



Longview, WA 98632

MEETING of JUNE 18, 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, June 18, 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
George Raiter

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Nolan Wheeler, Grace Leaf, Lisa Matye Edwards, Kendra Sprague, Erin Brown, Sue Groth, Joe Quirk, Tracy Stanley, Adam Wolfer, Erin Kitchens, Bonnie Terada, and Linda Clark.

2. INTRODUCTION OF GUESTS –

There were several students in attendance to support the ASLCC Activities and Athletics budgets, including incoming president Drew Davidson and advisor Roxana Ahmadifard. Also in attendance were LCC employees Brendan Glaser, Tamara Norton, Rheba Harp, Vicki Echerd, Joe Anderson, Karen Joiner, Jim Young, Jack Humphrey, Margit Brumbaugh, David Rosi, Jim Stanley, as well as Ray Byers from KLOG/KUKN radio station.

3. APPROVAL OF AGENDA –

MOTION: By Thuy Vo, seconded by George Raiter,
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 May 21, 2014 Board Meeting

4B. 2014-15 Quid Pro Quo Agreement with the LCC Foundation

MOTION: By George Raiter, seconded by Thuy Vo,

That the consent agenda be approved

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – President Bailey gave a brief "macro" budget update since budget review will be held later in the meeting. He reported that all system colleges have been asked by the Governor's Office to perform a 15% reduction exercise and submit it to OFM by September. The explanation is that next year's budget does not look good for Higher Ed due to the McCleary decision which will funnel more funds into the K-12 system. At this time, we do not know if the exercise will lead to a 15% cut in our funding or not. He also reported that our rural outreach effort into near-by Oregon schools (at their request) has generated a lot of interest. We have twenty students registered and ten waiting. He also reported on the activities going on in the Corporate Training program, and distributed a detailed list for the Board to review at their leisure. He related a message from Stefanee Bunn, Workfirst Coordinator, regarding the program's students who will be walking in Commencement this Friday. There will be 38 current or former Workfirst students walking, and seven will receive outstanding academic awards.

Lisa Matye Edwards, Vice President of Student Services -

- ✓ We're all about Commencement, which is Friday night. Heidi asked for the script in advance.
- ✓ Summer enrollment orientations are going on and Fall enrollment is ongoing. We are adding customized orientations for special groups (RS, CEO, etc.)
- ✓ She and a few others will be attending a national institute in Portland, OR. focusing on advising

Grace Leaf, Vice President of Instruction Grace Leaf

- ✓ The dedication for the Richard Kelley Learning and Healing garden was held last Friday just prior to the Spring Reception. Both were great events.
- ✓ She, Erin, and Renee went to EWU to strengthen ties. The new EWU president has been named. The College has hired a full-time English instructor as well as one full-time temp.

Nolan Wheeler, Vice President of Administrative Services -

- ✓ The Health and Science building is almost complete; we're going through a punch list with contractor. Audio video is being installed and should be complete by September 10th. He's met with all but one Science faculty member who will be moving into the new building. All will be in before the start of fall quarter. IT is

moving the data center to this building. A new phone system will be installed throughout campus by August 1.

- ✓ The Fitness Center project is moving along; the roof is going on, and is still on target for winter quarter opening.
- ✓ The final Facilities Master Plan meeting was held on June 10th. The plan will be written up this month and presented in the Fall for approval.

