



Longview, WA 98632

MEETING of OCTOBER 15, 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, October 15, 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: Chris Bailey

Others in attendance: Nolan Wheeler, Lisa Matye Edwards, Erin Brown, Wendy Hall, Sue Groth, Kendra Sprague, Karen Joiner, Adam Wolfer, Tracy Stanley, Drew Davidson, Bonnie Terada, and Linda Clark.

2. INTRODUCTION OF GUESTS – Jim Stanley, Linda McKeon, Brad Benjamin, Hiedi Bauer, Darlene de Vida, Rheba Harp, Don Correll, Nichole Cochran, David Rosi, and David Benson.

3. APPROVAL OF AGENDA –

MOTION: By Thuy Vo, seconded by Max Anderson,

That the agenda be approved as presented.

MOTION CARRIED unanimously.

4. **CONSENT AGENDA** - The following consent items were offered for the Board's consideration.

- 4A. Minutes of the September 17, 2014 Board Meeting
- 4B. Resolution #64 – Right of Way Utility Easement
- 4C. Head Start Policies: Overview of Hiring (HR3a) and Discrimination (HR4d)

MOTION: By Steve Vincent, seconded by George Raiter,

Max Anderson called for discussion: He asked if the changing of power lines from overhead to underground as outlined in Resolution #64 was a major project or more of a housekeeping issue. Nolan Wheeler explained that the PUD had approached us about making the change during the west-end renovation project as they prefer underground utilities for ease of maintenance. Additionally, the cost is covered in the Health and Science Building capital budget.

With no further discussion, the consent agenda was approved as presented

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – President Chris Bailey reported that:

- ✓ Our enrollments are up 5% over this time last year. In that mix, academic transfer is up 7% and we're hoping that may be a direct reflection of our new facilities, as well as the University Center. Basic Skills is also up, while vocational enrollments are down, which is to be expected given the uptick in the economy.
- ✓ We were only one of 16 colleges nationwide to be selected as an ATD Leader College this year. This is a great recognition for all of the hard work done by faculty and staff to ensure student success and retention.
- ✓ We had a very successful dedication of the new Health and Science Building. On the second day of the event, we had a conservative estimate of 1100 people going through the building.
- ✓ LCC was also voted one of the three best places to work in the region by the Readers Choice poll of the *Daily News*.
- ✓ Corporate Training is up and running. Our team trained 93 PUD staff on Monday and we've also signed up with Kelso School District for STEM events training. He was also contacted today by Haven Industry to discuss training opportunities.
- ✓ LCC goes through formal 3rd year accreditation visit next week.
- ✓ He also reported that this would be Sue Groth's last Board meeting—she will be retiring November 14. Thank you, Sue, for all you've done for the College.

Instruction Report given by Karen Joiner

- ✓ She just finished a debrief meeting with the Nursing accreditation team. The preliminary report shows a lot of strengths. Std. 1: In compliance; Std. 2:

Needs development in the area of Nursing Instructors with baccalaureate degrees—48% of our part-time instructors have BS degrees, but they want 50%. Std. 3: In compliance; Std. 4: Curriculum--needs some development to help speed pathway for nursing students—we're working toward it. Std. 5 Resources: In compliance. Std. 6 Outcomes: We will be cited as non-compliant regarding systematically evaluating program in written form, it has not been in place for 3 years; however, we do evaluate the program continuously, but haven't produced the written evaluative materials they would like. The bottom line is that the team will recommend re-accreditation of the LCC Nursing program. She provided copies of the Nursing self-study for the trustees.

- ✓ Instruction in general keeps working on budget, implementation of approved process as developed at Cabinet retreat. In conjunction with Lisa and Nolan, concerted effort to utilize vacated spaces. Preparation for ctclink has pulled together a task force to look at scheduling component.

