



Longview, WA 98632

MEETING of SEPTEMBER 19, 2012

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Board Chair Thuy Vo called the regular meeting of the District 13 Board of Trustees to order at 5:03 p.m., on Wednesday, September 19, 2012, 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 (arrived at 5:10)

COLLEGE PRESIDENT: Chris Bailey

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

2. INTRODUCTION OF GUESTS –

President Bailey introduced Dan Schabot, the College's new speech faculty member, as well as tenure-track faculty members Brad Benjamin and Nadine Lemmons. New ASLCC president J. Wylie was also introduced as was Brandon Ray, IT Director.

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 July 18, 2012 Board Workshop
- 4B.** Annual Review and Approval of Head Start/EHS/ECEAP Policies:
 - Policy Council Bylaws
 - Sharing and Decision-Making between Governing Body and Policy Council
 - Internal Dispute Resolution
 - Parent/Community Written Concern/Feedback Policy and Procedure
 - Program Personnel Policies
- 4C.** Head Start: Movement of 19 slots from Longview to Kelso
- 4D.** Athletic Reserve Expenditure

Prior to a motion being made, AAG Bonnie Terada explained that the Head Start Program Personnel Policies referenced above were not ready for approval at this time and recommended they be tabled to the October board meeting.

MOTION: By Steve Vincent, seconded by Heidi Heywood,

That the consent agenda be approved as presented, except that item 4B "Program Personnel Policies" be removed and tabled until the next Board meeting.

Question: Trustee Heywood asked VP Lisa Matye Edwards the age of the current baseball uniforms are that are being replaced with the athletics reserve fund money. Lisa said the existing uniforms were purchased in 2007 and had exceeded their life expectancy.

MOTION CARRIED unanimously.

5. COLLEGE INPUT

- 5A. President's Report** – President Bailey shared the highlights from the Master Plan Symposium held on September 13. Four initiatives were identified to make LCC a "destination" college and to subsequently provide enrollment stabilization: (1) International Student Program (2) Establishing a University Center (3) Business and Industry Partnering and (4) eLearning.

Vice President Lisa Matye Edwards:

- ✓ The statewide ctcLink committee, after months of work, identified two vendors for the project, and the state is currently negotiating with them.
- ✓ The LCC Foundation generously helped fill the gap for students who were short of tuition or book money for fall quarter by establishing the Student Success Fund.
- ✓ LCC's cohort default rate was 19% last year, but with dedicated and intentional effort, it is down to 15.1%.

Vice President Nolan Wheeler:

- ✓ Nolan distributed new LCC email addresses for the Trustees. He explained that the Attorney General's Office strongly recommends Trustees separating their personal/business and college email accounts to protect against public disclosure of their private emails. Brandon Ray is available to help with technical questions.
- ✓ Nolan presented several photos on the progress of building projects

- 5B. **ASLCC Report** – ASLCC President J. Wylie provided a snapshot of activities and events sponsored by the student government. President Bailey provided leadership training to the ASLCC team in mid-September.
- 5C. **LCCFAHE Report** – Adam Wolfer said the faculty were pleased to have added six new tenure-track faculty to their ranks. The Association will be holding elections next week for this year's executive council. Personally, he is excited to teach in the newly remodeled science lecture halls.
- 5D. **WFSE Report** – Tracy Stanley reported negotiations are continuing today with the state and WFSE bargaining teams. She is hopeful that resolution will be made on a few key issues, which should help improve morale. Kendra Sprague is working on professional development activities for staff on inter-personal and business skills.
- 5E. **LCC Foundation** – Director Erin Brown talked about the launching of the Foundation-sponsored Student Success Fund. Nominations for the newly-formed Benefactor of the Year will close on September 30. She is excited to start this new tradition at LCC to honor valuable contributors to the College. The recipient will be announced at the November 15 opera gala in the Rose Center.
- 5F. **Human Resources** – HR Director Kendra Sprague reported that HR has arranged for training for all employees on the new mandatory reporting law. HR is also recruiting and scheduling interviews for newly vacated positions.
- 5G. **Legislative/Public Relations** – Sue Groth reported that summer has been busy with many people on campus, i.e. the summer musical, gallery art exhibits, and the opera/pianist performance on September 6. The College Relations Department has been working on a brochure to be inserted into the *Daily News* showing the annual schedule of events in the Rose Center.
- 5H. **Institutional Research and Planning** – Wendy Hall reports that we are going “full steam ahead” with our implementation year for Achieving the Dream initiatives.
- 5I. **Head Start/ECEAP Written Report** – Includes program and budget status reports for June/July 2012.
- 5J. **Other** – President Bailey received a call from the Governor's Office asking if the Trustees had any names to bring forth for potential trustee appointments.

6. INSTITUTIONAL MONITORING

6A. Year-end Budget Report – Vice President Nolan Wheeler provided an overview to the financial memo and reports that were sent out in the monthly packet.

7. PUBLIC COMMENT – None

8. SELF-MONITORING – None

9. DIRECTION SETTING/VISION

9A. Planning Calendar Review – The Board discussed changing both the October and November board meeting dates. They will respond to Linda via email on availability.

10. BOARD BUSINESS/INFORMATION ITEMS –

10 A. 2012-13 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.

11. COMMUNITY LINKAGES – None

12. EXECUTIVE SESSION – At 5:58 p.m., Chair Vo called for a fifteen minute executive session to receive and evaluate complaints brought against a public officer or employee. No Final Action to be taken. HR Director Kendra Sprague and President Bailey were asked to attend.

14. ADJOURN EXECUTIVE SESSION – Chair Vo reopened the public meeting at 6:17 p.m.

15. ADJOURNMENT – With no further business, the meeting was adjourned at 6:18.m.

On October 16, 2012, the Board of Trustees of Community College District 13 approved minutes of the September 19, 2012 regular meeting.

Christopher C. Bailey, Secretary to the Board