- 5B. ASLCC Report** – Erin Kitchens, filling in for Max Everett, reported that all ASLCC officers and programmers have been elected and hired for next year. Activities during Red Devil Days garnered a lot of positive comments.
- 5C. LCCFAHE Report** – Adam Wolfer reported that elections were held. Results: Adam Wolfer, President, Brad Benjamin (VP), Darlene de Vida (VP Adjuncts), Jim Stanley (Treasurer), and Heidi Bauer (Secretary). The executive officers were also elected. Contract negotiations were wrapped up and the subsequent contract was approved by Faculty.
- 5D. WFSE Report** – Tracy Stanley reported that while Faculty and other staff are on break, classified employees get busy during the summer time with new buildings, IT needs, etc. Contract education continues with staff. The Governor talked to their state group about the 15% budget reduction exercise; and of course, everyone is concerned about the potential implications.
- 5E. LCC Foundation** – Director Erin Brown reported that she had a great visit at Eastern with her counterpart. Eastern does not have a very good connection with their branch campus alumni, so she will be working with them to connect to those from the LCC University Center. Our Foundation Office has been working to build an LCC alumni base and will officially be launching it soon--So far, 11,000 alumni have been identified! The Foundation Board will be focusing on student success to ensure its goals are still in alignment with the college.
- 5F. Human Resources** –Kendra Sprague explained that Faculty contract negotiations have been completed and the contract will be presented later in this meeting for ratification. The first round of quarterly conversations between President Bailey and our employee groups has been done, and will resume again starting with Fall quarter. The HR Office is helping faculty and staff connect with employee assistance for grief counseling due to circumstances of the past week. New legislation is requiring us to train board and public records officer on the OPM act, so she suggested that this be on the July retreat agenda. The anti-discrimination and anti-harassment policies and procedures are still in the review process at the AG's office, but we're hoping to have them ready for approval in the fall.
- 5G. Institutional Research and Planning** – N/A
- 5H. Legislative/College Relations** – Sue Groth reported that her office is very busy getting the word out for both summer and fall enrollment. We have billboards, radio, and

social media promotion in full swing. On May 30, LCC hosted counselors from the local high schools and gave them a tour of the new Health and Science Building. Cathlamet is very excited about the computers going into their community center which makes a total of six in their area; all with high speed internet.

- 5I. Head Start/ECEAP Written Report** – Includes Head Start/EHS/ECEAP monthly program & budget status reports for April 2014.

- 5J. Other**

6. INSTITUTIONAL MONITORING

6A. International Program Update –

Margit Brumbaugh presented an update on the International Student Program, which is wrapping up its “sophomore” year. There has been a lot of activity related to the program, as well as a lot of travel. The travel has led to connections with a lot more agents, as well as a signed contract with a Chinese University. Another contract is being negotiated and may be ready for signing later this summer. She anticipates that these contracts will start bringing in a steady flow of students. Through the connections and travel, it became apparent that one of the most sought after reasons for students coming to the U.S. for schooling is for intensive English classes that will provide a pathway for them to graduate high school and continue with a transfer program to a 4-year university. So, we are building that into the curriculum, as well as offering a 6-week summer intensive English course.

Student Services is fine tuning the process and procedures for applications, testing, advising, registration, and orientation. As for housing, most students (and their families) prefer a host family setting, so we are marketing that heavily. Also, the recent purchase of apartments by the College will be beneficial in recruiting efforts. The new LCC International Program website is up and running, and marketing is also being done through social and print media, recruitment fairs, etc.

Thuy said he would like to see a relationship with Viet Nam, so Margit expressed a desire to sit down and talk with him about it.

- 7. PUBLIC COMMENT** – None

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

- 8A. 2014-15 Fiscal Budgets** – Joe Quirk explained the strategies and parameters that determined the assumptions and processes for developing the FY 2015 operating budget for LCC. The State Board ratified the Legislative budget presented to them and issued the initial allocation parameters for each college in late May, and LCC began its budget preparation in the early spring with collaborative sessions within the functional areas of the college and with the Cabinet. He presented budget comparatives consisting of revenues, expenditures by major object and expenditures by major program, as well as FTE historic comparison, and tuition fees distribution comparison. This budget reduces reliance on our surplus reserves as enrollment

continues to decline from its peak in FY 2010, and reflects managing operations within current year operating resource limits. The proposed budget still requires utilizing approximately \$450K in local general fund reserves to meet budgeted expenditures, so our goal over the next year is to find additional costs savings to significantly decrease this amount. The President has asked each Vice President to fund a 6% contribution to decreasing the reserve amount budgeted within their areas. We anticipate future revenues to increase from the International Program and Corporate Training, which will hopefully add revenue as we strive to balance the budget using current year resources, and thus, preserve staffing.

