



Longview, WA 98632

MEETING of APRIL 16, 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 5:01 p.m., on Wednesday, April 16, 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
Steve Vincent
Max Anderson
George Raiter

COLLEGE PRESIDENT: Absent

Others in attendance: Grace Leaf, Nolan Wheeler, Sue Groth, Chad Meadors, Kendra Sprague, Wendy Hall, Erin Brown, Tracy Stanley, Adam Wolfer, Max Everett, Kim Weatherspoon (AAG), and Linda Clark.

2. INTRODUCTION OF GUESTS –

John Karnoski, Master's student, Dennis Shaw, Michael Strayer, J. Wylie, Bryan Bales, Maggie Stuart, Mary Leach, Kam Todd, Vicki Echerd, Linda McKeon, Jack Humphrey, Darlene De Vida, David Rosi, Armando Herbelin

3. APPROVAL OF AGENDA –

MOTION: By Steve Vincent, 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 March 19, 2014 Board Meeting
 - 4B. Miscellaneous Student Fees for 2014-15
 - 4C. Head Start/Early Head Start 2014-15 Grant/Budget Planning

Prior to calling for a motion, Heidi explained that the motion language for item 5B on the March 19th meeting minutes has been corrected; therefore, the motion to approve tonight's consent agenda will need to reflect passage of the amended minutes. Thuy asked about the 4.48% increase. Nolan explained that the increase is essential as the fees cover disposables used in coursework. More detailed information will be shared during the July 16 workshop.

MOTION: By George Raiter, seconded by Max Anderson,

That the consent agenda be approved as presented, including the corrected minutes from the March 19, 2014 board meeting, the 2014-15 Miscellaneous Student Fee Schedule, and the 2014 HS/EHS grant/budget planning document.

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – In President Bailey's absence, Nolan Wheeler provided the president's report.

- ✓ University Center – The Department of Health gave approval for Washington State University Vancouver to offer a BS in Nursing on the LCC campus starting Fall semester.
- ✓ Rural Outreach – An agreement with Rainier School District will be signed next week, and we will also be meeting with Clatskanie to discuss rural outreach.
- ✓ International Program - President Bailey, VP Lisa Matye Edwards, Margit Brumbaugh, Karen Joiner, Ted Sprague (EDC), and Bob Gregory (City of Longview) are visiting China hoping to sign education contracts, and to develop a sister city relationship. Also, the purchase of apartments to house our International students will be presented later in the agenda.
- ✓ Corporate Training - Chris met with the Port of Longview Director this week to discuss corporate training opportunities for staff. They also discussed the Port's interest in using our biofuel for their equipment.

Grace Leaf, Vice President of Instruction

- ✓ This year, LCC has eight employees nominated for the annual Chamber Pillars of Strength (Crystal Apple) awards. Our nominees include Nadine Lemmons, Richard Kelley, Tuan Dang, Theresa Stalick, Brendan Glaser, Nolan Wheeler, Darcy Smith, and Tamra Bell

- ✓ University Center: Eastern has hired Geonna Joy as their new representative. Geonna is a former LCC student and part-time employee. We have also signed an agreement with City University to offer baccalaureate degrees in Criminal Justice and Computer Systems.
- ✓ Interviews for English Faculty are underway

Chad Meadors for Vice President of Student Services Lisa Matye Edwards -

- ✓ Chad introduced Bryan Bales, Veteran's Coordinator, who invited the Board to attend the April 29th Veteran's event "When Women Come Marching Home," which is designed to bring awareness to our Women Veterans.
- ✓ New student orientations have started for summer quarter. This year, we are offering an early registration period to attract university students. Spring quarter new student orientations had 21 sessions of 21 students each.

- 5B. ASLCC Report** – Max Everett provided a recap on upcoming student events: Suicide Prevention Week April 28-May 2; Civics Week May 12-13; and Red Devil Days in early June.
- 5C. LCCFAHE Report** – Adam Wolfer reported that several faculty have attended collective bargaining training. Progress is being made on contract negotiations. Nominations for new officers will be voted on in the near future. The Faculty Association voted to make a donation to the Student Success fund.
- 5D. WFSE Report** – Tracy Stanley reported that the first bargaining meeting is scheduled with management at the state level. LCC staff continue to become involved with the Local. Four members are going to attend the international convention in Chicago, and others will be attending endorsement conferences. She will continue to be involved in Local activities.
- 5E. LCC Foundation** – Director Erin Brown reported that the Foundation is focused on Student Success and the upcoming Horns and Halos Gala on April 26 will benefit that initiative. The attendance goal for the event is 200 people. Erin expanded a little on the recent corporate training meetings with the Port of Longview. She said the Foundation is excited to support this endeavor, which is a new model for LCC to connect with the community and regional area. The Athletic Excellence campaign is going well; she thinks we will be close to or meet the annual fundraising goal. The LCC Foundation now has over \$14.5 million in assets.
- 5F. Human Resources** –Kendra Sprague provided highlights on what the HR office is doing. There will be an Ethic's training tomorrow for Supervisors, and she is in the process of setting dates for the quarterly conversations between staff and Faculty with the President. At next month's Board meeting, there will be a public hearing on the discrimination and harassment WAC. Both the policy WAC and procedures will be changing. We have been advised to repeal the procedure; however, Bonnie is researching whether or not the procedures need to be codified as well as the policy.

