



Longview, WA 98632

MEETING of SEPTEMBER 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 4:32 p.m., on Wednesday, September 18, 2013, 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:	Chris Bailey

Others in attendance: Bonnie Terada, Matt Etter, Kendra Sprague, Wendy Hall, Sue Groth, Nolan Wheeler, Lisa Matye Edwards, Brendan Glaser, Erin Brown, Tracy Stanley, Adam Wolfer, Joe Quirk, and Linda Clark

2. INTRODUCTION OF GUESTS – Tamara Norton, Jeanne Hamer, Kam Todd, Mark Gaither, Liz Engel, Hiedi Bauer, Brad Benjamin, Jim Stanley, Rheba Harp, and Casey Tilton

3. APPROVAL OF AGENDA – Heidi explained that items 9A & 9B (below) were originally tabled from the July 22 Board Workshop. Due to the extensive agenda for tonight’s meeting, those two items will be tabled to the October Board meeting.

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 July 22, 2014 Board Workshop

4B. Minutes of the August 19, 2014 Special Meeting

MOTION: By George Raiter, seconded by Thuy Vo

That the consent agenda be approved as presented

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – President Chris Bailey provided insight on the upcoming legislative session and the fact that the biggest threat to funding could be the McCleary Decision regarding K-12 funding. The Legislature was found in contempt for not fully funding K-12 last year, which puts higher education in a precarious position. As for good news, enrollments are up for the year through summer and fall about 3.3%. He feels this proves our enrollment strategies and student success (and retention) efforts have paid off well. We were concerned going into the year because FAFSA applications were down 9% which is consistent throughout the system; however, enrollment numbers didn't reflect a decrease. The numbers from ATD and the student success activities showed financial aid warnings and suspensions were down dramatically, meaning we are keeping students in--they are not washing out.

In the University Center, Eastern Washington has hired a new tenured faculty to teach Business Administration starting winter quarter, and just signed an MOU with Warner Pacific to offer degrees in the fields of Human Development and Health Care.

Vice President Lisa Matye Edwards:

- ✓ She gave a brief overview of today's meetings with staff and faculty about FERPA and Title IX. Work continues on a model code of conduct to reflect current regulations. ctLink will be all consuming as the "go live" date is May 2015. She shared that academic warning and academic suspension numbers are reflective of those shared by Chris for Financial Aid.

Vice President Nolan Wheeler:

- ✓ Nolan reported that the new VOIP phone system went live September 5, and IT staff are busy putting the finishing touches on a few remaining issues.
- ✓ Faculty are either moved, or our moving, into the new Health and Science Building. Everyone is gearing up for the dedication and open house this Friday and Saturday. The EDA grant equipment purchases have been mostly ordered although some have a long lead time. For those with the longest lead times, our existing equipment has been installed where necessary.

Interim Vice President Brendan Glaser:

- ✓ Brendan distributed handouts from the Faculty meeting of Sept. 15. At the meeting, discussion topics included budget, faculty evaluations, schedule, and other discussion items. Some of the challenges include accreditation, budget, ctclink implementation, implementation of First Year Experience, program evaluation and modification.

5B. ASLCC Report – Not Available

5C. LCCFAHE Report – Adam Wolfer thanked the Board for bringing forth the Faculty’s questions regarding budget—he will have clarifying questions to discuss with Chris later. The new Faculty Officers consist of Adam Wolfer, Brad Benjamin, Hiedi Bauer, Jim Stanley, and Michal-Ann Watts. The Executive Council will be Jeanne Hamer, David Benson, David Rosi, Nadine Lemmons and Randy Byrum. All set to go this year...have new faculty starting.

5D. WFSE Report – Tracy Stanley talked about the involvement of classified staff in both local and state activities. She is currently working on some issues with Kendra, and are continuing to work through the proper channels to resolve issues.

5E. LCC Foundation – Erin Brown reported that the Foundation continues work on Student Success. As such, the LCC Foundation is participating in the local GiveMore24 online giving event starting at 7:00 am in the morning--hoping to engage our networks to raise \$5000 for student success. This is the Foundation’s first foray into online marketing for giving. As Nolan said, this Friday is the grand opening for the Health and Science Building. The Friday event will kick off with three special/private unveilings at 1:00. The official dedication and social will begin at 3:00. On Saturday, the community open house will be held from 1:00-4:00.

