



Longview, WA 98632

MEETING of JANUARY 15, 2014

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

**1. CALL TO ORDER AND DETERMINATION OF QUORUM**

Vice Chair Heidi Heywood called the regular meeting of the District 13 Board of Trustees to order at 5:03 p.m., on Wednesday, January 15, 2014 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  
Thuy Vo  
Max Anderson  
**COLLEGE PRESIDENT:** Chris Bailey

Others in attendance: Grace Leaf, Lisa Matye Edwards, Nolan Wheeler, Erin Brown, Sue Groth, Kendra Sprague, Wendy Hall, Max Everett, Tracy Stanley, Adam Wolfer, Bonnie Terada, and Linda Clark

**2. INTRODUCTION OF GUESTS** – Linda M, Vicki E, Kam Todd, Jim Dillinger, Jim Woodruff, David Cordero, Randy Byrum, Jim Stanley, Nadine Lemmons, Armando Herbelin, David Rosi, Jim Young, Reba Harp, Dave Sorgenfrei, and Jack Humphrey

**3. APPROVAL OF AGENDA –**

**MOTION:** By Max Anderson, 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 December 18, 2013 Board Meeting

Prior to approving the consent agenda, Kendra requested clarification be added to the WFSE report from the December 18 meeting to read "... *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...*"

**MOTION:** By Max Anderson, seconded by Thuy Vo,  
That the Consent Agenda be approved as amended

**MOTION CARRIED** unanimously.

**5. COLLEGE INPUT**

**5A. President's Report** – President Bailey reported that the College is moving ahead with the Corporate Training initiative, and has hired Hahli Parvey Clark as the Executive Director. Rural Outreach – Chris, Nolan, Renee and Grace attended Castle Rock's School Board meeting last night—Their Board and staff are excited about the outreach efforts. The LCC outreach center is set-up with computers, furniture, and we will have a tutor starting on Tuesday to help students. In addition to the spot at Castle Rock, we have created outreach centers in Woodland, Toutle Lake, and Wahkiakum. Rainier contacted us about establishing a community center in Rainier, along with Clatskanie and St. Helens School Districts. Chris said he is very excited about this expanded opportunity for access. EDA Grant - We are hoping to hear soon regarding our EDA grant submission, which would provide \$1.4 million in equipment for the Health and Science Building. GED 21+ Program - We had 25 graduate from this program in the fall, and 9 are now enrolled in LCC classes this quarter—what a testament to the quality and value of the program.

Vice President Nolan Wheeler:

Nolan reported that we are about 40 days from substantial completion of Health and Science Building. He has conducted numerous tours, the latest being with Representatives Reykdal, Takko and Blake. The Fitness Center project is moving along nicely. On January 30, we will be conducting Master Planning sessions with LCC staff and our architects.

Vice President Grace Leaf:

Grace reported that in her short time as VPI, she has had opportunity to meet the Cowlitz County School Superintendents, attended her first concert in the Wollenberg, and has been asked for first speaking engagement in the community. Additionally, she has met with faculty in various settings and has many more individual meetings scheduled.

Vice President Lisa Matye Edwards:

Lisa explained that students and prospective students are working on their financial aid forms, which makes a very busy time for our staff. Student Services staff have been holding financial aid workshops and, recently, a very successful Scholarship night. She continues work on numerous grants. CtcLink is moving along well.

**5B. ASLCC Report** – ASLCC president Max Everett reported that some of the officers hope to attend a Legislative Convention event in Washington, DC, and that several fundraising activities are underway to help with defray costs. Upcoming events include a comedy event, the cross-fit challenge—current participation is approximately 40 students--and April will bring various events in recognition of Suicide Awareness week. The ASLCC is also working to increase their social media marketing.

**5C. LCCFAHE Report** – Adam Wolfer reported that the Faculty Association Team met with Grace recently for a “get acquainted” session. They are working on evaluations of

tenured faculty which will focus on getting good feedback without undue burden. A Taskforce has been working on student evaluations and will pilot test winter quarter.

