



Longview, WA 98632

MEETING of DECEMBER 17, 2014

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Board Chair Heidi Heywood called the regular meeting of the District 13 Board of Trustees to order at 5:02 p.m., on Wednesday, December 17, 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: Thuy Vo
Heidi Heywood
Max Anderson
George Raiter arrived @ 5:10 p.m.

COLLEGE PRESIDENT: Chris Bailey

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

2. INTRODUCTION OF GUESTS – Brian Sharp, Nadine Lemmons, Josie Zbaeran, Vicki Echerd, Jim Stanley, Mark Gaither, Robert and Nicole Cochran.

3. APPROVAL OF AGENDA – With no additions or revisions to the agenda, Chair Heywood called for a motion to approve.

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 October 15, 2014 Board Meeting

4B. Head Start Policies:

- ✓ Mission & Vision Statement HR1b
- ✓ Program Planning Policy& Procedures PGOV 4e
- ✓ Governing Body Roles & Responsibilities PGOV 3b

MOTION: By Max Anderson, seconded by Thuy Vo,

That the consent agenda be approved as presented.

Heidi had a questions on policy PGOV 4E, items 2b and 4A, as well as the wording in the Mission Statement on HR 1b. Since Sandy Junker wasn't in attendance to provide clarification, the motion was amended to read:

AMENDED MOTION: By Max Anderson, seconded by Thuy Vo

To remove all three Head Start policies and table until the January meeting when clarification can be provided.

MOTION CARRIED unanimously.

MOTION: By Thuy Vo, seconded by Max Anderson.

That the consent agenda be approved as amended

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – President Chris Bailey reported that the most urgent discussion item is the state budget. The Governor's budget proposal does not include any tuition increase for higher education. His proposal also addresses the K-12 class size initiative for only grades 1-3, and provides for faculty raises as well as the negotiated classified staff raises—everything depends on legislative approval. The SBCTC re-allocation model looks like it will not be implemented until next biennium, and more likely it will be 2016-17 before we get that benefit.

He also reported that Cabinet is re-working the enrollment management strategies since it is time to re-tool and look at new strategies centered on a target of 2950 FTE-- we are currently about 4% above that mark.

Vice President Brendan Glaser –

- ✓ He recapped a recent meeting with Head Start Policy Council that Representative Dean Takko attended. The Home and Family Life (HOFL)

program recently underwent a review and received a rating scale of 4. This means the program will receive \$7000 this year, next year and the year after.

Vice President Lisa Matye Edwards:

- ✓ She reviewed student academic performance today and looked for systematic improvements for retention and completion.
- ✓ ctcLink is moving ahead although the go live date is being pushed out. There is 30 years of data to clean up before the migration.
- ✓ Students now have gmail accounts.
- ✓ Registration for winter is going strong--mandatory new student orientations are going well.
- ✓ Getting ready for the burden of Gainful Employment reporting. It is a manual process and is very challenging for staff.

Vice President Nolan Wheeler:

- ✓ The Health & Science Building is still needing work on audio visual repairs in classrooms. In the Fitness Center, flooring going down and cabinetry going in. It has become obvious, however, that the contractors will not be done for the December 27 basketball tournament; so, the first scheduled game will be January 31st in conjunction with the Hall of Fame induction ceremony. The Applied Arts building is being renovated for English faculty and the Department of College Effectiveness. The Architect is in design mode after meeting with the English faculty, and the bid should be out soon. The plan is to be completed in May or June so staff can move in. The IOB will be demolished in the summer. He will send a link to the proposed Master Plan to the Board's LCC email addresses. He also sent out to staff and faculty to share comments with the architect.

- 5B. ASLCC Report** – Drew Davidson reported that the ASLCC is working hard on a video to present at the student rally on the Legislature in February. He will also be bringing an expenditure request to the Board at the January meeting. Rather than itemize each student activity, he will give Linda a list to send out electronically.
- 5C. LCCFAHE Report** – Adam Wolfer reported that Brendan met with all the Instructional Department to discuss issues, including replacement of faculty process, and that it was very helpful. Faculty in the Health and Science Building are working closely with IT on the technology in the building.
- 5D. WFSE Report** –Tracy Stanley reported that since the November board meeting, staff have been bringing issues through the appropriate channels. The Local WFSE will be very involved in lobbying this year. She and Adam met with Wendy regarding the employee survey and she was disappointed with the results--she hopes for an opportunity to ask questions later in the meeting.
- 5E. LCC Foundation** – Erin Brown said she has five items to report on:
 - (1) The Foundation has received a spotless audit. Many thanks to Rich Dolan
 - (2) Today and last week, 16 student volunteers called both athletic and scholarship donors to thank them for their assistance. 260 calls were made.

- (3) ATD - Foundation Board president Bob Gregory and Erin will be presenting at the national conference on our student success model. The LCC Foundation is currently the only Foundation working on a sustainable model.
- (4) The newest Foundation Board member is Bruce Pollock.
- (5) She has been working to roll out our Wertheimer Society, which is a more formal approach to those who have given—and will give—to LCC through estate planning. Donors are re-confirming pledge. The Foundation will also sponsor four educational sessions regarding planned giving.

