



Longview, WA 98632

MEETING of OCTOBER 19, 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 5:03 p.m., on Wednesday, October 19, 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
Steve Vincent
Mike Heuer (arrived at 5:07)

COLLEGE PRESIDENT: Chris Bailey

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

2. INTRODUCTION OF GUESTS – Chair Anderson introduced Faculty members Joan Herman, Mary Leach, Hiedi Bauer, and Klint Hull. Also in attendance was Greg Garrison, reporter for *The Daily News*.

3. APPROVAL OF AGENDA –

MOTION: By Heidi Heywood, seconded by Steve Vincent,
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 21, 2011 Special Board Meeting

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 presented an update on the budget. The special legislative session will begin November 28. The Governor will release alternative plans on or around November 6-7; then have her final proposal ready by November 26 in time to present at the special session. Even though there isn't a firm number to budget to, we felt it prudent to work on a 15% reduction scenario.

System enrollments are down 6-7%, while LCC is down approximately 16%--not surprising since we were the most over-enrolled College in the system. The senior administrative team met today on enrollment management to begin developing a framework to stabilize enrollments.

Vice President Laura Brener:

- ✓ Because of budget reductions, our community colleges have been encouraged to collaborate on services. Clark College has agreed to give us four spaces in their dental hygiene program, and as a quid pro quo, we will hold space for some of their students in our Fire Science program. Also, we will be collaborating with Centralia College on our ICP program; their students can participate in our program and will serve Lewis County employers.

Vice President Lisa Matye Edwards:

- ✓ The Healthcare Showcase was well attended today, and there has been good response to a spring Career Fair.
- ✓ The new regulations in Financial Aid are having an impact on enrollment.

Interim Vice President Nolan Wheeler:

- ✓ Capital Projects:
 - The Maple Terrace clean-up bids came in quite low and are being evaluated by the State GA's office. We're anticipating that the bid will be awarded within two weeks and clean-up to be completed by December 1.
 - The Fitness Center users group visited Centralia, Pierce and Tacoma Colleges last week to see their remodeled fitness centers. The group will meet October 25 with the Architect.

- 5B. **ASLCC Report** – ASLCC President Seth Stewart reported that the student government supported blood drive exceeded its goal with 47 units. Upcoming events include Harvest Fest on October 28th (which is open to everyone), and in support of Disability Awareness Month, the ASLCC has sponsored a renowned speaker for next week.

- 5C. LCCFAHE Report** – Tim Allwine, Faculty president, reported that their fall quarter enrollment drive added thirteen new members; the goal is to reach 100 by the end of the year. The new members are a good mix of full-time and part-time faculty. He explained that he and President Bailey had met last week—the first of their monthly one-on-one meetings—and agreed on the same principles of collaboration and communication.
- 5D. WFSE Report** – Tracy Stanley reported that staff are concerned but not panicked about the upcoming budget reductions. The first UMCC meeting of the year will be held on October 24. The local is hoping to send some members to a Security and Safety conference, and she’s hoping some of LCC’s staff may be able to attend.
- 5E. LCC Foundation** – Director Margit Brumbaugh reported that Scholarship Social was a great success—250 donors and scholarship recipients were in attendance. The Foundation is working on a Fitness Center campaign and may broaden it to include the Health & Science Building—still to be determined. Their annual audit is underway and she will report at the November meeting.
- 5F. Legislative/Public Relations** – Sue Groth distributed copies of the State Board’s Field Guide, which was prepared with input from all colleges within the system. It will be shared with legislators, as well as being part of the Chautauqua series. Winter schedules will go out early next week and features vocational student success stories.
- 5G. Institutional Research, Planning and Assessment** – In Wendy Hall’s absence, President Bailey recapped last week’s visit with our two Achieving the Dream coaches. It was a very successful two days and the coaches were extremely pleased with the data teams’ progress.
- 5H. Head Start/ECEAP Written Report** – Includes program and budget status reports for August 2011.
- 5I. 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. SPECIAL PRESENTATION

6A. Pre-College English Curriculum Reform – Language and Literature instructors Joan Herman, Mary Leach, Hiedi Bauer and Klint Hull explained the new pre-college English reform. The College’s current sequence of three courses below English 101 unnecessarily slows students down and not adequately prepares them for college-level writing. Only a small percentage of students who start the sequence at English 065 or 075 ever make it to and through English 101. The new curriculum is a single pre-college “bucket” course rather than three distinct courses. The incentive is for students to progress into English 101 after one quarter. There is also an elective two-credit, five-week, reading-intensive course for students with reading difficulties. The first “bucket” class will be piloted by Mary Leach Winter quarter, with three or four sections added in the spring; full “roll-out” will occur in Fall 2012. Required trainings will be held for all instructors who want to teach the course. As part of the Achieving the Dream initiative, the department will work closely with Wendy Hall to track students’ success rates in both the new course and subsequent English 101.

7. INSTITUTIONAL MONITORING

7A. Quarterly Budget Report – Joe Quirk presented the first quarter budget status report. Max Anderson asked him to take time to fully explain the report since we have a new trustee. Joe explained the expenditure/revenue picture for first quarter. A discussion ensued about how projections were being made for another 15% reduction scenario. Joe responded that budget projections were being done carefully using only sustainable revenue streams—not one-time dollars. Additionally, unfilled positions are being critically reviewed by Cabinet, as well as projection of potential voluntary retirement separations. Capital projects were discussed, as well as the local-funded CEO building. Max and the Board asked that the CEO project be put on hold for the time being as the College prepares for the next round of budget cuts. It was agreed, however, to continue with the design phase.

8. PUBLIC COMMENT – None

9. SELF-MONITORING – None

10. DIRECTION SETTING/VISION

10A. Planning Calendar Review – The Board reviewed the upcoming calendar items.

11. BOARD BUSINESS/INFORMATION ITEMS –

11 A. Review 2012 Board Meeting Schedule – The Board will review next year’s calendar for possible conflicts and will take action in November.

12. COMMUNITY LINKAGES – None

13. EXECUTIVE SESSION – None

14. ADJOURN EXECUTIVE SESSION –

15. ACTION as a RESULT OF EXECUTIVE SESSION

16. 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 November 16, 2011, the Board of Trustees of Community College District 13 approved minutes of the October 19, 2011 regular meeting.

Christopher C. Bailey, Secretary to the Board