- 5D. WFSE Report** – Tracy Stanley thanked Kendra for clarifying the December written report. Tracy explained that she and Kendra have met for process clarification and ideas, and that most of the concerns are not grievable. Heidi said the Board is glad to hear that communications are improving. Work continues on with bargaining process; another meeting is scheduled for the 31<sup>st</sup>, and the bargaining team is gearing up to meet soon to review articles and submissions.
- 5E. LCC Foundation** – Erin Brown said she will be meeting soon with the minority leader of the House Education Committee. We have three new Foundation Board members: Deb Sweet, Heather Schneider, and Linda Davis, which brings the Board up to nineteen. Ben Coons has volunteered as ad hoc advisor for the Campaign Committee. She and Marv will be at TACTC conference next week. The Foundation has awarded \$344,000 in scholarships this year! Upcoming events: The Student Success Gala is scheduled for April 26, and the Athletics Hall of Fame Gala will be February 1. The Hall of Fame benefits the LCC Athletics Excellence Fund.
- 5F. Human Resources** – Kendra talked about rolling out quarterly meetings where President Bailey will meet separately with classified, exempt, and faculty in an open conversation format. We are in process of submitting changes to a couple of WAC's. As Adam stated, we are starting faculty negotiations this Friday; excited to get started. This Friday is also the first in a series of wellness sessions with Elena Ross. Next month, we have trainings for supervisors on tap.
- 5G. Institutional Research and Planning** – Wendy Hall reported that through our ATD initiatives, the College has elected to make the first-year seminar mandatory for students who test into Dev. Ed courses, which is approximately 50% of our students. Training will be provided for Faculty during the Fall In-Service week. Speaking of ATD, we are planning to apply for lead college status in the spring which may lead to additional funding for student success efforts.
- 5H. Legislative/Public Relations** – Sue Groth reported that in addition to recent campus Tours for our local legislators, we also toured Jordan Meade who is with Congresswoman Beutler's office, hoping for support of the EDA grant. Sue also met with Katie Wittier of Congresswoman Murray's office and provided an update on our initiatives. Four of our six legislators will be attending the legislative reception on January 20 during the TACTC Conference. We have a new education reporter for the TDN - Justin Pittman. There is a new 2-year project consultant working in Sue's office for software applications with the new website and ctCLink applications to help with student success initiatives.
- 5I. Head Start/ECEAP Written Report** – Includes program and budget status reports for November 2013.
- 5J. Other** –

**6. INSTITUTIONAL MONITORING**

**6A. Professional/Technical Monitoring Report** – Brendan Glaser presented information on this monitoring report. He reviewed “Closing the Loop” actions, and provided a quick look at the performance slides, as well as comments from review team

**6B: Quarterly Budget Report** – Nolan Wheeler provided a summary of the quarterly budget status. He said reduced enrollment is affecting revenue, as evidenced in the report, so focus continue to be on revenue-generating measures: rural outreach, University Center, B & I (Corporate Training), and the International Student Program. Expenditures are on target for this time of year. Max asked if we could provide a model where dollars are tied to our initiatives—this will be brought to the February Board workshop.

**7. PUBLIC COMMENT** – None

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

**8A. Board Workshop Agenda Topics** –In addition to the annual agenda items, the Board would like to have a report on the International Program and expanded information on the College Initiatives.

**9. EXECUTIVE SESSION** – None

**10. ADJOURNMENT** – With no further business, the meeting was adjourned at 6:24 p.m.

**MOTION:** By Thuy Vo, seconded by Max Anderson

That the meeting be adjourned

**MOTION CARRIED** unanimously.

On February 19, 2014, the Board of Trustees of Community College District 13 approved minutes of the January 15, 2014 regular meeting.

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Christopher C. Bailey, Secretary to the Board