



Longview, WA 98632

MEETING of MAY 21, 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 5:03 p.m., on Wednesday, May 21, 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
George Raiter

COLLEGE PRESIDENT: Chris Bailey

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

2. INTRODUCTION OF GUESTS –

President Bailey introduced Matt Etter, AAG, as well as David Rosi and Linda McKeon

- 3. APPROVAL OF AGENDA** –Lisa reported that Margit would be unable to give the International Program report tonight, but will be planning to report during the June meeting. Also, Item 5J -TACTC Conference Report will be added to the agenda tonight.

MOTION: By Thuy Vo, seconded by Steve Vincent,

That the agenda be approved as amended

MOTION CARRIED unanimously.

At this time, George Raiter took the opportunity to address his intent to use irony as a form of a compliment at last month's meeting and hoped it hadn't been taken incorrectly.

4. **CONSENT AGENDA** - The following consent items were offered for the Board's consideration.
- 4A. Minutes of the April 16, 2014 Board Meeting
- 4B. Head Start/EHS/ECEAP:
- 2014 ECEAP Self-Assessment Strengths and Action Plan
 - 2014-15 ECEAP Expansion

Prior to calling for a motion, Heidi explained that Scribner errors from the April 16 Board meeting had been corrected and distributed to the Board, so subsequent motion language needs to reflect approval of corrected minutes.

MOTION: By George Raiter, seconded by Thuy Vo,

That the consent agenda be approved, including the corrected minutes from the April 16, 2014 Board meeting, and the ECEAP Self-Assessment Strengths and Action Plan, and ECEAP Expansion as presented.

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

- 5A. **President's Report** – President Bailey announced award to Lower Columbia College of an EDA matching grant in the amount of \$1.7 for new equipment for the Health and Science Building. He thanked Wendy Hall, Steve Vincent, as well as Faculty and staff for all of their efforts in the successful award of the grant. He commended Adam Wolfer for being accepted into the Project Kaleidoscope Institute this summer, which is designed for STEM leaders to increase activities at their respective institutions.

Brendan Glaser, for Vice President of Instruction Grace Leaf

- ✓ Community Conversations is down to the last three of the year. Courtney Shah will be taking over the series next year, which returns it back to the Social Science Faculty.
- ✓ There are all kinds of grants submissions going on right now: ABE/ESL, Early Childhood, Basic Food and Training, Opportunity Grant, and Workforce. Nursing continues to work on accreditation and self-study. Accreditation visit is schedule for October of 2014.

Lisa Matye Edwards, Vice President of Student Services -

- ✓ Registration period for both Summer and Fall enrollment is open! New student orientations are occurring, plus it is testing season. The Testing Center is working extended hours and offering many new tests.
- ✓ The Career Fair had many employers and over 450 visitors attended.
- ✓ The NWAACC baseball tourney starts tomorrow right here at LCC.

- 5B. **ASLCC Report** – Max Everett talked about the June 3-5 Red Devil Days activities. He also reported that Civics Week was very exciting.