Vice President Lisa Matye Edwards:

- ✓ Oct. 23 is discover LCC night in the HSB—we will be welcoming our area's students and parents.
- ✓ Several outreach information nights are already scheduled in many of the areas high schools.
- ✓ The first two pilot schools for the ctclink project will not go live until February, which means our go live date will likely be pushed back from the original May date; however, November 17th will still be used as the technical date. This is the largest project of its scope in the nation.
- ✓ Will be opening enrollment Oct. 27 for winter quarter.
- ✓ The DOD has decided that the only thing that they will cover for our Vet students is tuition...no fees, no books, no building fees, etc. We are managing that through our Foundation/Student Success Fund. Our Veteran's Group is also doing fundraising to help fund uncovered expenses. There is a lot of communication going to the Legislature on this issue.

Vice President Nolan Wheeler:

- ✓ He is working on budget detail with Lisa, Brendan and Chris, and we now have reduced our use of reserves for next year to zero. We have made some reductions that impact this year, some over two years, and some multiple years; therefore, next year's budget will show no use of reserve funds.
- ✓ The Health & Science Building dedication was great. He was really proud of our Science and Nursing Faculty and all who helped with the open house.
- ✓ The Fitness Center project continues. He said the completion date is in question, but the optimistic timeline is for substantial completion on December 19. This doesn't allow much time to get everything tested and working before December basketball tournament; however, we have met with City officials and they say, at this time, we should have a temporary occupancy permit so we can host the tournament. Athletics has a backup plan in place in the event that we are not able to host. The equipment bid is just about ready to go out through the advisory committee for approval.
- ✓ He is working on the final draft of the Master Plan to send to the architects. It will be put on the website.

- ✓ The State Capital Budget Committee has determined that LCC will be one of ten colleges who can submit a project for consideration next year. Our master plan shows that the Vocational Building will be the next capital project for submission. The application is due in February, so many meetings will be held in November to prepare the application. From application to construction will most likely be a ten year process.

- 5B. ASLCC Report** – Drew Davidson explained that Harvest Fest will be held again this year on October 30, and it is a family friendly event. ASLCC is working on several initiatives. One is to get student discounts throughout the local businesses in the community. They also want to leave a tangible legacy for future students.

- 5C. LCCFAHE Report** – Adam Wolfer reported that the quarter is off to a good start. Some of the academic transfer numbers are up in STEM classes and there are overloads in all of the related classes. Last week, Brad, Kam and he went to a training in Federal Way, and Kam was elected vice chair for the group. The faculty who were at the September Board meeting appreciated the discussion on policy governance.

- 5D. WFSE Report** – From the WFSE standpoint, Tracy Stanley reported that ratification of the contract on September 30 is the big news. The ratification stemmed off a potential strike vote. Some of the highlights include a 3% raise for full-time staff this year, a 1% raise the second year, and a percentage or dollar amount thereafter. Part-time hourly were given increases, as well as other benefits. Thuy Vo asked if our part-time hourly had always been paid minimum wage? Both Tracy and Kendra explained that part-time hourly workers at LCC have always been paid the same hourly wage as full-time employees. Another highlight is that the negotiated health care benefit preserved the status quo of 15% contribution by the employees. She also reported that the Trustees received suggested questions from WFSE for the upcoming employee survey.

- 5E. LCC Foundation** – Erin Brown reported that the 24-hour online giving campaign raised nearly \$4000 for the Student Success Fund. Next up for fundraising is the Scholarship Social. This year, the LCC Foundation is funding over \$350,000 in scholarships! The Student Success fund will continue to be the primary focus of the Foundation Board for the coming year. Trends are starting to arise as to students’ needs for these funds: The first year, the major need was textbooks. Year two (last year), found that more funds are needed summer quarter since more students are attending school year round; and this year, a new need is arising as federal and state aid is being cut. She feels that the \$50,000 fund corpus may not be the right number after all, but time will tell.

- 5F. Human Resources** – Kendra Sprague explained that the HR Office officially launched the new onboard employee compliance training through our existing learning management system Canvas. They also launched the Red Devil Wellness team--this month’s event is “Walktober,” and Kaiser donated 60 pedometers.

