



Longview, WA 98632

MEETING of JULY 22, 2014

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Heidi Heywood called the workshop of the District 13 Board of Trustees to order at 8:37 a.m., on Tuesday, July 22, 2014, in Heritage Room at Lower Columbia College. When the meeting was called to order, the following individuals were present:

BOARD OF TRUSTEES: Max Anderson
Heidi Heywood
George Raiter
Steve Vincent
Thuy Vo

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Wendy Hall, Brendan Glaser, Kendra Sprague, Nolan Wheeler, Bonnie Terada, Erin Brown, and Linda Clark

Also attending were Hahli Clark, Margit Brumbaugh, Angie Dahlke, Lynell Amundson, and Dani Trimble,

2. **APPROVAL OF AGENDA** – Chair Heywood asked if there were any additions or corrections to the agenda prior to calling for a motion. Nolan Wheeler requested the addition of Resolution #63 be added to the consent agenda. This resolution approves the property line description through boundary line adjustment, as well as six utility easements with the City of Longview. The City of Longview and LCC have been working on these documents for years.

MOTION: By Steve Vincent, seconded by Max Anderson,
That the agenda be approved as amended.

MOTION CARRIED unanimously.

3. **CONSENT AGENDA** - The following consent items were offered for the Board's consideration.
- 3A. Minutes of the June 18, 2013 Board meeting
- 3B. Head Start/Early Head Start/ECEAP Policies:
- Policy Council Bylaws PGOV 1d
 - Internal Dispute Resolution PGOV 5a
 - Sharing & Decision-Making PGOV 4a
 - Parent/Community Written Concern/Feedback FSPI 14k1
- 3C. Resolution #63: Boundary Line Adjustment Deeds and Utility Easement Updates

MOTION: By Steve Vincent, seconded by George Raiter

That the consent agenda be approved as presented,

MOTION CARRIED unanimously.

4. **COLLEGE INPUT**

4A. **President's Report** – President Bailey reported that he had just returned from the WACTC retreat where budget was a major topic. The McCleary decision may impact funding for higher education. The 15% reduction exercise he told the Board about last month is going to be done as a system whole instead of by the individual colleges. The colleges' goal is to equate the budget reduction impact to access with a direct correlation to reduction in FTE. However, State Board Director Marty Brown is projecting a budget reduction of 3-5%—not 15%. The good news is that the presidents and State Board have been looking at a reallocation system whereby colleges would be more equitably funded for their enrollments. Chris distributed a spreadsheet that showed the new allocation model. LCC has stabilized enrollments at 15% over target. The benefit of being over enrolled is that the new model would pay us fully for more of our total FTE's. The presidents all agreed to the allocation, with a possible 3% stop loss. Under this formula, LCC could get an additional 3-5%. In summary, with the projected funding reduction from the state, we are hopeful that LCC should come up about even.

4B. **Head Start Written Report** - Heidi asked if there were any questions relating to the written report. Nolan explained that we are in discussions with Longview School District to rent or lease their Structured Learning Center for Head Start needs.

5. **COMMUNITY SCAN** - Heidi explained that the Board is conducting various community scans to solicit input and welcomed members of the business and industry community who took time from their schedules to provide input today. Hahli Clark, Executive Director of Corporate Partnerships and Training, provided a summary of Lower Columbia College's plan in the arena of corporate training. She explained that we are trying to expand training opportunities that are more specific to individual company's needs. Our training department now has a menu of offerings, but it can be customized even more.

Heidi solicited comments from the audience to the questions and asked for open and honest responses which will be used to help strengthen our program and meet the training needs of our business and industry partners.

Questions:

1. To the best of your knowledge, what are the strengths of LCC's Corporate Training program? In other words, what are we doing well to meet the needs of the community in terms of Corporate Training?

- Very glad that the college is working toward training in a customized manner.
- Would also like to see LCC bring in national talent if needed. Excited for leadership training instead of sending staff off to expensive training. With upcoming retirements, this type of training would be very strategic.
- Chris Smith said ease of access is very convenient and the outreach with Hahli and Lynell is very helpful. He said that 21% of the City's staff is eligible for retirement in 2014-2015. Succession planning to "train people up" is critical.
- The intentional plan to tailor training is critical. He said there is industry growth coming our way and feels that new specific certifications t is very important.

