



Longview, WA 98632

MEETING of SEPTEMBER 21, 2011

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Board Chair Max Anderson called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, September 21, 2011, 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: Max Anderson
Thuy Vo
Heidi Heywood
Mike Heuer
Steve Vincent

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Laura Brener, Lisa Matye Edwards, Nolan Wheeler, Wendy Hall, Margit Brumbaugh, Sue Groth , Tracy Stanley, Seth Stewart, Tim Allwine, Bonnie Terada and Linda Clark

- 2. INTRODUCTION OF GUESTS –** Chair Anderson introduced LCC’s newest Trustee, Steve Vincent, who was appointed by the Governor to complete the term vacated by Mindi Linquist. In addition, Thuy Vo has been re-appointed for another term. Max also acknowledged and welcomed the new Faculty President Tim Allwine. Also in attendance was Greg Garrison, reporter for *The Daily News*.

3. APPROVAL OF AGENDA –

MOTION: By Heidi Heywood, seconded by Mike Heuer,
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 July 21, 2011 Special Board Meeting

4B. Annual Review and Approval of Head Start/EHS/ECEAP Policies:

- Policy Council Bylaws, PGOV1d;
- Sharing and Decision-Making between Governing Body and Policy Council, PGOV 4a
- Internal Dispute Resolution, PGOV 5a,
- Parent/Community Written Concern/Feedback Policy and Procedure, FS/PI 14k1

MOTION: By Heidi Heywood, seconded by Thuy Vo,

That the consent agenda be approved as presented

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report – President Bailey reported that last week's In-Service activities focused on student success and completion, beginning with the all-staff meeting to the Achieving the Dream kick-off. The Achieving the Dream grant will provide the mechanism to drive student success over the next few years.

On the budget front, the recent state revenue forecast was not good and the Governor's Office indicated that community colleges should prepare for a 10% reduction in funding based on \$1.4 billion shortfall. Of course, this is a fluid number and it could go higher or lower depending on economic conditions. President Bailey has met with several local legislators and asked them to please provide maximum flexibility in handling funding cuts. Proactively, College Administration has already prepared scenarios for 5% and 10% reductions in funding. Enrollment is still high, although down 12% from this time last year, and the excess tuition dollars has helped weather previous cuts. We will be working on enrollment management efforts to best serve students and maintain retention. LCC did get surprise funding for a health and fitness center remodel, with a 22-month timeline for completion. This is a matching funds project, so the College will be working with the Foundation for fundraising efforts, plus use the self-assessed student funds for the match. Once completed, this facility will be used by students, athletics, and the community.

Vice President Laura Brener:

- ✓ In-service Week was enormously successful; attendance was up, as is morale. Instruction is engaged in a lot of curriculum work, focusing on student achievement. Transitional English is preparing a curriculum similar to that of Transitional Math, which will be rolled out Winter quarter.
- ✓ ABE/ESL is undergoing quite a bit of transition, again aimed at student success and retention.
- ✓ We continue to integrate literacy into all curriculum.

Max Anderson asked to have a "sneak peak" of the new Transitional English curriculum at one of the upcoming Board meetings.

Vice President Lisa Matye Edwards:

- ✓ LCC received a 5-year Talent Search Grant, which focuses on outreach efforts to middle school students. Betty Hayes, who wrote the majority of the grant, will be in charge of the grant. This is part of the TRIO family, which is very important since Student Support Services are dealing with a 3.5% funding cut in a budget that has already been allocated.
- ✓ Athletics: All athletes have been oriented and are at study tables!
- ✓ LCC has been asked to participate in a shared grant that will provide training on suicide prevention.
- ✓ Enrollment is down 12% FTE and down 8% in Headcount. New Department of Education financial aid rules are catching some of our more at risk students and also hitting Running Start students.

Interim Vice President Nolan Wheeler:

- ✓ The IT Department is extremely busy working on the College's network. We will be upgrading our storage system, which will speed up our entire networking system, and we're hoping to roll out the new Voice over Internet phone system in January.
- ✓ HR has been working very hard to fill several hires, summer and fall.
- ✓ Capital Projects:
 - The Maple Terrace demolition project is on track and moving as fast as state regulations allow. The bid opening is scheduled for October 6, and the expected clean-up should be done by the first week in December. Once completed, we'll look at putting funding together to turn the area into a parking lot. We will be re-submitting our Health & Science building project to consideration in the upcoming supplemental budget.
 - To comply with accreditation recommendations, we will be renovating the front area (Registration, Financial Aid and Cashiering) of the Admissions Center during winter quarter; this will necessitate moving those areas into the student center conference rooms.
 - The 2nd floor of the Student Center is in the process of being remodeled, funded by the student budget.
 - We're hoping to start a project next summer to enhance the west end of campus with a new CEO/Campus Services building, with projected completion by the summer of 2013.
 - A users group is being developed for the Health and Fitness Center, which will add approximately 10,000 sq. ft. to the gymnasium complex.

