



Longview, WA 98632

MEETING of NOVEMBER 19, 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 5:04 p.m., on Wednesday, November 19, 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: Wendy Hall, Nolan Wheeler, Brendan Glaser, Lisa Matye Edwards, Joe Quirk, Erin Brown, Kendra Sprague, Drew Davidson, Tracy Stanley, Adam Wolfer, Matt Etter, and Linda Clark.

2. INTRODUCTION OF GUESTS – Jim Stanley, Mark Gaither, Elena Ross, Lucas Meyers, Nadine Lemmons, Jack Humphrey, Vicki Echerd, Darlene de Vida, Brad Benjamin, Hiedi Bauer, Sandy Junker, and Lori Severson.

3. APPROVAL OF AGENDA – Chair Heidi Heywood explained the need to add Resolution 65 as Item 8D and a report on the TACTC Conference as Item 8E.

MOTION: By Max Anderson, 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 October 15, 2014 Board Meeting

MOTION: By Max Anderson, 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 began his report by talking about the budget. He said the biggest threat to LCC is still the budget. The passage of the reduced K-12 class size initiative may cost the state up to \$4 billion, and the McCleary decision is estimated to cost about \$2 billion—both may negatively impact funding availability for higher education. The revenue forecast does look good, though, and the estimated increase of \$2 billion may help offset potential budget reductions. Also in the positive, our enrollments are very strong—while the system average is 99% of target, LCC is at 120%. In terms of revenue, that is about \$2 million. George asked for clarification of the CTC presidents' decision on a re-allocation model. Chris explained that there will now be a re-adjusted allocation that weights the average enrollment for the past three years, which should positively affect LCC. President Bailey also reported on the following topics:

- ✓ Results of HOFL's (Home and Family Life) Early Learning Center's extended hours have increased services to 40 children (from 50 to 90); however, there is still a wait list of 100.
- ✓ Tutoring numbers have increased dramatically. 499 students made appointments during the month of October, compared 113 last year. The increased use of the tutoring centers is a piece of our retention strategy success, including the academic early warning system and the mandatory new student orientation. Students can now also schedule online for tutoring appointments.
- ✓ Twenty-six students from Rainier were on campus along with their teachers and counselors for an orientation meeting and tour of campus.
- ✓ At the presidents' meeting two weeks ago, the presidents met with K-12 superintendents and higher education university personnel. David Prince of the State Board highlighted LCC's math collaboration with local K-12 as THE example of best practice. Chris said the beauty of our program is that it was primarily led by LCC Math faculty, our Testing Center, and Counselors.

Vice President Brendan Glaser –

- ✓ Registration is underway for Winter quarter.
- ✓ ATD initiative - Instruction has been highly involved with the first year seminar experience which provides foundational skills to help students succeed in college. We will be developing a process to measure the success of these students as they go through LCC.

- ✓ Adjunct Faculty Budget – A new strategy is being implemented this year in regards of offering courses taught by adjuncts—offer fewer classes initially and strategically add as demand arises. This strategy is aimed at reducing budget expenditures while maintaining FTE generation
- ✓ The University Center activity is starting to ramp up. He provided a degree pathway chart with all of our university partners.

Vice President Lisa Matye Edwards:

- ✓ Degree Boost, a concept and software program to evaluate how close students are to getting a degree, has been initially implemented. The first pass through kicked out 1400 students of which our staff followed up. Of these, 402 had DTA degrees, 115 had another degree, 72 had 15 credits or less to graduate, 1 had more than 15 credits to graduate, and 17 had completed and just need to apply for graduation. The State Board is considering retention packages for system-wide availability.
- ✓ Reverse Transfer – Through this program, 23 students were initially evaluated resulting in two who will graduate and likely three more. These pilot retention and completion programs are beneficial for students, and will allow us to assess the data.
- ✓ International Program - As a result of our sister city delegation visit, LCC will deliver a short-term summer program for five Japanese students from Atomi University. The program will include English immersion and cultural activities. There is also a high school contingent who will be coming and will participate in our college program for 2 days. Host families are needed.

