



Longview, WA 98632

**MEETING of NOVEMBER 18, 2015**

**LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES**

## **MINUTES**

### **1. CALL TO ORDER AND DETERMINATION OF QUORUM**

Board Chair George Raiter called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, November 18, 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:** Bob Gregory  
Heidi Heywood  
George Raiter  
Steve Vincent  
Thuy Vo

**COLLEGE PRESIDENT:** Chris Bailey

Others in attendance: Kendra Sprague, Nolan Wheeler, Brendan Glaser, Erin Zeiger, Wendy Hall, Adam Wolfer, Tracy Stanley, Kim Witherspoon, and Linda Clark.

**2. INTRODUCTION OF GUESTS** – Max Anderson, Shalaina Williams, Betty Hayes, Eli Hayes, Mark Gaither, Sandy Junker, Laurie Severson, Janelle Haines Hughes, Rheba Rukkila, Chad Meadors, Karen Joiner, and Luke Rahn (student representative). Janelle Haines Hughes was attending to fulfill her probationary faculty requirements.

#### **NEW TRUSTEE**

At this time, George Raiter welcomed Lower Columbia College's newest Trustee, Mr. Bob Gregory, whose term began on September 13, 2015. President Chris Bailey recognized outgoing Trustee, Max Anderson, and thanked him for ten years of service to the LCC Board of Trustees.

### **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 October 21, 2015 Board Meeting

**MOTION:** By Heidi Heywood, seconded by Steve Vincent

That the consent agenda be approved as presented.

**MOTION CARRIED** unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – President Chris Bailey reported on the following:

- ✓ On the International Program front, another delegation from China visited recently to tour facilities and discuss student housing opportunities. He and Margit toured Japan and visited Atomi University and the City of Wako.
- ✓ Longtime assistant coach Chuck Byers passed away. He had devoted many years to LCC athletics.
- ✓ Sandy Junker will be retiring as Director of Head Start effective June 10, 2016.

Student Services Report, Interim Vice President Kendra Sprague

- ✓ She explained that LCC hosted a Veteran's Workshop this morning with Cabinet, Veterans Alliance staff, Counselors, Financial Aid, Registration and others. Discussed what services are currently being offered, as well as what can be done better, including creating a Veterans Resource Taskforce. Within the next three years, the plan is to provide a dedicated space for Veterans and related services. Starting in December, our Veterans group will offer a briefing for new Veteran students, apart from the normal new student orientations.
- ✓ The fall into winter marketing campaign has been launched, as we try to get all current students registered before winter break (Dec. 10). We have been marketing this internally with faculty advisors and staff.

Instruction Report, Vice President Brendan Glaser

- ✓ LCC was approved to offer a new Nursing transfer program—an Associate Degree in Nursing Direct Transfer Degree, effective winter quarter 2016. Karen Joiner explained that LCC is only the seventh community college in Washington State to get this program approved.
- ✓ He explained that he has been visiting each academic department and collecting input as work begins on the Academic Master Plan. The priority is tenure track positions.
- ✓ The Learning Commons staff has met with him, and they are proposing a move toward a one-desk model to help connect students with services. The plan is to do so gradually within the next few years.
- ✓ The Career Education Options (CEO) program has grown from 150 students last year to 200 currently.

Administration and Finance, Vice President Nolan Wheeler

- ✓ He provided information on capital projects and facilities.
- ✓ Provided an update on the accountability audit that began November 16 and will likely go through the end of the year.
- ✓ The Financial statement audit isn't completed yet, although he has received verbal information from the Auditors. There were some minor accounting corrections that needed to be done (and most have already been completed). There may be one finding, but details are not available yet. He will keep the Board informed as information is received.
- ✓ Last year, the Department of Ecology showed up on campus for a surprise audit, and we scored a D-. Janel Skreen began working on the issues that surfaced during that audit, and recently, we received another surprise audit and scored a B-. We will continue efforts in that area.
- ✓ The Safety and Security team has been meeting frequently and has developed an emergency mitigation plan. Identified as immediate need include: Access (upgrading door locks and electronic lock down mechanisms); a system-wide notification; moving our radio tower; signage (such as outdoor building maps, indoor signage, emergency posters in each room), and security cameras. We will be costing out some of these measures and will likely be coming to the Board at a later date to fund one-time expenditures related to emergency preparedness. Janel is also working on trainings for staff, faculty and students. Several faculty have already shared existing videos with their students.
- ✓ The LCC Behavioral Intervention Team is meeting tomorrow with Chief Duscha from the Longview Police Department, and Kendra explained that there has been a lot of activity with students this fall, so the team will be meeting more frequently.

**5B. ASLCC Report** – Luke Rahn explained that with the resignation of ASLCC president Tim Stewart, the other officers are divvying up his duties. As for student activities, the ASLCC is sponsoring a fitness challenge, they are going to send birthday cards to students, holiday bingo, and a family cultural night in January.