- 5G. Institutional Research and Planning** – Wendy Hall provided information on the upcoming accreditation report (formerly called Year 3 report) which is now being called the mid-cycle evaluation. We were preparing materials for a virtual evaluation, but have now been informed it will be an onsite visit October 22-23. Also, our report must now include Standard 5.

President Bailey had asked Wendy to discuss possible Board-led community scans, which would help build ties to our community constituents. The Cabinet recommends a structured conversation on Corporate Training. If Board is interested, the recommended timeframe would be before the October accreditation visit. Max suggested that we try to do it during the July Board workshop

ATD Update - Coaches have asked us to apply to be a Leader College. If approved, it would open up additional grant funding opportunities. The application will be submitted in May.

- 5H. Legislative/College Relations** – Sue Groth Sue explained the process involved in entering the national NCMPR competition, which is the marketing component of AACC. Lower Columbia College submitted their entry based on the Horns and Halos campaign, and received a gold medal. The high employee participation rate was very instrumental in winning the award. She and President Bailey attended the All-Washington Awards Ceremony on March 27, where LCC students Holly Lemmons and Russell Kennington were presented medals.
- 5I. Head Start/ECEAP Written Report** – Includes Head Start/EHS/ECEAP monthly program & budget status reports for February 2014 and the Federal Oversight 5-Year Grant Application
- 5J. Other** – None

6. INSTITUTIONAL MONITORING

- 6A. Basic Skills and Pre-College Monitoring Report, Cycle 15** – Maggie Stuart and Mary Leach provided information on this report. The objective is to ensure that learners who are under prepared for college level studies have access to developmental coursework and bridge opportunities to college level work. Maggie and Mary discussed basic skills achievement, as well as academic performance of developmental education students. Enrollment data included Basic Skills, Pre-College, I-BEST, I-TRANS, and CEO. Also presented was data on progression of basic skills students into college level courses.
- 6B. Quarterly Budget Report** – Nolan Wheeler Nolan presented the 3rd quarter budget report and stated that financials are on track for the year. Open budget forums will be held next week with faculty and staff where we are hoping for creative ideas to bridge the funding gap in order to maintain service to students. Bookstore revenue is down, but profit is up—We will be looking for the same type of efficiencies in the Cafeteria.

7. **PUBLIC COMMENT** – None

8. **BOARD BUSINESS/INFORMATION ITEMS** – None

8A. Naming Rights for a Learning and Healing Garden – Louis LaPierre, Science Instructor, presented consideration of The Richard Kelley Learning and Healing Garden. This project is being proposed by Faculty and supported by Cabinet to provide a learning garden which can be used to honor the life work of their colleague Richard Kelley. Other campuses have used learning garden labs to support academic learning, service, and leadership opportunities for students as well as provide the ability to grow healthy, sustainable food. The plants to be selected will serve as instructional materials for various classes, as well as a healing space for students, staff and faculty. Dennis Shaw, Chair of the Social Science Faculty, said Richard has always been an inspiration to him as an instructor, and he epitomizes the morale center of our Faculty and what future Faculty should be. Richard was the catalyst for bringing the healing and learning idea forward. Future plans are to extend memorial rights it to other members of our community and LCC family. The ability to donate and name plants, fountains and landscape accessories will allow the community to donate in celebration of a colleague’s work or in memory of a LCC family member.

MOTION: By Steve Vincent, seconded by George Raiter,

to approve establishing the Richard Kelley Learning and Healing Garden at Lower Columbia College

MOTION CARRIED unanimously.

8B. Resolution 62 – Purchase of Apartments - Heidi explained to the audience that he Board and Administration have discussed for some time the need for student housing, especially as our International Program expands. Nolan explained that the 11-unit apartment complex is located across from campus.

MOTION: By Max Anderson, seconded by Thuy Vo,

to approve Resolution 62 for purchase of the Oak Terrace Apartments located at 1931 Olympia Way, Longview, WA 96832 for student housing.

MOTION CARRIED unanimously.

9. **EXECUTIVE SESSION** – None

10. ADJOURN EXECUTIVE SESSION

- 11. ADJOURNMENT** – With no further business, the meeting was adjourned at 6:20 p.m.

MOTION: By Thuy Vo, seconded by Max Anderson

That the meeting be adjourned

MOTION CARRIED unanimously.

On May 21, 2014, the Board of Trustees of Community College District 13 approved minutes of the April 16, 2014 Board Meeting

Christopher C. Bailey, Secretary to the Board