



Longview, WA 98632

MEETING of OCTOBER 21, 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 5:00 p.m., on Wednesday, October 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
George Raiter

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Kendra Sprague, Erin Zeiger, Wendy Hall, Adam Wolfer, Tracy Stanley, , Bonnie Terada, and Linda Clark.

2. INTRODUCTION OF GUESTS – David Rosi and Gina Challed, Faculty members. Gina was attending to fulfill her probationary faculty requirements.

3. APPROVAL OF AGENDA –

MOTION: By Heidi Heywood, seconded by Thuy Vo,
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 August 27, 2015 Board Meeting

4B. Correction to Miscellaneous Fee Schedule (Admissions/Testing Fee) effective Winter Quarter 2015

MOTION: By Thuy Vo, seconded by Heidi Heywood with discussion

Discussion: Correction to the Minutes of 8/27/15. Change the start time to 1:06 p.m. With no further discussion, the consent agenda was approved as amended

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – President Chris Bailey provided an update on several items, including some from the Instruction area in Brendan's absence.

- ✓ He provided a summary of our graduate survey results. There was significant improvement since the inception of ATD and the college's subsequent focus on student success.
- ✓ The United Way of Cowlitz/Wahkiakum County recently awarded Sandy Junker with their first Woman of the Year recognition. Speaking of Sandy Junker, and Head Start, they just received results of their safety audit—they scored 100%.
- ✓ LCC was again voted as one of the best places to work in The Daily News online poll.
- ✓ The International Program currently has 20 students with three more pending for future quarters. He and Margit Brumbaugh had a very successful trip to Japan where they met with educators from Wako High School and Wako International High School. They are working on a program to send their high school students to Longview, with a direct pathway to LCC.
- ✓ The University Center currently has 64 students enrolled - up from 12 last year.
- ✓ Green River Community College announced yesterday that they will be cutting \$4-5M from their budget, which is very similar to where Clark College is. President Bailey reflected that LCC is not in that situation due to its fiscal responsibility efforts over the past several years, and the proactive approach and efforts in student retention.
- ✓ Dawn Draus and Terrie Skeie, Math Faculty, developed a mechanism where students can take a free practice math test without the pressure in a class setting or placement test. This is a fantastic addition to our student success initiatives.
- ✓ The Library, faculty and Bookstore worked together to offer Open Educational Resource textbooks this year, which has saved students over \$93,000. The anticipation is that we will see continued efforts in this area along with the textbook rental program in the Bookstore.

- ✓ He thanked Cliff Hicks and Gitta Makinster for spending a day helping at the Umpqua College bookstore in the wake of the tragedy on their campus. We have been working on emergency preparedness since the beginning of the year, and are continuing to increase those efforts.

Student Services Report, Interim Vice President Kendra Sprague

- ✓ At the beginning of fall quarter, we launched a campaign regarding sexual violence awareness and have printed and online materials available as resources. We are all responsible for keeping our students safe.
- ✓ Over the summer, we launched a cross divisional task force group to look at enrollment and retention efforts. The task force is now focusing on fall to winter retention. College Relations will be launching a marketing campaign for winter quarter.
- ✓ The new Student Success resource will help both students and staff. We know that it is extremely important to get students registered BEFORE they leave for winter break. The Foundation has provided funds to offer some tuition scholarships for both winter and spring quarters. We have also empowered counselors and advisors to award Student Success funds. David Rosi said that the number one way to retain students is by individual contact from a faculty or staff member.
- ✓ Almost all of our Faculty are using the new Canvas Course Advising Tool, which was developed by our own staff. The advising team will be presenting this tool at the ATD Best Practices Exchange next week, and are hoping to be selected to present at the national ATD conference in February.

5B. ASLCC Report –Not Available

5C. LCCFAHE Report – Adam Wolfer reported that we have great new faculty in many different departments this year. Many of our Faculty are attending an eLearn conference. Brendan Glaser met with Faculty for an in-depth discussion on safety awareness, and Faculty are taking a lead to talk with students to help ensure their safety.

5D. WFSE Report –Tracy Stanley expressed her opinion that the active shooter drill that the college held last year provided an opportunity for coordination with emergency responders, and she hopes it can be done again in the future. There is an active shooter training scheduled for January, and there are also videos on the safety and security webpage. She said that staff are very interested in filling the Safety position, as well as others. She is helping plan social events for the Local, and both she and Vicki Echerd are on the WFSE negotiations team. Her election as state secretary will leave an opening on the local board.