- 5C. LCCFAHE Report** – Adam Wolfer explained that Faculty Association elections are coming up soon. The Quarterly meeting between the Faculty and President Bailey went well. Contract negotiations are still ongoing, but the end is in sight.
- 5D. WFSE Report** – Tracy Stanley was unable to attend, but she provided a written report.
- 5E. LCC Foundation** – Director Erin Brown reported that it has been a very exciting two weeks for the Foundation...maybe even a \$2 million dollar week! 170 people attended the Horns & Halos fundraising gala for student success, and raised \$67,000. The Foundation Board recently swore in one new officer, and said goodbye to David Houghton, Jackie Davis and Joel Hansen. LCC is one of the only Foundations in the nation who is raising funds for student success.
- 5F. Human Resources** –Kendra Sprague explained that we had anticipated a public hearing at tonight’s meeting on a WAC, but have since been advised that the procedures now have to be included, which means the timeline will start over again on the WAC process; she hopes to make the deadline for a public hearing at the July meeting. The HR Department held an Ethics Training for supervisors, which was positively received. The second installment of quarterly conversations with classified and faculty has been held, and the exempt session is scheduled for Friday. HR is finalizing recruitment for faculty positions. Hope to have faculty contract negotiations finished and ratify contract in June. We will be bringing a nationally known speaker to campus to talk with staff and faculty about diversity and equity.
- 5G. Institutional Research and Planning** – Wendy Hall reported that the College had just wrapped up 2-day visit with our ATD coaches and College Spark representatives. During the exit conversation, they indicated that they will highly recommend LCC as a Leader College; in fact, they may write up LCC as a positive case study.
- 5H. Legislative/College Relations** – Sue Groth said the new TDN reporter, Brooks Johnson, has been great to work with. The College Relations Department is continuing to get out Summer and Fall marketing campaigns--Billboards, radio, and cable spots to follow. Chris talked about enrollment management and said the marketing efforts have been fantastic; we're up 1% this spring, which keeps us above target. Summer enrollment is also up at this point in time.
- 5I. Head Start/ECEAP Written Report** – Includes Head Start/EHS/ECEAP monthly program & budget status reports for March 2014, as well as the Winter 2014 Outcomes Report.
- 5J. Other**
- ✓ TACTC Conference Report - Steve Vincent reported that he and Max drove to Yakima for the TACTC Conference. He attended the Legislative Action Committee meeting, and felt the summary output of this year's legislature was disappointing. They attended a panel on the Trustee's role on tenure and the evaluation process; it's an issue throughout the system. The documentation of both good and bad should be in the notebooks and the content should be more rigorous. They were

pleased to attend the ABE program report by Michael-Ann Watts (LCC instructor), which was invigorating and exciting. It made them LCC Proud.

- ✓ Side note. Steve has been asked to serve on the governing board of Peace Health. The administrators were very happy and proud of the relationship with the LCC Nursing Program.

6. INSTITUTIONAL MONITORING

- 6A. Institutional Excellence and Community Enrichment Monitoring Report, Cycle 15 –** Nolan Wheeler presented highlights of this report, which is designed to demonstrate commitment to institutional integrity and to uphold our reputation for high quality and contribute to the value of the community. He hit some of the high points of the report, including contracting with RiverCities Transit for free ridership for all LCC students and staff resulting in monthly ridership totals between 1200-3400. Several projects related to our physical infrastructure have been completed and several current projects are ongoing. The Facilities Master Plan Committee has been meeting throughout the year, and recommendations from the architects should be coming in June. In addition to physical infrastructure improvements, many technology improvements have also been made. One area noted for excellence was the growth in support from the Foundation in the areas of student success, scholarship, and grants. Discussion was held regarding the community's perception of our Continuing Education and Training. Chris explained that the new two-year Foundation funded Corporate Training program is a great start to help improvement in this area.

7. PUBLIC COMMENT – None

8. BOARD BUSINESS/INFORMATION ITEMS – None

- 8A. July Workshop Date –** Due a conflict with the summer WACTC president's meeting, the Board agreed to change the July workshop date. They asked Linda to send out potential dates via email.

Community Scan Invitation List - Wendy and Chris explained that we will be adopting a process from Centralia College as we try to increase external scanning to our survey processes. Since the Board represents the community at large, it is a way for the Board to get external input in a more direct manner. How are we doing? How/What can we do? We would also have content experts from the College or constituency groups. At a previous meeting, our Board agreed to start with Corporate Training. Chris said we hope to send out about 50 invitations in the hope of getting 30-35. Chris suggested that he and Wendy will develop an initial list of invitees and solicit Board input.

9. EXECUTIVE SESSION – None

10. ADJOURN EXECUTIVE SESSION

- 11. ADJOURNMENT** – With no further business, the meeting was adjourned at 6:37 p.m.

MOTION: By Steve Vincent, seconded by Thuy Vo

That the meeting be adjourned

MOTION CARRIED unanimously.

On June 18, 2014, the Board of Trustees of Community College District 13 approved minutes of the May 21, 2014 Board Meeting

Christopher C. Bailey, Secretary to the Board