objectives.

7. **PUBLIC COMMENT** – Randy Byrum shared his opinion about how much the College does for the community.

8. **BOARD BUSINESS/INFORMATION ITEMS** –

- 8A. **Resolution 61: Delegation of Authority to Name Facilities** – Erin Brown explained that as the capital campaign continues, having facility naming rights available to solicit donations is critical to the campaign’s success; therefore, delegation of authority is recommended for this purpose. As a side note, this is the same procedure that was used during the capital campaign for the Rose Center.

MOTION: By Heidi Heywood, seconded by Thuy Vo,

That Resolution 61 be approved as presented

MOTION CARRIED unanimously.

- 8B. **2014 Board of Trustees Meeting Schedule** – The Board reviewed the proposed meeting schedule during the November meeting.

MOTION: By Thuy Vo, seconded Heidi Heywood

That the 2014 meeting schedule be approved as presented

MOTION CARRIED unanimously.

- 8C. **Committee Assignments** - Heidi explained that she cannot be the Board’s representative to the Foundation Board due to a conflict with the standing meeting dates, so a need arises to appoint another representative. George Raiter agreed to take the assignment.

9. **EXECUTIVE SESSION** – At 6:47, Chair Vincent called for a 10-minute executive session to discuss potential purchase of real estate. He asked Nolan Wheeler to stay. No action anticipated

11. **ADJOURN EXECUTIVE SESSION** - Chair Vincent reopened the public meeting at 6:57 p.m. No action to be taken.

- 12. ADJOURNMENT** – With no further business, the meeting was adjourned at 6:58 p.m.

MOTION: By Thuy Vo, seconded by George Raiter,

That the meeting be adjourned

MOTION CARRIED unanimously.

On December 18 2013, the Board of Trustees of Community College District 13 approved minutes of the November 20, 2013 regular meeting.

Christopher C. Bailey, Secretary to the Board