



Longview, WA 98632

MEETING of June 17, 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 4:34 p.m., on Wednesday, June 17, 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: Erin Zeiger, Nolan Wheeler, Joe Quirk, Wendy Hall, Brendan Glaser, Kendra Sprague, Drew Davidson, Tracy Stanley, Adam Wolfer, Bonnie Terada 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 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 May 20, 2015 Board Meeting
- 4B.** Minutes of the June 4, 2015 Special Meeting
- 4C.** 2015-16 Quid Pro Quo Agreement with the LCC Foundation
- 4D.** 2015-16 Tuition Waiver Schedule

MOTION: By Heidi Heywood, seconded by Thuy Vo

That consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. TENURE CONSIDERATION

- 5A. Executive Session per RCW 42.30.140(4)** – Chair Anderson called for a five minute executive session @ 4:38 p.m.
- 5B. Action as a Result of Executive Session** – Chair Anderson reopened the public meeting @ 4:43 and asked if there was a motion on tenure.

MOTION: By Heidi Heywood, seconded by Steve Vincent

I move that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committee, hereby grant tenure to Josie Zbaeren effective with the beginning of Fall Quarter 2015.

MOTION CARRIED unanimously.

6. COLLEGE INPUT

- 6A. President's Report** – President Chris Bailey said there has been no solid news coming from Olympia on the budget. Speculation is that there will be another special session that could possibly go into July which would create some interesting scenarios for us including the need to pass a resolution to operate throughout the summer should the state not pass a budget by June 30. At the last President's meeting, all 34 community and technical colleges agreed that they would operate with local funds until September 1, if needed.

Eastern Washington University has expressed its intent to hire another tenured faculty for the LCC campus specializing in Operations Management, which will be an emphasis to their business administration degree. EWU has also committed to offering a Master's Degree in Business Administration via ITV from Cheney to our University Center. This will be a great program for our staff and faculty as it will qualify for reduced tuition for college employees.

LCC received the Large Business of the Year Award at the annual Crystal Apple/Pillars of Strength ceremony. In addition, Klint Hull was named Higher Ed teacher of the year. Also nominated were Mark Gaither, Tuan Dang

LCC won the NWAC baseball Championship and was ranked #10 in the nation. Eddie Smith was aptly named Coach of the Year.

Chris explained that starting July 27, he will be walking 500 miles to raise money for the LCC Student Success Fund and his son and daughter-in-law will be walking for Chehalis High School scholarships. He will be gone for about a month and during that time, Nolan and Brendan will share Administrator in Charge duties.

Vice President Brendan Glaser:

- ✓ Each year, we honor scholastic achievement at commencement to our outstanding students, but two of the winners will not be able to attend commencement, so we are honoring them here tonight. Brendan Glaser presented awards to Andrew Murray from Kelso and Nicole Seidl from Castle Rock.

Vice President Nolan Wheeler:

- ✓ The IOB building is finally gone! JH Kelly is doing the site improvements and construction of the outdoor pavilion, which should be completed by mid-August. He met with the
- ✓ Lang and Lit faculty toured their new office space within AAR--the projected move-in date is no later than July 1.
- ✓ Oak Terrace Apartments. To date, rental on the apartments has netted a little over \$31,000, which includes renovation of three units at a cost of \$6000-\$9000 per apartment. The apartments are currently housing one International Student, male athletes, students, soccer players, and women's basketball players. Another unit is now vacant and renovations are underway.

Interim Vice President Kendra Sprague:

- ✓ In Student services, it's all about grades, finals, and commencement! The first student commencement rehearsal was held earlier today.
- ✓ In light of the WAC that was adopted at last month's Board meeting, we will be looking at all areas of campus that contain references to the Code of Student Conduct to ensure that all documents/webpages are standardized to reflect the new Code.

5B. ASLCC Report – Drew Davidson reported that the students put on a very successful slate of activities during Red Devil Days. If the Board has any questions during adoption of the student budget, he will be glad to answer them.

5C. LCCFAHE Report – Adam Wolfer thanked Max and George for meeting with the Faculty Association regarding concerns expressed at last month's meeting.

- 5D. WFSE Report** –Tracy Stanley reported that the Local has been talking to a lot of politicians regarding the budget, specifically regarding the discussion of funding or not funding the previously negotiated salary increases in the state WFSE contract. Our WFSE has requested a Demand to Bargain on two college policies. Several trainings for shop stewards have been held and will be held on campus.

