



Longview, WA 98632

**MEETING of JANUARY 21, 2015**

**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 5:02 p.m., on Wednesday, January 21, 2015, 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  
Max Anderson  
Steve Vincent

**COLLEGE PRESIDENT:** Chris Bailey

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

**2. INTRODUCTION OF GUESTS** – Jim Stanley, Randy Byrum, Angela Rogers, Tamra Bell, David Benson, Brad Benjamin, Renee Carney, Darlene de Vida, Natalie Richie, Rheba Rukkila, Jack Humphrey, Nicole Cochran, ASLCC Officers, and Angela Gates.

**3. APPROVAL OF AGENDA** – With no additions or revisions to the agenda, Chair Heywood called for a motion to approve.

**MOTION:** By Max Anderson, seconded by Steve Vincent,  
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 December 17, 2014 Board Meeting

4B. ASLCC Budget Expenditure Request

4C. Head Start Policies:

- ✓ Mission & Vision Statement HR1b
- ✓ Program Planning Policy & Procedures PGOV 4e
- ✓ Governing Body Roles & Responsibilities PGOV 3b

Chair Heywood asked if there were any questions, changes or additions to the consent agenda. Max requested the removal of Remove the ASLCC expenditure request-4B-from consent and move it to item 7A.

**MOTION:** By Max Anderson, seconded by Thuy Vo,

That the modified consent agenda be approved as presented.

**MOTION CARRIED** unanimously.

## 5. COLLEGE INPUT

5A. **President's Report** – President Chris Bailey reported that not much news was coming out of legislature yet regarding budget. We are up about 3.6% overall for the year which is healthy and somewhat unexpected.

He introduced Angela Gates, our nominee for the state TACTC Transforming Lives award. Erin Brown explained that the State Trustees Association annually honors a Transforming Lives nominee from each of the community and technical colleges (30 total), and selects the top five. Those five will receive a \$500 scholarship in addition to being honored during dinner at the TACTC Winter conference. Erin also presented Angela with an additional check for \$500 from the LCC Foundation. Angela will graduate with her nursing degree this quarter.

Karen Joiner for Vice President Brendan Glaser –

- ✓ Business as usual in the world of Instruction. Faculty have a great attitude about potential tenure track hiring.

Vice President Lisa Matye Edwards:

- ✓ All is going well in Student Services. At this time during the quarter, she is working with a lot of students to help them through their educational journey.

Vice President Nolan Wheeler:

- ✓ We are close to getting an occupancy permit for the gymnasium; the contractor is hoping to get the permit either Thursday or early next week. Our crew is renovating the concession area, waxing floors, and moving trophies. The AV is still being worked on as well as some minor electrical issues. The Fitness Center equipment bids will be opened February 10 and he anticipated the actual Center will be open for Spring Quarter.

- 5B. ASLCC Report** – Drew Davidson invited the Trustees and audience to some of the upcoming ASLCC-sponsored events. Twenty-four LCC students will be going to the legislative event on February 5. A written report of all ASLCC activities will be sent out to the Trustees tomorrow via email.
  
  - 5C. LCCFAHE Report** – Adam Wolfer reported that Faculty are, indeed, looking forward to new hires, and are adjusting to the new process of advanced scheduling for Fall quarter. The Association is pleased that there will be an action plan to address issues in the employee survey and want to be part of finding solutions.
  
  - 5D. WFSE Report** –Tracy Stanley reiterated what Adam said in that staff would like to participate as needed to address and resolve issues from the employee survey. There was a legislative reception earlier this week, and there will be another one in February with the Washington State Labor Council.
  
  - 5E. LCC Foundation** – Erin Brown invited all to the January 31<sup>st</sup> Hall of Fame induction ceremony, and explained that this is the only annual fundraising event for athletics. She said it should be an excellent event as we honor five great LCC athletes into the Hall of Fame.
  
  - 5F. Effectiveness and College Relations** – Wendy Hall said the spring class schedule will be soon be mailed to 50,000 households in the area. Of special note--the back page of the schedule will feature the International Program and the need for host families.
  
  - 5G. Human Resources** – Kendra Sprague explained that the Human Resources Office is gearing up for advertising of tenure track faculty, which is a very exciting time. The Wellness Committee's January event winner will receive a FitBit. The Foundation hosted the Classified Staff breakfast last week where over 100 staff and exempt employees attended.
  
  - 5H. Head Start/ECEAP Written Report** – Included Head Start/EHS/ECEAP program and budget status reports for November 2014.
  
  - 5I. Other** – None
- 6. PUBLIC COMMENT** – David Benson mentioned that Courtney Shah wrote a book and was accepted for publication by the Academic Press. Wendy Hall explained that there will be an article about Courtney’s book in the annual report this year.

Randy Byrum said that LCC will be hosting the 8th welding competition this year.

**7. INSTITUTIONAL MONITORING**

- 7A.** ASLCC Budget Expenditure Request (moved from the consent agenda Item 4B for further clarification) - Lisa Matye Edwards provided additional background. She explained that an oversight in the original ASLCC budget submitted for approval in June occurred due to changes in student staffing. In order to fund the stipend for the

Director of Student Activities and salary for the Assistant Director, \$42,200 is needed. The recommended funding for this adjustment will come from the following sources: \$15,000 from additional S & A fees, \$6,000 from the Tech Fee, and \$21,200 from the ASLCC reserves.

**MOTION:** By Steve Vincent, seconded by Max Anderson,  
  
To approve the \$42,200 adjustment to the ASLCC Activities Budget as presented.

**MOTION CARRIED** unanimously.

- 7B.** Quarterly Budget Report - Joe Quirk provided the second quarter operating budget status update. He explained that the most significant activity resides in Funds 147 and 450. He also reported that Cliff Hicks' job duties and title were changed; he will now oversee the Bookstore, Food Services, and Fitness Center.

Joe also reviewed the operating revenue and expenditure activity. At the midway point, revenues are slightly ahead of budget. YTD expenditures are 48.2% of target. As projected, we will have to fund the \$3MM COP for the Fitness Center in August 2015 in advance, but there are sufficient investments and reserves to meet that obligation.

- 7C.** Professional/Technical and Customized Education Monitoring Report - Darlene de Vida and Tamra Bell explained that the objectives for this report is to provide quality professional/technical education for employment, skills enhancement, career development, and to partner with business, community groups, and other educational entities to provide workforce development and customized programs and services. Covered in this report is assessment of the seven key performance indicators, as well as enrollment data.

Brad Benjamin, Chair of Faculty Assessment Committee, provided background on how faculty work together to assess programs and curriculum. There is a cultural change centered on assessment, and Faculty are very passionate about the work. The accreditation team that did a site review this fall were blown away by our assessment work and how well we are doing with it.

**8. BOARD BUSINESS/INFORMATION ITEMS –**

- 8A.** February Workshop/Retreat Agenda Planning – Linda presented a draft agenda for the February 18<sup>th</sup> workshop which contained the usual annual items. Heidi asked the Trustees to think about additions to the agenda and to get them to either herself or Linda.

**9. EXECUTIVE SESSION** – None

**10. ADJOURNMENT** – With no further business, the meeting was adjourned at 6:36 p.m.

*On February 18, 2015, the Board of Trustees of Community College District 13 approved minutes of the January 16 and 21 Board Meetings*

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Christopher C. Bailey, Secretary to the Board