MOTION: By George Raiter, seconded by Thuy Vo,

That the fiscal year 2014-15 Operating Budget of \$20,968,256 be approved as presented.”

MOTION CARRIED unanimously.

ASLCC Student Activities Budget and Athletics Budget – Lisa explained that the budget process was student-driven by the ASLCC President and Vice-President with support from the LCC Finance Office. In Athletics, both Volleyball and Soccer have minimal increases related to conference required travel for next year. Last year, the ASLCC spent considerable time reviewing the S & A budgeting process, bylaws of ASLCC and the structure to respond to student interests, support clubs and organizations and co-curricular groups. The same process was used this year, which resulted in a proposed budget of \$584,450, with a set amount of funds appropriated to each club, co-curricular, organization, and athletics. All amounts allotted were kept as similar as possible to the last fiscal year, as well as adding a \$27,000 contingency fund.

MOTION: By Thuy Vo, seconded by George Raiter,

That the fiscal year 2014-15 Student Program Budget of \$340,000 be approved as presented.

MOTION CARRIED unanimously.

MOTION: By George Raiter, seconded by Thuy Vo,

That the fiscal year 2014-15 Student Athletics Budget of \$244,450 be approved as presented.

MOTION CARRIED unanimously.

8B. Ratification of Faculty Contract - Kendra provided a brief overview of the negotiations process. There were a few substantive changes, clarifications, and a complete reorganization of contract (thanks to Brendan Glaser). Adam Wolfer provided a review of some of the major changes. They wanted the document to be educational, as well, by clarification. One of the main areas of clarification was in the discipline process which has been rewritten and reorganized. Clearer processes have been added to make the process cleaner so that all parties know what to expect. Language has been added to clarify process, rights, and intent. Expectations of probationary committees and the documentation of committee meetings have been strengthened and the process for evaluation of tenured faculty members has been clarified and includes a clause for an evaluation report from the dean. This report will be made available to the faculty member prior to release for collaborative revision or comment. Also added was clarifying language on the use of college facilities, including email, by the LCCFAHE, as well as several changes made to support adjuncts

Heidi explained that the Board will be reviewing the probationary process and the need for candor in that process during the July workshop. She thought the new process outlined in the contract is clearer and flows much better. Adam said Faculty will have this discussion in the fall to explain the Board's thoughts.

MOTION: By George Raiter, seconded by Thuy Vo,

That the 2014-2017 LCC Faculty Association contract be approved as presented.”

MOTION CARRIED unanimously.

8C. Retreat Planning for July 22, 2014 – President Bailey explained that we were going to have Dr. Gary Livingston attend the Retreat for a Board training exercise, but he is unavailable at that time. If the Board would like, we can poll them for alternate dates in August and September.

Community Scan: Since we would like to get the list finalized and invitations sent out by early next week, President Bailey asked the Board to submit potential names to add to the preliminary list to Linda by early next week. The President asked if the Board would like him to draft questions and send them out for individual comment. Answer: Yes.

Board Self-Evaluation: Please send the self-evaluation documents out in advance via email.

With the above changes, the draft agenda for July 22 was approved.

9. EXECUTIVE SESSION – None

10. ADJOURN EXECUTIVE SESSION

- 11. ADJOURNMENT** – With no further business, the meeting was adjourned at 6:58 p.m.

MOTION: By Thuy Vo, seconded by George Raiter,
That the meeting be adjourned

MOTION CARRIED unanimously.

On July 22, 2014, the Board of Trustees of Community College District 13 approved minutes of the June 18, 2014 Board Meeting

Christopher C. Bailey, Secretary to the Board