- 5E. LCC Foundation** – Erin Brown introduced outgoing Foundation Board President, Bob Gregory, and explained that the incoming President will be Alex Nelson. There was an informal announcement from Weyco that they will be supporting our Student Success Fund with a \$10,000 donation.

- 5F. Effectiveness and College Relations** – Wendy Hall explained that her office is consumed by commencement activities. We will have 409 students participating at commencement.

- 5G. Human Resources** – Kendra Sprague reported that our retirees were honored at the Spring Reception. Cheryl Martinez was honored as the Classified Employee and Sam Orth was Exempt Employee of the Year.

- 5H. Head Start/ECEAP Written Report** – Included Head Start/EHS/ECEAP program and budget status reports for April 2015, and the 2015 ECEAP Self-Assessment Strengths and Action Plan

- 5I. Other**
 - ✓ The Leadership Development Team, represented by Kat Everman, Sandie St. Onge, Minel Slabu, Brian Isbell, and Marie Wise, presented their culminating project...a “Welcome to LCC” video that will be used in various recruiting and promotional events.

7. BOARD BUSINESS/INFORMATION ITEMS –

7A. [ACTION] 2015-16 ASLCC S & A Budget and Financial Code

MOTION: By Heidi Heywood, Seconded by Steve Vincent,

That the fiscal year 2015-16 ASLCC Student & Athletics Budget of \$773,600.00 and the ASLCC Financial Code be approved as presented.

Discussion: Heidi Heywood expressed her appreciation that funds for the clubs without a current advisor were placed in contingency.

MOTION PASSED unanimously by verbal vote

7B. Financial Update -

- ▶ Preliminary 2015-16 Operating Budget - Preliminary 2015-16 Operating Budget - Joe Quirk outlined the strategies, parameters, and processes that determined the assumptions in development of the FY 2016 operating budget. Because the Legislature is still negotiating the final operating (and capital) budgets, we have not received our budget allocation from the State Board; therefore, we will not be able to present an operating budget to the Board for approval until later in the summer. Preparations for this budget began in January 2015 as the President and Cabinet analyzed and established a revised and more formalized budget cycle process. The budget timeline was added to the weekly Cabinet meetings for planning and execution.
- ▶ Resolution 67: Continuation of 2014-15 Operating Budget – As explained above, the State Legislature has yet to produce a budget, so the Board of Trustees is being asked to approve a resolution authorizing continuation of the 2014-15 operating budget using local funds or until September 1, 2015, whichever even occurs first.

MOTION: By Heidi Heywood, seconded by George Raiter,

That Resolution 67 be approved as presented.

MOTION CARRIED unanimously.

- ▶ Financial Statement Audit Update - Joe Quirk provided a status update on the GASB Standard Financial Statement project. At this point, we're ready for the audit; The State Auditor's Office has had our draft document since May.

7C. 2015-16 Annual Priorities – President Bailey explained that the Board saw the draft annual priorities earlier in the year, but there were some minor additions/changes made a result of campus input.

MOTION: By Heidi Heywood, seconded by Thuy Vo,

That the 2015-16 Annual Priorities be approved as presented.

MOTION CARRIED unanimously.

7D. Facilities Master Plan - Nolan explained that the master plan was discussed at the last meeting and the Board had asked for an additional month to review the document.

Chair Anderson asked about the pavilion as he had had questions regarding the funding for it and the purpose. Nolan explained that the demolition of the Instructional Office Building (IOB) and the subsequent site improvements were funded through (and a part of) the Health and Science Building capital project. The remaining capital budget from this project has to be spent by August 30, or we lose it. Years ago at a master plan committee meeting, the students had expressed an express interest in a covered—several locations were researched but an available site and funds were

not available. Due to the extremely short timeline of having to expend the remaining capital funds, Nolan met with the architects to see if a covered area was feasible in the IOB location and if it would fit into the Master Plan itself. The architects worked on the drawings and timeline and gave it the “green light.” Nolan presented the plan at the February all-staff meeting, to various committees/councils, and it was put on the website for comment.

MOTION: By Steve Vincent, seconded by Heidi Heywood,

That the Facilities Master Plan be approved as presented.

MOTION CARRIED unanimously

7D. Set Date for Summer Workshop - Max explained that the Board will need to meet in the summer to approve the 2015-16 Operating Budget. They typically hold a workshop in July and no meeting in August, but given the lateness of the budget and various vacation/work conflicts, it appears that an August meeting date would be the best. The suggested date is August 27. Linda will send out a reminder email.