2. Again, to the best of your knowledge, where is there room for improvement in terms of meeting the Corporate Training needs of the community?

- Chris Smith said the City could use trade- specific trainings, such as storm water training, etc. Currently, the City works with specific memberships to recruit employees with the needed skill sets.
- Would like to see addition of para-medicine to fire science program. CDL is another one. Suggested a survey of the businesses up and down Industrial Way as to needs.

3. Do you have any specific suggestions to improve the Corporate Training program not addressed in the previous question?

- Would love to see LCC offer the SAP computer system, which is used by Georgia Pacific, Kapstone, Weyco, and many other industries use this program to streamline procurement and other activities.
- Need IT analyst trained people with specific certifications. Also, A large push for cyber security. Civil engineers are hard to find.
- Scott Walstra talked about the "brain drain" in America. In our area, it is estimated that for every one employee entering work in our area, ten will be leaving.
- Many of the new industries will need mechanical engineering to replace millwrights and other skilled tradesmen.

- IT are the hardest positions to fill. Many do not have the certifications so they had to hire from outside. Also had to hire GIS certified people from the outside.

4. Other comments or questions?

LeAnn Lawrence from the Southwest Washington Workforce Development Council discussed the various funds that come into Clark, Cowlitz and Wahkiakum Counties through the SWWDC. They want to help companies pay for training in the hope of stimulating our local economy so please keep them in mind when setting up trainings.

Chris Bailey summarized by saying the college was looking for ways to partner with industry and business to help build worker skills to "raise all boats." We want to offer more individualized and customized trainings that are industry driven. We also want the companies to tell us what they need. Our goal is to help companies can train more of their people for less money, and help train up incumbent workers so they can be promoted.

Please contact Hahli so she can sit down with you to talk about specific needs and what the college can do for you.

At the end of the community scan, Heidi called for a 15 minute break. The meeting was re-opened at 9:55 A.M.

6. THE OPEN GOVERNMENT TRAINING ACT

SB 5964, which takes place July 1, 2014, requires training on the open meetings and public records acts for all CTC Boards as well as others. For trustees and board members, the bill requires training on the open meetings act within 90 days of appointment and every four years thereafter. AAG, Kim Witherspoon, facilitated the training on the Open Public Meetings Act, RCW Chapter 42.30.

7. INSTITUTIONAL MONITORING –

7A. Report of Annual Accomplishments for 2013-2014 – President Bailey provided a summary of the year summarized the year by saying it has been a great year for successes.

- First and foremost is the establishment of the Student Success fund. It is making a difference in students' lives and subsequent completions. BFET is done in conjunction with the State Board. This program gives students food services; we currently have 115 enrolled.
- The bookstore rental program saved our students thousands of dollars during the year. Bookstore Manager, Cliff Hicks, was the driving force in this endeavor, and under his leadership, the bookstore has been made more profitable due to efficiencies.

- Nolan Wheeler worked with the local Longview-Kelso bus service and developed a contract so we could offer free bus travel for both students and staff.
- Our Financial Aid Department has one of the fastest turnaround times for awarding aid in the entire CTC system.
- Onsite testing with the local K-12 schools has increased dramatically, and is helping to create a better pipeline for students to think about college, as well as improving college readiness and preparedness.
- The LCC Foundation support and awards to the college has been huge!
- Other big news is that we have stabilized enrollments. The enrollment management initiatives that were implemented 2-1/2 years ago have really helped change the usual trend of enrollment drop off when the economy improves. This is so critical in our current funding decline from the State Legislature.
- Work continues on the 2014-15 operating budget with weekly meetings with the President and Vice Presidents. The biggest issue is to bring the use of reserve funds down from \$450,000 to \$0. The International Program is growing slower than we had anticipated; we will be analyzing the program during the next two years. Erin talked about the Fitness Center project. She was brought on to try to raise \$2 million for the Fitness Center; however, the feasibility study did not reflect broad community support. The Foundation did fund \$170,000 to athletics to meet their scholarships and provide additional support. The Foundation's complete support to the college last year was over \$700,000.