5E. LCC Foundation – Erin Zeiger said the opening of the Minthorn Art donation to the LCC gallery was a great success. It is a wonderful collection of Chinese art. This year's Scholarship Social will be held on November 4. This is a great event to honor our scholarship donors--\$262,000 in scholarships will be going out this year to our students. Nominations are currently being solicited for Benefactor of the Year.

Interviews for financial advising services will be held next week. We have closed the donation of land in Cathlamet, which is valued at approximately \$500,000

- 5F. Effectiveness and College Relations** – Wendy Hall reported that LCC was honored as one of the top five colleges in the nation by USME (a manufacturing group) for our process manufacturing program. The college is in the midst of a “naming the cafeteria contest,” and will be sharing with the campus in the very near future.

The Transforming Lives Committee unanimously approved recommending Shawney Garbe to the Trustees as the LCC Transforming Lives nominee. Wendy explained that she was nominated by four faculty members. Shawney is on track to graduate with her AA in Early Childhood Education in June 2016. Her goal is to work as a family or child advocate or in early childhood.

- 5G. Human Resources** – Kendra Sprague said the Human Resources staff has been busy onboarding new employees. We are in the middle of a “Walktober” competition with WSU-V and Clark College. HR has already held a variety of professional development activities for both Faculty and Staff this quarter. HR held a safety and supervisor training last week. She did contract training yesterday with Tracy Stanley, and met with the Faculty contract negotiating team earlier today.

- 5H. Head Start/ECEAP Written Report** – Included in the Head Start/EHS/ECEAP written report:

- ▶ *Head Start/EHS/ECEAP monthly program report – August 2015*
- ▶ *Head Start/EHS/ECEAP monthly budget status – July/August 2015*
- ▶ *Mandated Reporting of Child Abuse and Neglect – IM 15-04*
- ▶ *Supervision and Transitions – IM 15-05*

- 5I. Other**

6. INSTITUTIONAL MONITORING

- 6A. Quarterly Budget Report** – In Nolan Wheeler’s absence, President Bailey provided a review of the materials Nolan had provided both electronically and in written form. In general terms, the revenue is about 1% higher than expected at 26%, and we’re meeting our budget expectations for the quarter. The budget was built with a 5% enrollment reduction expectation; however, we are down a little more than that. If enrollments continue to decline, we may need to revisit the budget as the year progresses.

The Trustees asked for this item to be placed on the November meeting agenda so that Nolan could answer more specific questions, if any.

- 7. SETTING DIRECTION/VISION** – None

- 8. PUBLIC COMMENT** – President Bailey asked Gina Challed if she would provide an informal report of the LCC Choir’s trip to Carnegie Hall. Gina first thanked the Foundation for funding the bulk of the costs for the 24 students and herself to make the trip to New York for five days. Her goal is to take this trip every two years with the help of the Foundation and student fundraising. In New York, Choir members attended several workshops with a renowned director, and that has translated into a huge change in rehearsals back at school. She said it was an “impressive transformation.” She has also seen a very positive transformation in enrollment numbers in Choir. Last year, we maintained 24 students throughout the entire year. She regularly meets with local high schools to talk about the LCC music program to generate interest and, hopefully, future enrollment.
- 9. BOARD BUSINESS/INFORMATION ITEMS** –
- 9A. Review Proposed 2016 Board of Trustees Meeting Schedule** – The Board will review the proposed schedule prior to adoption at the November meeting.
- 9B. Transforming Lives Nominee** - Thuy Vo voiced his opinion that the recommended student, Shawney Garbe, is a great choice for the LCC Nominee. The Board was unanimous in their support of this nomination.
- 9C. Trustees attendance at both the Legislative Action Retreat (LAC) on November 19, and the ACT Fall Conference on November 20** – Steve Vincent will be attending both of these events, and President Bailey will attend the ACT conference. George Raiter will check his schedule and respond to Linda later in the week.
- 10. EXECUTIVE SESSION** – None
- 11. ADJOURNMENT** – With no further business, the meeting was adjourned at 5:57 p.m.

On November 18, 2015, the Board of Trustees of Community College District 13 approved minutes of the October 21, 2015 Board Meeting

Christopher C. Bailey, Secretary to the Board