- 5G. Legislative/Public Relations** – Sue Groth shared District 7 the award for the LCC “Smart Choice.” She also explained that it is time to select our Transforming Lives nominee, which is sponsored by TACTC; therefore, she is soliciting new nominees along with those from last year. We need a Trustee to serve on the selection committee, and Thuy will serve.
- 5H. Institutional Research and Planning** – Wendy Hall reminded everyone that the mid-cycle accreditation visit will be next week—October 23-24. This review will help us in preparation for the Year 7 report due in 2017.

She also provided more information on our ATD Leader College status. The primary data point that was called out was the 7% increase in students testing into college level Math and the subsequent 36% increase in college level math enrollments. Typically, colleges hover around a 60-62% success rate for development math success, but LCC hit 69% (those who completed college level math with a C or better). On the English side, we’re not quite where we want to be, but are beginning to see some improvement.

- 5I. Head Start/ECEAP Written Report** – Included program and budget status reports for August 2014, plus Bus Transportation Safety – ACF-1M-HS-14-04--and Electronic Grant Applications & Program Communications – ACF-PI-HS-14-03.

- 5J. Other** – None

6. INSTITUTIONAL MONITORING - None

7. SETTING DIRECTION/VISION –

- 7A. Review and Discussion of College Vision** – President Bailey explained that we had tabled this discussion from the July workshop. He said you won’t see much new in the area of initiatives, as we’re now trying to put legs under the existing ones. We need to determine how to sustain our enrollment management initiatives, which in turn, will feed into student success.

Our other goal is to stabilize operations around a lower target of 2937 FTE (115% of target). The last time we saw stabilized enrollment was, unfortunately, at 96% of target. Revenues from our International Program and Corporate Training will be needed to maintain programs and staffing. The huge budget cuts from the state in the past six years have to be offset somehow, which is why the revenue-generating initiatives are so important to our financial stability. Chris estimates that LCC will receive an additional 3% funding from the new allocation model, and some increase from performance funding. Unfortunately, there may be more cuts to higher ed as the legislature wrestles with how to fund the K-12 system through the McCleary Decision.

We will continue developing key external partnerships, such as the Port of Longview, K-12 relationships, and our industry relations.

Fundraising has moved away from numerous small events and focused more on planned giving and major gifts. Some of our alums are now at the point in life where estate planning is coming of age.

President Bailey also shared a SWOT analysis for the coming year and asked for the Board's input in any of the four categories.

- 7B.** 2014-15 Annual Priorities: Final Review – President Bailey went through each of the four core themes and asked if intent was clear. Any additions or deletions? No changes. Approved by consensus.

8. PUBLIC COMMENT – None

9. BOARD BUSINESS/INFORMATION ITEMS –

9A. Review Proposed 2015 Board of Trustees Meeting Schedule – The Board will review the proposed schedule prior to adoption at the November meeting.

9B. Review Climate and Vitality Survey Questions - Heidi explained that Wendy Hall had provided a very helpful memo along with the input received from campus constituencies. Heidi asked the other Board members if they had any specific questions. George and Steve both said it is very difficult to develop questions that won't bias the answer and all agreed that the proposed questions were well done. Heidi said the additions are now ready to deploy with the Employee Survey. Also, she told the Board members to expect a phone call from Linda to set up a time to meet with the leadership consultant.

- 10. EXECUTIVE SESSION –** Chair Heywood called for a five minute executive session at 6:34 to consider the selection of a site or the acquisition of real estate as allowed under RCW 42.30.110(b). No action anticipated.

- 11. ADJOURN EXECUTIVE SESSION –** Chair Heywood re-opened the public meeting at 6:42.

- 12. [ACTION] AS A RESULT OF EXECUTIVE SESSION - None**

- 13. ADJOURNMENT –** With no further business, the meeting was adjourned at 6:43 p.m.

On November 19, 2014, the Board of Trustees of Community College District 13 approved minutes of the October 15, 2014 Board Meeting

Christopher C. Bailey, Secretary to the Board