Vice President Nolan Wheeler:

- ✓ Fitness Center – The climbing wall has been installed, lockers will be installed next week, the HVAC system is being fired up, but the electrical is behind schedule which is going to impact the completion date. We're really trying hard to have the gymnasium ready to host the annual basketball tournament on December 27, but the coaches do have a Plan B should that not happen. The fitness equipment list is in the hands of our Purchasing Agent
- ✓ The West Side Improvement Project – Work continues on this project. The west end entrance has now become one of the main entrances to campus since completion of the Health & Science Building and will see even more traffic once the Fitness Center is finished.
- ✓ Our Vocational Building replacement project is due to the State Board in December 2015. If our project is selected, we would see design money in the 2017 biennium.

5B. ASLCC Report – Drew Davidson reported that the ASLCC is working very hard for the students and our community. Harvest Fest was a huge success not only in the number of participants, but also in food donations. The number of local businesses signed up to give LCC student discounts is up to eighteen. Last week, he participated in a campus safety walk with Casey Tilton and Safety Committee Chair, Karla Spromberg. No major safety issues were detected...mostly lighting that either needed to be repaired and/or beefed up. He also provided a recap of several club and ASLCC activities.

George talked to Drew about the community college goal to provide dedicated funding for community college. He hopes the state-wide student legislative advocacy group would pursue that as well.

- 5C. LCCFAHE Report** – Adam Wolfer reported on a recent meeting to discuss Faculty turnover dollars. He felt it was a very positive discussion of the process. The Quarterly meeting with the president provided good discussion on several topics. Faculty would like to see more full-time tenured faculty hired for open positions. He and Brendan led faculty contract meetings to review/explain what has changed. One of the issues he and Tracy have been discussing are concerns about the confidentiality of the employee survey-- they will be meeting with Wendy so they can allay fears and encourage participation.
- 5D. WFSE Report** –Tracy Stanley reported that even more staff are getting involved with the union. Three have been asked to be on state-wide committees. She participated in a statewide retirees meeting. Out of ten elected positions for the local, seven are LCC staff. Three employees went through steward training last weekend. Continuing to work with Administration on some issues including professional development and committee assignments/appointments. Fairly good turnout for contract training with Kendra.
- 5E. LCC Foundation** – Erin Brown said that she is very happy to announce that Steve Vincent was named the LCC Foundation 2014-15 Benefactor of the Year. She also asked the board to calendar March 21 for the Horns and Halos Gala. Thank you to all who helped put on a very successful Scholarship Social, including the ASLCC.
- 5F. Effectiveness and College Relations** – Wendy Hall distributed the new Fact Book to the Trustees—the printed version will be out soon. She also reported that Angela Gates is the Transforming Lives nominee. Angela is a nursing student who will graduate in 2015. She has overcome major obstacles throughout her entire life, and is now president of the local Global Medical Brigades chapter. She plans to go on for her BS in Nursing. New this year, the LCC Foundation will be awarding our annual winner with \$500.
- 5G. Human Resources** – Kendra Sprague provided results of the Wellness Committee Walktober event--next up is the Jingle all the Way 5K. She distributed a copy of WAC 132M-300, which the Board will be asked to adopt at their December meeting. The WAC is divided into two parts—(1) Policy and (2) The discrimination or harassment complaint procedure.
- 5H. Head Start/ECEAP Written Report** – Included program and budget status reports for September 2014, plus ACF-IM-HS-14-06 – Domestic Violence and ACF-Im-HS-14-05 – Audit Compliance.
- 5I. Other** – None

6. **PUBLIC COMMENT** – Hiedi Bauer announced that the Salal Review was named the Washington Community College Humanities Association’s best literary arts magazine of the for the second year in a row.

7. **INSTITUTIONAL MONITORING**

- 7A. Quarterly Budget Report and Financial Statement Overview - Joe Quirk explained that the quarterly budget report was pushed out one month so it now includes activity through October. Max asked about the resolution added to this agenda for \$250,000 for the ctclink project. Joe said the \$250,000 dollar figure is our best guess and the expenditure will be taken from excess tuition. The money from our current over enrollment should cover it. As we get closer to the "go live" date for ctclink, we will have a better idea of the actual cost. In summary, the financial position of the college is solid.

Joe provided information on the new mandate for accreditation standards, which states, “For each year of operation, the institution undergoes an external financial audit, in a reasonable timeframe, by professionally qualified personnel in accordance with generally accepted auditing standards (GAAS).” He explained that this report covers the same information that the presidents were given a few months ago. The college financial management role includes day-to-day fiscal operations and compliance, providing financial reports for internal and external stakeholders, compiling financial statements and related notes in accordance with GASB standards, and a written management’s discussion and analysis report. Construction of the defined financial statement and report is in process under his management.

