



Longview, WA 98632

MEETING of DECEMBER 18, 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 5:02 p.m., on Wednesday, December 18, 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:** Heidi Heywood  
Steve Vincent  
Thuy Vo  
Max Anderson  
George Raiter

**COLLEGE PRESIDENT:** Chris Bailey

Others in attendance: Wendy Hall, Lisa Matye Edwards, Erin Brown, Sue Groth, Brendan Glaser, Nolan Wheeler, Kendra Sprague, Bonnie Terada, and Linda Clark

2. **INTRODUCTION OF GUESTS** – President Bailey introduced Hanna Layton, representing the ASLCC

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 November 20, 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 provided an update on the Governor's Budget, which is a "no cut" budget for LCC. Our COPS's for the Main Building remodel project and potential student housing was approved as part of Governor Inslee's budget. On the home front, we are working hard on sustainable enrollment. Probably biggest news is that we signed a letter of intent with a Chinese Vocational School, who may send us up to 30 students per year. Our team will also be visiting another Chinese college in the spring as well as working on a sister city relationship with Japan. Chris explained that Grace Leaf has been hired as the new Vice President of Instruction, and that Brendan's scope is being elevated to Executive Dean. Thuy thanked Brendan for stepping in and doing a great job as interim VPI.

Vice President Nolan Wheeler:

Nolan provided a brief update on building and projects. He met with our architect and they have identified two additional spaces for CEO students. Castle Rock rural outreach is now ready for winter quarter. The Health and Science Building is about 3 to 3-1/2 months away from substantial completion, and we have worked with an interior designer to order furniture. Boilers will be fired up in January. Also in January, a bid will go out for audio/visual for the building. We have to rebid for the campus-wide VOIP project. The Fitness Center is completely torn up, but the contractor is beginning to build back in the locker room area.

Interim Vice President Brendan Glaser:

The CEO program is very much over-enrolled, which has necessitated us looking at expanding facilities and staff. This is such a fragile population of students that we really do not want to turn any of them away. He and Lisa have been working to get Career Services and Workforce staff together, which has actually occurred. Enrollment: Winter enrollment is not what we hoped it would be at -13%, so he is looking at data and trends to analyze and identify reasons why. Worker retraining money has run out for most of our students, which has had an impact, as well as the Pace of Progression regulations. As usual, we are making retention phone calls and interventions.

Vice President Lisa Matye Edwards:

Lisa shared information about our two TRiO programs: The Talent Search grant targets students starting in 6th grade, and Student Support Services are available to LCC students. The statistics are very positive. Our student code of conduct policy is being revised to reflect new federal regulations. It will have to go through the WAC process, which means it will come before the Board for public hearing.

5B. **ASLCC Report** – ASLCC representative Hanna Layton reported that the ASLCC started a toy drive and will take toys to Vancouver to wrap; then they will go to children in area hospitals. They are planning a "Welcome Back Wednesday" which will provide an opportunity to explain campus activities to both new and returning students.

5C. **LCCFAHE Report** – N/A

5D. **WFSE Report** – Tracy Stanley was unavailable to attend the meeting, but President Bailey distributed her written report to the Board. After reading the written report, several Board members asked if any specific issues had been brought forth to the appropriate administrators through the proper channels in reference to the "recent decisions of administrators referenced in the report," the answer was, "No." Kendra said she had met with Tracy recently but found the concerns were historic generalities, not specific decisions as referenced in the report. As a point of clarification, over the course of the past year and half, there have been specific issues that

have been addressed by administration through the proper channels. Kendra said would follow up with Tracy. Chris said that he is going to be pro-active and meet with the staff and faculty on a quarterly basis to see if there are any specifics to be addressed.

- 5E. **LCC Foundation** – Erin Brown reported that the Foundation initiated a "Holiday Thank a Thon" where our scholarship recipients and athletes made 180 phone calls to thank donors for their generosity during the year. On February 22, the Foundation is partnering with LCC Athletics for the official Hall of Fame induction dinner, which will be a "soft" fundraiser, but mostly an event to raise awareness of the athletic excellence campaign.
- 5F. **Legislative/Public Relations** – Sue Groth reported on the new LCC campaign/branding slogan: LCC is the "Smart Choice. " The Higher and Hire brand has been retired. She is meeting with each department on campus to explain what Smart Choice is, and why LCC is the Smart Choice. We will be expanding this slogan to rural outreach centers and will have open houses at both Castle Rock and Woodland. The Jazz Band concert that was cancelled has been rescheduled for January 7. The staff Holiday party provided \$753 to the Student Success fund.
- 5G. **Human Resources** – Kendra Sprague explained that Faculty contract negotiations will begin in January. We have hired a federal mediator to train both sides before actual negotiations begin. Professional Development opportunities were offered this quarter: Safety Training by Casey Tilton, and Motivating Yourself and Others by Chris Bailey. Staff have requested a follow-up to the Motivation Training, so Chris will try to do two per year. In addition to the student code of conduct policy being revised, she has also revised anti discrimination policies which will come to you in February.
- 5H. **Institutional Research and Planning** – Wendy Hall handed out the newest Facts and Figures fact book, which contains new data this year. She explained that there are a lot of activities going on in regards to Accreditation and Assessment. The EDA grant has been resubmitted and we're hopeful it be granted; we should know within the next 4-6 weeks.
- 5I. **Head Start/ECEAP Written Report** – Includes program and budget status reports for October 2013.
- 5J. **Other** –

6. **INSTITUTIONAL MONITORING**

- 6A. **Access and Completion Monitoring Report** – Lisa reviewed results of the 15<sup>th</sup> Cycle of the Access and Completion monitoring report; the first one for this academic year. She explained that monitoring reports look at key performance indicators to ensure that we are moving the needle toward the Board's established outcomes. Chris said it also provides information for the Board to see the raw data--reporting out on success or lack of success on outcomes.

7. **PUBLIC COMMENT** – None

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

- 8A. **Faculty Emeritus Consideration** – The Board reviewed nomination materials from the Social Science Faculty and the subsequent recommendation from the Sabbatical Review Committee to award Faculty Emeritus status to retired instructor Jerry Zimmerman

**MOTION:** By Max Anderson, seconded by Heidi Heywood,

That the title of Faculty Emeritus be conferred to Jerry Zimmerman as recommended by the Sabbatical Review Committee, and in accordance with administrative policy 319

**MOTION CARRIED** unanimously.

- 8B. **February Board Meeting Date** – Chris explained that he and Lisa may be in Japan or China during the regularly scheduled February 19 Board workshop. What would the Board like to do? The Board agreed that if the February 19<sup>th</sup> date is in conflict with the travel time, roll the normal workshop items into the March 19 Board meeting.

9. **EXECUTIVE SESSION** – Steve Vincent called for a 10-minute executive session @ 6:32 p.m. for the purpose of discussing real estate. George Raiter recused himself from the discussion.
11. **ADJOURN EXECUTIVE SESSION** - Chair Vincent reopened the public meeting at 6:43 p.m. No action taken.
12. **ADJOURNMENT** – With no further business, the meeting was adjourned at 6:44 p.m.

**MOTION:** By Thuy Vo, seconded by Heidi Heywood,

That the meeting be adjourned

**MOTION CARRIED** unanimously.

On January 15, 2014, the Board of Trustees of Community College District 13 approved minutes of the December 18, 2013 regular meeting.

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Christopher C. Bailey, Secretary to the Board