Chris talked about the CEO program, which is LCC's credit retrieval program for high school drop outs. We are holding the funds from this program as an additional reserve and letting the money continue to grow until our budget is stabilized. At one time, there were plans to build a CEO building, but now we're looking at other options for housing the program, and bringing on a portable for the time being.

Brendan talked about concerns in Instruction regarding the budget. The Division didn't feel like it had the connection to budget that they would like to have had. However, that being said, the Instruction Division is supportive of the initiatives and ATD. Feels concern about corporate training needs taking space of other program offerings. Steve said it appears to be a silo issue and that the Leadership Team needs to work together. Chris said that we are working through the budget issues with a solution-based outcome model.

8. **EXECUTIVE SESSION** – Heidi called for executive session @ 12:00 to evaluate the president's contract. She estimated 75 minutes for the session--30 minutes with the Board only, then bringing in Chris and Kendra at approximately 2:37. **Action anticipated.**
9. **ADJOURN EXECUTIVE SESSION** – The public meeting was reopened at 2:18 p.m.

10. **[ACTION] as a Result of Executive Session** – Chair Heywood explained that the Board reviewed President Bailey’s contract and agreed to extend it for one year

MOTION: By Max Anderson, seconded by Thuy Vo

That the appointment of Christopher C. Bailey as President of Lower Columbia College be extended for one year; through August 31, 2017, effective September 1, 2014 at an annual salary of \$178,880 with economic openers for future annual salary and benefit adjustments.

MOTION CARRIED unanimously.

MOTION: By Max Anderson, seconded by Steve Vincent

That the Administration conduct a vitality and climate survey for the College under the direction of the Board of Trustees.

Heidi explained that the Board feels this is a helpful step so the Board is aware of problems so that the solutions are long standing.

MOTION CARRIED unanimously.

11. REVIEW OF TENURE PROCESS

Heidi explained that this agenda item was driven by the volumes of information in the probationary notebooks that do not reflect any negative or corrective issues. The Board wants to ensure that the minutes reflect such information so they have a heads up if there is a problem. She was very pleased to see that the new Faculty contract negotiations addressed the issue. They want to make sure that the probationary employees are also given advanced warning.

Kendra asked what the Board would like the administration to do. She would be interested in hearing how the changes came about and how they will be implemented. Kendra explained that the negotiating team agreed to evaluation criteria (section 304.1), as well as an opportunity for the probationer’s supervisor to provide comment (section 304.2g).

As for implementation, Brendan explained that the Instructional Team discussed what had/has been done in providing feedback and realized that they needed to have the hard conversations, but there was no clearly defined path. The previous contract language didn't have enough criteria to allow for those types of conversations. By

fleshing out the evaluation criteria, it gave the Instructional Team the ability to ask some of the tougher questions, and provided a mechanism for a supervisor to include dissenting comments within the minutes.

Steve said the Board wants objective evaluations. He appreciates the time and effort that has been put into the new probationary review language. Darlene de Vida explained that not all committees operated the same, so the goal of the contract negotiations was to strengthen the process to reflect more consistent evaluation criteria—criteria that is fair, collaborative, and transparent.

Heidi wants to make sure that the commendation and recommendation section is done in a consistent, fair manner. Chris asked if there is enough lead time between recommendation and Board approval if a late concern arises. Both Brendan and Darlene said it is actually defined in the RCWs.

12. SELF MONITORING

12A. Self-Evaluation of Board - The Board reviewed both their individual responses and group responses to the self-evaluation instrument.

13. SETTING DIRECTION/VISION –

13A. Review and Discussion of College Vision –

13B. 2014-15 Annual Priorities: Final Review –

Due to the length of the meeting, a motion was made to table Item 13—Setting Direction/Vision—to the September Board meeting.

MOTION: By George Raiter, seconded by Steve Vincent,

That Item 13 be tabled to the September 17th Board meeting; specifically the review and discussion of college vision and review of the 2014-15 annual priorities

MOTION CARRIED unanimously.

14. ADJOURNMENT – With no further business, the meeting was adjourned at 3:28 p.m.

MOTION: By Thuy Vo, seconded by Max Anderson,

That the meeting be adjourned

MOTION CARRIED unanimously.

On September 17, 2014, the Board of Trustees of Community College District 13 approved minutes of the July 22, 2014 Board Meeting

Christopher C. Bailey, Secretary