- 7B. Head Start Bi-Annual Report – Sandy Junker and Lori Severson presented the bi-annual update on the Head Start/EHS/ECEAP program. Included in the report is the 5-year project period, new monitoring system, special events/projects, Program Information Report (PIR), results of the annual report, education outcomes/school readiness goals, planning for 2014-15, and shared decision making.

Sandy explained that the strategic plan is now a 5-year plan instead of a 3-year. The goals must be visionary and the objectives must be measurable. She also reviewed the new federal monitoring system which is designed to support the OHS transition from indefinite to a 5-year grant cycle. Sandy also shared the information from the Program Information Report including year-end statistics regarding enrollment, family demographics, education of staff, health/nutrition/mental health and family services.

Lori provided information on the new therapeutic classroom which will open on December 9th. A classroom of this type has been on the Head Start strategic plan for years. The goal is to get children in, help them, and make sure they are ready to move out. She also explained the new play and learn groups at LCC West and Barnes. These groups are open to waitlist children and meet 2 days per week for 2 hours each.

Lori also recapped information on Teaching Strategies GOLD, which is an authentic observational assessment system for children from birth through kindergarten. Lori

also discussed School Readiness—a comprehensive effort to prepare children for school and the future.

Sandy shared the program planning timeline for 2014-15, as well as the shared decision making/communication loop.

8. BOARD BUSINESS/INFORMATION ITEMS –

- 8A.** Faculty Emeritus Consideration for Kathy Meier– Chair Heywood explained to the audience the process for Emeritus consideration, which ultimately comes to the Board for consideration. Darlene de Vida provided information from the Sabbatical Committee which supported the recommendation.

MOTION: By Steve Vincent, seconded by Thuy Vo,

That the title of Faculty Emeritus be conferred to Kathy Meier as recommended by the Sabbatical Committee, and in accordance with administrative policy 319.

MOTION CARRIED unanimously.

- 8B.** Board Participation on Campus - Heidi explained that the Trustees had discussed at a previous meeting various campus activities and/ or committees in which they could participate. President Bailey suggested broad-based, institutional-wide committees, such as the monitoring report review committees, master plan committees, accreditation committees, and ATD Completion team. Heidi asked for a summary of committees with the respective meeting schedules. Steve said he would like to walk around on campus and meet with various instructors. Brendan offered for him to contact the Office of Instruction to help make connections.

- 8C.** 2015 Board of Trustees Meeting Schedule – The schedule looked fine except for the October date, which was changed to 21st.

MOTION: By Thuy Vo, seconded by Steve Vincent,

That the 2015 Board of Trustees meeting schedule be approved as amended.

MOTION CARRIED unanimously.

- 8D.** Resolution #65: ctCLink Expenditures – Heidi explained that this resolution was added earlier in the meeting. The resolution requests approval to expend \$250,000 for the ctCLink project from one-time excess enrollment funds.

MOTION: By Thuy Vo, seconded by Steve Vincent,

Approve Resolution #65 for a budget adjustment in the amount of \$250,000 from one-time excess enrollment funds; and authorize the President to expend up to that amount for ctCLink project expenditures.

MOTION CARRIED unanimously.

- 8E.** TACTC Conference Report – Heidi, Steve and George attended the TACTC Fall Conference in Seattle. The State Trustees voted to change their name to the Washington State Association of College Trustees. Both Steve and George attended the Legislative Action Committee meeting. George said the LCC student liaison did a good job in presenting student goals. There was also discussion on the frustration by the presidents that they could not give raises to staff and faculty and were losing quality employees as a result. The Trustees are also looking at redefining “basic education.” Most data indicates that unless an individual has more than a high school diploma, they really aren’t qualified for most jobs. That begs the question of whether basic education should be considered K-14.

10. EXECUTIVE SESSION – None

11. ADJOURN EXECUTIVE SESSION –

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

13. ADJOURNMENT – With no further business, the meeting was adjourned at 7:47 p.m.

On December 17, 2014, the Board of Trustees of Community College District 13 approved minutes of the November 19, 2014 Board Meeting

Christopher C. Bailey, Secretary to the Board