5F. Human Resources – Kendra Sprague provided a brief recap of the kick-off events of the week, including recognition of years of service. Sherry Gohn from the Finance Office was honored for 45 years of service to LCC, and David McCarthy for 40 years of teaching. The HR Office rolled out a schedule for professional development for staff and faculty for the quarter, as well as the quarterly conversations with the President.

5G. Legislative/Public Relations – Sue Groth provided more in-depth information about the community open house for the Health and Science Building. Wonderful tours are planned, and several of our science/nursing faculty will be there to show their facilities, plus we're having an OMSI sponsored science fest for younger visitors. Paul Laufman will give his very first lecture in the Laufman Lecture Hall.

Dr. Ken Wilson will be giving another Hansen Memorial Concert on October 4 @ 7:30 p.m.

5H. Institutional Research and Planning – Wendy Hall provided an update on the upcoming accreditation visit scheduled for October 22-23, 2014. She also shared an accreditation video that talks about mission fulfillment.

5I. **Head Start/ECEAP Written Report** – Includes program and budget status reports for June/July 2014.

5J. **Other** – None

6. **INSTITUTIONAL MONITORING**

6A. **Year-end Budget Report** – Joe Quirk presented the report. As the Board is aware, we are trying to eliminate the use of reserves within our operating budget given current enrollment and funding from the State. From a financial standpoint, the funds equity is solid but we have to be cognizant of where our expenditures are heading. We are constantly evaluating budget priorities to closely reflect the college goals.

7. **PUBLIC COMMENT** – None

8. **BOARD BUSINESS/INFORMATION ITEMS** –

9A. **2014-15 Committee Assignments** – The Board reviewed last year’s committee assignments and agreed on new assignments for the 2014-15 year.

9. **SETTING DIRECTION/VISION** – The following items were tabled to the October meeting:

- 9A. Review and Discussion of College Vision
- 9B. 2014-15 Annual Priorities – Final Review

10. **EXECUTIVE SESSION** – None

BOARD WORKSHOP

11. **HEAD START GOVERNANCE TRAINING** – Linda Clark explained that both Steve Vincent and Max Anderson had been briefed on a training tool for Head Start governing boards and they would like all five of the trustees to take the online training. Linda will send out reminders as needed to have the training completed by November 1.

12. **POLICY GOVERNANCE as RELATED to OUTCOMES, MONITORING and PLANNING** - Heidi introduced Gary Healea and explained that he was on the LCC Board when Policy Governance was started in 1999.

Gary provided a historic glimpse of how the Board researched and embraced policy governance. He then facilitated a discussion on policy governance, responded to questions from current trustees, administration, and faculty members, and emphasized the importance of the Board speaking with one voice and directing operation concerns to the President.

Heidi thanked Gary for taking time to visit with them tonight and for his past years of service to LCC.

13. **REVIEW VITALITY and CLIMATE SURVEY QUESTIONS** - Wendy passed out draft questions per the Board's request relating to a climate and vitality survey which will be incorporated

into the existing employee survey. She explained that the survey currently has an institutional section and a departmental section. A section on communication and professional development was developed by a campus-wide committee many years ago. We are proposing two new questions under planning, decision making and organizational climate for consideration within the Institutional Excellence Monitoring Report. Chris said these types of questions would help assess the executive limitations as defined in policy governance.

Heidi talked about process and deployment of survey. Wendy said we have the most employees on campus during fall quarter so that's when we have historically sent the survey.

Steve asked about the faculty survey from last year and whether or not the questions from their evaluation document were reflected here? He asked Adam to send the instrument to Linda to send on to the Trustees for comparison. He also asked Adam to work with Faculty and provide input to Wendy prior to October 1. Heidi asked that Exempt and Classified Staff be able to timely provide input in the same manner so all employee groups are involved.

- 14. ADJOURNMENT** – With no further business, the meeting was adjourned at 7:31 p.m.

On October 15, 2014, the Board of Trustees of Community College District 13 approved minutes of the September 17, 2014 Board Meeting

Christopher C. Bailey, Secretary to the Board