



Longview, WA 98632

MEETING of May 20, 2015

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 5:01 p.m., on Wednesday, May 20, 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: Max Anderson
Heidi Heywood
George Raiter
Steve Vincent
Thuy Vo

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Nolan Wheeler, Brendan Glaser, Kendra Sprague, Erin Brown, Wendy Hall, Bonnie Terada, Jennifer Mankowski Dixon, Adam Wolfer, Tracy Stanley, Drew Davidson, and Linda Clark.

2. INTRODUCTION OF GUESTS – The guests in attendance introduced themselves. Please see attached sign-in sheet.

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

MOTION: By Heidi Heywood, 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 April 15, 2015 Board Meeting

4B. 2015-16 Miscellaneous Fee Schedule

Nolan Wheeler presented an updated miscellaneous fee schedule which now includes the Fitness Center Fee as approved by student vote last week. Before calling for a motion, Chair Anderson asked for background information on the new fees.

Vice President Wheeler explained the state growth factor as well as the process used for the student vote for the Fitness Center fee. Vice President Glaser explained the music fee as well as some of the others that were either new or increased. He explained that Administration closely watches the fee balances to ensure that we are not collecting too much from the students.

MOTION: By Steve Vincent, seconded by George Raiter,

That consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – President Chris Bailey explained that one of the requirements of policy governance is to keep the Board apprised of official audits.

- He presented the April 16, 2015 letter from the Office of Head Start which stated that our program was in 100% compliance with the Head Start Key Indicators-Compliance Review and thus qualified for differential monitoring based on the results. This is great news as our program will not undergo a complete audit for the next five years. Next on the list is the general state financial audit dated October 31, 2014. Our Medical Assisting Program also was found in compliance as outlined in the letter dated April 13, 2015 from the Medical Assisting Education Review Board. Tamara Norton, Nursing Instruction, reported that the LCC Nursing program recently underwent an audit from ACEN. Results: Our program was granted continuing accreditation (7 years); however, it did place conditions on Standards 2 and 6 which need to be addressed within the next two years.

Standard 2 – Faculty and Staff – Recommending that LCC 100% of LCC's nursing instructors hold a Master's Degree—this is terribly difficult to do and as far as we know, no college has attained that percentage, but LCC will continue to strive for attainment.

Standard 6 – Outcomes – Improve frequency of assessment in documenting student learning outcomes, program outcomes, and competencies.

- NWAC
 - The LCC women's softball team finished in the top 8 at the tournament.
 - The LCC men's baseball team went 24-1 and were named Division champs. Looking forward to hosting the NWAC baseball tournament over Memorial Day weekend.
 - 12 LCC players were honored as all stars or golden glove winners
 - Last, but certainly not least, Eddie Smith was named Coach of Year
- Chris informed the Board that he will be walking 500 miles in July (California to Vancouver), and he will be fundraising for the student success fund

Vice President Brendan Glaser:

- ✓ LCC had a great Outstanding Student Award event in which 45 students were honored.
- ✓ We are currently hiring to fill several faculty positions. To date, offers have been accepted in Anthropology, Math (2), and Computer Science, and we're very close to extending offers in Drama and English

Vice President Nolan Wheeler:

- ✓ Fitness Center:
 - We now have all of the equipment in place
 - Students passed the Fitness Center usage fee
 - Hired Jarod Miller as the Fitness Center manager
- ✓ AAR Renovation project is on schedule for mid-June completion. This wing will now house English Faculty Offices and Effectiveness and College Relations.
- ✓ IOB demo will take place (hopefully) next week.
- ✓ The new accreditation-defined financial statement is almost complete; in fact, Joe was able to send a draft to the Auditor's Office. We anticipate having a final to you in June

Interim Vice President Kendra Sprague:

- ✓ As she wrapped up her first week as Interim VP in Student Services, she said the staff in that area have been great and truly exemplify our core values.
- ✓ It is a very busy time as we are registering for both summer and fall quarters
- ✓ The student resource fair which we hosted on campus had upwards of 30 agencies participating.

5B. ASLCC Report – Drew Davidson reported that 454 students voted on the Fitness Center Usage Fee ballot which passed with 78% yes votes. He said the ASLCC wanted to present the proposed Student Activities and Athletic budget this month since many of them would not be available during the June meeting. He explained that the proposed changes to the Financial Code, which will be voted on by the ALCC on May 26, will allow co-curricular groups to come back to the ASLCC to request additional funds. The Board agreed that this change makes a lot of sense. Drew presented proposed 2015-16 Student and Activities Budget, which will be presented to the Board in June for consideration.

5C. LCCFAHE Report – Adam Wolfer provided results of the recent Faculty Association: President, Adam Wolfer; Vice President, Brad Benjamin; Vice President for Adjuncts, Michal-Ann Watts; Treasurer, Jim Stanley; Secretary Hiedi Bauer; Executive Council:

David Benson, David Rosi, Nicole DiGerlando, Randy Byrum, and Jeanne Hamer. Adam also explained that the Faculty Association has been working on a statement of concern for tonight's report, which was prepared by the Executive Council. He distributed the statement to the Board.