5F. Effectiveness and College Relations – Wendy Hall explained that Angela Gates, LCC’s Transforming Lives nominee was selected as one of the top five finalists. As such, she will be speaking at the January TACTC Conference, and will also be attending the January Board meeting. EWU grades came out today and LCC has its first official graduate of the LCC campus-- Chance Stewart. The Fitness Center grand opening is tentatively being planned for April 14.

5G. Human Resources – Kendra Sprague reported that HR has wrapped up a full fall quarter professional development series which included mandated reporter training, retirement seminars, and supervisor trainings. HR also rolled out the winter quarter offerings which address a wider range of interests.

5H. Head Start/ECEAP Written Report – Included Head Start/EHS/ECEAP program and budget status reports for October 2014.

5I. Other – None

6. PUBLIC COMMENT – None

7. INSTITUTIONAL MONITORING

7A. Access and Completion Monitoring Report - Lisa Matye Edwards presented Cycle 16 of the report. The KPI’s for this report includes participation rates, participation and success rates of diverse populations, enrollment, student persistence, student progress/completion, student satisfaction with support services, and success of academic support programs. The Power Point reflects not only our mission fulfillment goals, but stretch goals as requested by the Board. Lisa discussed the action plans as a result of past reviews. Lisa also recapped the analysis from the report.

8. BOARD BUSINESS/INFORMATION ITEMS –

8A. Public Hearing for WAC 132M-300 - At 6:11 P.M., Chair opened the public hearing on adoption of discrimination and harassment rules held under the authority of RCW 28B.50.140 and 42.56.040 She also explained that Kendra Sprague would be recording the hearing as required by statute. A notice of proposed rule-making was filed with the Office of the Code Reviser on November 4, 2014 and published in the Washington State Register #14-22-091. She explained that the purpose of the hearing is to receive public comment on the proposed rules. She asked, "At this time, are there any comments to the proposed rules?"

No public comments, and no written comments had been received by Kendra.

Chair Heywood then called for a motion on adoption of rules WAC 132M-300-001 and 010 as published. No further discussion.

MOTION: By George Raiter, seconded by Thuy Vo,
To adopt WAC 132M-300-001 and 010 as published.

MOTION CARRIED unanimously.

Chair Heywood concluded the rule-making hearing after the vote at 6:15, and proceeded with the open meeting at 6:16 pm.

- 8B.** Campus Contact Opportunities - Heidi explained that last month she had asked President Bailey for a list of recommendations for campus-wide committees that could utilize trustee participation. The list was shared and the Trustees self-identified committees in which they would like to participate.
- 8C.** Employee Satisfaction Survey Results – Heidi stated that the Board decided in July to ask for a climate survey with the hope of crafting a survey that would specifically identify issues needing improvement in order to implement the correct solution strategies. The Board will start reviewing the narrative but wants time to digest the information in executive session because the narrative contains complaints against specific employees. Wendy Hall provided historic survey participation rates and it looks like this survey captured a wider participant pool and explained that many part-time staff and faculty did not feel they knew enough about the college to take the survey; however, as a researcher, she is satisfied with the response rate. Tracy Stanley said she couldn't verify that the survey was anonymous so that likely impacted participation.

Heidi said the Board would take public comment before moving to Executive Session.

Tracy Stanley wanted a clarification of how many questions were on the survey; specifically in the area of hiring process? Wendy responded that there were two sections to the survey—the institutional questions were approved by the Board, but the departmental section is developed by the Department Chairs and Vice Presidents who use the results to develop strategies for improvements as necessary. Wendy will research Tracy's question and if there were questions that were not incorporated in this Employee Survey, they will be included next time in the departmental section.

George said the Board values transparency, but even more so values confidentiality and encourages legal assistance in the review and dissemination of the survey; therefore, he is in favor of holding a special meeting for that purpose. Max said no one was surprised at the responses and as we go through the year to address issues, staff and faculty will see that the survey was done professionally.

Brendan commented that in his meetings with departments, the survey did come up, and he and others encouraged staff and faculty to respond, and he encouraged the Board to look at the results openly.

Brendan felt the survey was representative of what faculty and staff wanted to see. He said, there are always outliers...and always will be. Need to identify themes and determine a plan to craft solutions.

Chris interjected that change began months ago, especially in the area of budget, which was the apparent number one concern. He encouraged the Board to review the themes; then give it to the President for implementation.

The Board agreed to hold a special meeting before their regular January 21 meeting. Linda will poll them for available dates.

9. **EXECUTIVE SESSION** – At 7:10, Chair Heidi called for a 20-minute executive session to evaluate complaints against public employees with no action anticipated. At 7:30, a public announcement was made to extend executive session to 7:50 p.m.
10. **ADJOURN EXECUTIVE SESSION** – Chair Heywood re-opened the public meeting at 7:51 p.m.
11. **[ACTION] AS A RESULT OF EXECUTIVE SESSION** - None
12. **ADJOURNMENT** – With no further business, the meeting was adjourned at 7:52 p.m.

On January 21, 2015, the Board of Trustees of Community College District 13 approved minutes of the December 17, 2014 Board Meeting

Christopher C. Bailey, Secretary to the Board