8. INSTITUTIONAL MONITORING

8A. Institutional Excellence Monitoring Report – Vice President Nolan Wheeler presented this report. The objective of this data is to demonstrate our commitment to institutional integrity and to uphold our reputation for high quality and contribution to the value of the community by promoting excellence in programs, services and activities. The key performance indicators for this report include professional development of faculty and staff; faculty/staff satisfaction and morale; condition of infrastructure; external perceptions/satisfaction with LCC; student/graduate satisfaction with instruction; and cultural enrichment of students and community.

Steve Vincent asked how many trainings have been conducted through our Corporate Training Department. President Bailey said he will provide a written report to the Board in the near future, but the number of trainings has greatly increased.

7. PUBLIC COMMENT

- ▶ Bob Gregory, outgoing LCC Foundation President, wanted to reiterate the strength of the relationship between the Foundation and the College. He discussed the importance of initiatives that President Bailey had brought to the Foundation for assistance, such as student support, athletic excellence, and the EDA grant. He also applauded Chris's leadership in bringing the University Center to the community, as well as a stronger connection to the alumni of the year and benefactor of the year. These initiatives helped the Foundation engage the community in generating revenue to help support the college. As a Foundation Board member, he expressed his support for Chris and the invigoration of the Foundation.
- ▶ Richard (Dick) Van Sickle explained that he came to this area six years ago from Minneapolis to build the EGT grain terminal. What he wants to talk about tonight is leadership. He spent 32 years as a Marine Corps officer, 31 years leading engineers, and helped raise 10 kids. When he came here, he connected with EDC and Pathways

2020, and was struck with the high rate of poverty within this community, so he searched for the top leaders in this area. His observations showed three areas of need within the community: 1) Education 2) Economic Development, 3) Leadership. Of the three, leadership is what will ultimately bring the economy up. He feels that Chris is one of the top leaders in the community.

- ▶ Tim Welch, a new member to the LCC Foundation. He explained that he is extremely interested in improving the relationship of LCC with north Clark County (i.e. Woodland area). It begins in two weeks when Chris and others will be meeting with 35 North Clark County leaders. It will be our first attempt of many to bring students to LCC.
- ▶ Cliff Hicks, Director of Auxiliary Services at LCC. Cliff read some comments from Bookstore staff, including how good they feel about the direction of the College and the positive feedback they get from the President. He also read statement from Crystal Heitz. Personally, he feels that LCC is a great place to work, and that starts at the top with the President.
- ▶ Linda Clark commented on her personal experience in working for CEOs in both the corporate and educational settings. She had strong support for the leadership of Chris Bailey and felt he was the best that she has worked for.

9. **EXECUTIVE SESSION** – At 6:41 p.m. Chair Anderson called for executive session to discuss complaints against a public employee per RCW.30.110. He anticipated being back in open session about 7:45. President Bailey reminded Chair Anderson that they also needed to discuss real estate, so Chair Anderson reopened the public meeting to add discussion of real estate per the same RCW and revised the estimated time of executive session to 8:00. At 8:00, Bonnie Terada announced an extension of 30 minutes, and again at 8:29, she announced an extension of 15 minutes to 8:45.
10. **ADJOURN EXECUTIVE SESSION** – Chair Anderson re-opened the public meeting at 8:46 p.m.
11. **ACTION as a RESULT of EXECUTIVE SESSION** – Chair Anderson thanked those who stayed and said he would read a brief statement in response to the written concerns as expressed by the LCC faculty on May 20.

"In response to the written concerns expressed by the LCC Faculty Association on May 20, 2015, fellow board member George Raiter and I were tasked to follow up directly with the faculty association. We met with the faculty association twice and we thank them for taking the extra time to elaborate further on their concerns.

We are pleased with the progress the college has made under President Bailey's leadership, specifically in key areas such as enrollment management, outreach to the community, bringing baccalaureate and master's degree opportunities to our community, as well as the international student program.

The board of trustees will continue working with President Bailey to improve and promote greater collaboration, shared governance, and respect on campus."

12. ADJOURNMENT – With no further business, the meeting was adjourned at 8:48 p.m.

On August 27, 2015, the Board of Trustees of Community College District 13 approved minutes of the June 17, 2015 Board Meet

Christopher C. Bailey, Secretary to the Board