Thuy Vo questioned whether the public would support these projects in light of state budget cuts. President Bailey said that we must remodel the Admissions Center to comply with accreditation and we're fortunate to have excess enrollment dollars at this point in time to fund the project. The other projects have all been on the horizon for awhile, but the college does need to update its 20-year master plan, which we will begin later this year, in an effort to prioritize the college footprint.

Mike Heuer indicated that we need to do all we can to educate the public on the difference between one-time funds (excess enrollment), capital budget allocations, and the state operating funding base.

- 5B. ASLCC Report** – ASLCC President Seth Stewart reported that student government has a full staff and that they’re looking forward to providing more awareness activities throughout the year.
 - 5C. LCCFAHE Report** – Tim Allwine, in his first meeting as Faculty president, acknowledged the contributions of the outgoing officers Kam Todd, Karen Joiner and Steve Byman. Staff and faculty are excited about the changes on campus and the focus on student success. The Faculty contract has been ratified, but the success will be in the implementation. The Association plans to be more proactive with all staff on campus. In reading the Association bylaws, Tim found that one point related to labor and the other four related to students and communication.
 - 5D. WFSE Report** – Tracy Stanley reported that the state union ratified their contract at over 95%. Staff are excited for the new year; morale is very high. They are proud of how many students are being served. More LCC staff are getting involved at both the local and state levels.
 - 5E. LCC Foundation** – Director Margit Brumbaugh reported that Foundation involvement in the Health/Fitness Center is on tap for board discussion. The chili cook-off raised more than \$16,000 toward scholarships. The Foundation has taken over administration of scholarships from Financial Aid, and this year, students will be awarded almost twice the amount of scholarships than in the past two years (in excess of \$240,000). In addition, faculty and staff grants will increase to about \$125,000.
 - 5F. Legislative/Public Relations** – Sue Groth said the college has started legislative advocacy early this year; President Bailey has met with some of the local legislators and has meetings on tap for more visits. College Relations is using social media for campus messaging, and is continuing with the e-newsletter. They have instituted an emergency notification service through twitter, patterned after the Cowlitz County Emergency System.
 - 5G. Head Start/ECEAP Written Report** – Includes program and budget status reports for June and July 2011.
 - 5H. Other** – President Bailey reported that the Governor will be calling a special session to discuss projected revenue shortfalls and has asked that colleges prepare for up to a 10 percent reduction.
- 6. INSTITUTIONAL MONITORING**
- 6A. Year-end Budget Report** – Vice President Nolan Wheeler asked if there were questions or discussion pertaining to the financial memo and reports that were sent out in the monthly packet. No discussion needed.
- 7. PUBLIC COMMENT** – None
- 8. SELF-MONITORING** – None
- 9. DIRECTION SETTING/VISION**

9A. Planning Calendar Review – The Board reviewed the upcoming calendar items including the October 18 TACTC Fall Conference in which Thuy will be attending.

10. BOARD BUSINESS/INFORMATION ITEMS –

10 A. 2011-12 Committee Assignments – The Board reviewed the list of committees in which their representation is an integral component, and decided their representation for the current year.

10B. Board Officer Appointment – With Mindi Linquist’s departure, the office of Vice Chair is vacant. In an effort to maintain the current rotation of officers, Thuy Vo agreed to fill the vacancy.

10C. Resolution 58 – Amend Approved College Outcomes – Chair Anderson explained that as a result of the GISS Institute in June, the Board had expressed their desire to elevate student completion into their expected college outcomes; this resolution amends the current outcomes to reflect that change.

MOTION: By Heidi Heywood, seconded by Thuy Vo,

That College Outcomes be amended as per Resolution 58.

MOTION CARRIED unanimously.

11. COMMUNITY LINKAGES – None

12. EXECUTIVE SESSION – None

14. ADJOURN EXECUTIVE SESSION –

15. ADJOURNMENT – With no further business, the meeting was adjourned at 6:30 p.m.

MOTION: By Mike Heuer, seconded by Heidi Heywood

That the meeting be adjourned.

MOTION CARRIED unanimously.

On October 19, 2011, the Board of Trustees of Community College District 13 approved minutes of the September 21, 2011 regular meeting.

Christopher C. Bailey, Secretary to the Board