Chair Anderson said the contents of the statement will be taken up in executive session later in the evening

- 5D. WFSE Report** –Tracy Stanley reported that a statewide unity break was held today between 9:30-10:30 to get message out that the Senate is trying to block raises as negotiated in the WFSE contract. The union will start looking at more formal processes to resolve issues.
- 5E. LCC Foundation** – Erin Brown reported that Alex Nelson will be the new Foundation president, and that Jim Hendrickson extended his term in order to stay on as treasurer. Exceptional faculty grants were just announced amounting to \$72,000. Erin also distributed the 2014-15 LCC Foundation Highlights.
- 5F. Effectiveness and College Relations** – Wendy Hall reminded all that the 79th annual LCC commencement will be held on June 19, at 6:30 p.m. at the Kelso Stadium. So far, 358 students have signed up to walk in the ceremony. More details will be sent to the Trustees next week.
- 5G. Human Resources** – Kendra Sprague confirmed what Brendan had said earlier in the meeting in that Faculty recruitment has gone very well. HR incorporated some changes as requested by Faculty. She also recapped some of the Wellness Committee activities.
- 5H. Head Start/ECEAP Written Report** – Included Head Start/EHS/ECEAP program and budget status reports for March 2015.
- 5I. Other** – None

6. INSTITUTIONAL MONITORING

- 6A. International Program Update** – Margit Brumbaugh provided a status update of where the International Program is at this time. LCC currently has 15 students in the program. Host families continue to be hard to find for future students. She has 9 applicants for summer/fall quarters. Margit also provided a summary of the first English & American Culture Program for students from Atomi University in Japan, which was very successful. We anticipate that short-term program and possibly others like it to increase.
- 6B. Facilities Master Plan** – Nolan Wheeler provided a recap of how the Master Plan was developed starting with the initial planning symposium in September 2012. Following this symposium, task force groups comprised of faculty, staff, and community members were assigned to discuss several strategic opportunities. The Master Plan was put on hold for a year while Longview School District underwent its own facility

review, which included the potential availability of two adjacent properties. September 2013 saw the re-start of our master plan development and completion of the programmatic meetings in the fall of 2014. A draft of the Facilities Master Plan was shared with campus in January 2015 for input, and the final draft, as presented tonight, incorporated the work of the four task force groups, the facility master plan committee, and input from the campus.

The Board asked that approval of the plan be moved to the June meeting to allow them time to read the document.

7. PUBLIC COMMENT

- Hiedi Bauer thanked Thuy Vo for attending to the Northwest Voices, and the Foundation for funding the Salal Arts Festival. She also invited Board to attend Festival
- Nicole Boyer Cochran - Don Correll's final production begins next week. The Drama Club has arranged a fundraiser on June 27 to honor Don for his 39 years of LCC Instruction.
- Kirc Roland invited the Trustees to the NWAC baseball championships over Memorial Day weekend. 21 of our student athletes made all-academic teams.
- Thuy asked about Black Bear's wear on the field. Kirc said we will hopefully improve the relationship as it moves forward.
- Michael Strayer asked why the Board denied the Faculty President's request to read the statement of concern. Chair Anderson explained that the contents deal with a personnel complaint, which are handled in executive session. Michael further stated that during his tenure, this is the lowest faculty morale he has seen. David Benson stated that 89% of the faculty who voted to send the statement of concern.
- George Raiter responded that the Board we will read and review the statement and act on it accordingly.

8. BOARD BUSINESS/INFORMATION ITEMS –

8A. [ACTION] Public Hearing: Repeal of WAC 132M-121 and Approval of WAC 132M-125 Code of Student Conduct

At 6:25 P.M., Chair Max Anderson opened the public hearing on adoption of new Student Code of Conduct rules held under the authority of RCW 28B.50.140 . A Notice of Proposed Rule Making was filed with the Office of the Code Reviser on March 16, 2015 and published in Washington State Register #15-07-067. The purpose of the hearing is to receive public comment on the proposed rules. At this time, are there any comments to the proposed rules?

Kendra Sprague explained that she had received one comment asking about clarification of weapons (chemical weapons). She responded to the person and clarified the statement as written. No other public comments or written comments were received.

Chair Anderson then called for a motion on adoption of Chapter WAC 132M-125 as published. No further discussion.

MOTION: By Steve Vincent, seconded by Heidi Heywood,

To adopt WAC 132M-125 Code of Student Conduct, as published at WSR #15-07-067. This rule repeals and replaces WAC 132M-121.

MOTION CARRIED unanimously.

Chair Anderson concluded the rule-making hearing after the vote at 6:28, and proceeded with the open meeting at 6:19 pm.

8B. Employee Survey Action Plan

President Bailey explained that an action plan in response to the climate survey had been developed as requested by the Board. The plan was placed on the website for comment of which four were received via email and subsequently addressed by Cabinet and included in the final document as presented. President Bailey read the plan aloud.

Now that we have a benchmark from the initial survey, Heidi Heywood asked about the next step. Wendy Hall explained that administration is looking at a normed instrument to use, and will be incorporated within the Institutional Monitoring Report so that a metrics can be developed in the future.

- 9. **EXECUTIVE SESSION** – Chair Anderson called for a 40-minute Executive Session @ 7:00 p.m. as allowed under RCW 42.30.110(f). At 7:40 p.m., Chair Anderson made a public announcement that the executive session would be extended for an additional 60 minutes. At 8:40, Vice Chair Raiter made a public announcement that the executive session would be extended for an additional 30 minutes.
- 10. **ADJOURN EXECUTIVE SESSION** – Chair Anderson re-opened the public meeting at 9:10 p.m.
- 11. **ACTION as a RESULT of EXECUTIVE SESSION** - None
- 12. **ADJOURNMENT** – With no further business, the meeting was adjourned at 9:11 p.m.

On June 17, 2015, the Board of Trustees of Community College District 13 approved minutes of the May 20, 2015 and June 4, 2015 Board Meetings

Christopher C. Bailey, Secretary to the Board