**5C. LCCFAHE Report** – Adam Wolfer reported that Faculty have been working with Brendan and the Deans on the academic master plan. Most critical is replacement faculty for fall...job descriptions and planning are underway. Faculty are looking forward to their part in the hiring of VP of Student Success. He also highlighted the intramural events at the Fitness Center which faculty are involved in.

**5D. WFSE Report** –Tracy Stanley reported that she has been working with Brendan and Kendra regarding concerns on potential impact to staff with the implementation of ctLink. Off campus, WFSE is prepping for negotiations and the legislative session. Vicki Echerd was elected to the state-wide executive board.

**5E. LCC Foundation** – Erin Zeiger reported that Jane Rosi has been selected as the newest Foundation Board member. She will be of tremendous help with athletic excellence and alumni outreach. The Foundation recently contracted Dave Andrew for alumni

coordination, which will be about a six month position. January 30 is the date for the next Hall of Fame event. Anderson & Anderson was selected as the Foundation's Investment Advisor out of 21 bidders. Don and Claire Lemmons were selected as Benefactors of the Year.

**5F. Effectiveness and College Relations** – Wendy Hall mentioned that our Transforming Lives nominee will be at the January Board meeting. Also in College Relations, one of our students won a \$50 gift card to the Bookstore for her winning entry in naming the cafeteria....*Fork and Flame*.

**5G. Human Resources** – Kendra Sprague reported that LCC did not win the Walktober challenge; however, our own Ken Noble had over 1.3 million steps in November! The “maintain don't gain” challenge ongoing from November 23 - January 4. November is open enrollment month for benefits.

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

✓ *Head Start/EHS/ECEAP monthly program report – September 2015*

**5I. Other**

## **6. INSTITUTIONAL MONITORING**

**6A. Report on Canvas Course Advising** – Eli Hayes, Shalaina Williams, Betty Hayes, Mark Gaither and Chad Meadors. Chad explained that the College's focus (through ATD) on student success, retention and completion led to development of this online advising system. Betty explained that in her tenure with LCC, advising has moved from the triplicate, manual form of advising, to utilization of the College's Learning Management platform, Canvas. Mark Gaither, as a new Faculty member, said he saw long lines of students outside of each faculty door waiting for advising at the beginning of each quarter. He and Betty got together and worked with the eLearning Director to set-up an advising course using Canvas. Shalaina Williams, an Educational Planner, explained that she spent a lot of time in eLearning, and was asked to develop a model (pilot) advising model starting in February 2014. The pilot started with nine experienced advisors--leaders amongst their peers--who had working knowledge of Canvas. These nine used the pilot for spring quarter and when they got back together in June, all said it was great. The biggest obstacle was the "hand loading" of students' names. At that point, Eli Hayes was approached and asked if there was a technology solution for this problem. He was able to interface student names—all within the guidelines of FERPA (privacy of student information)—to eliminate the hand loading of names. This new system now gives students access to their advisor's name within 24 hours after their new student orientation.

The main objectives of the program was to develop a system that was student centered and was easier for faculty. Faculty can now have meaningful conversations with students during their advising appointments--not just giving them a pin number.

Eli explained that institutions outside of the college are now asking us how we were able to do this, so there is a possibility that we will be sharing our model statewide.

- 6B. Head Start Bi-Annual Report/Training** - Sandy Junker and Laurie Severson presented the bi-annual update on the Head Start/EHS/ECEAP program. Included in their report: Federal Monitoring Review, 5-Year Strategic Plan, Special Events/Projects, Head Start program Information Report (PIR) Results and Annual Report, Education Outcomes/School readiness Goals, Planning for 2016-17, Shared Decision Making, new Policy Council Officers, and Hiring.

Our program received no findings as a result of the Health and Safety Monitoring Audit held on October 20-21. The auditors will be back next year and observe in all classrooms. In 2017-18, they will look at the evidence from the past 3 audits, and in 2018-19, we will either be offered another 5-year grant or put the program in re-competition.

The five-year strategic plan includes looking at facilities, parent engagement, and staffing roles and responsibilities. As a start to the facilities issue, Longview School District has agreed to lease a facility in west Longview for ten years and beyond. Nolan and Sandy are working with Longview on details of the lease.

Sandy explained the new performance standards that are coming to Head Start/EHS/ECEAP. She also Sandy also shared the information from the Program Information Report including year-end statistics regarding enrollment, family demographics, education of staff, health/nutrition/mental health and family services.

Laurie Severson Lori recapped information on Teaching Strategies GOLD, which is an authentic observational assessment system for children from birth through kindergarten. Lori also discussed School Readiness—a comprehensive effort to prepare children for school and the future.

Sandy shared the planning timeline for 2015-16, as well as the shared decision making/communication loop, and Board roles and responsibilities.

- 6C. Quarterly Budget Report** – Chair George Raiter asked if there were any questions on the report that was shared at the last Board meeting. None

**7. SETTING DIRECTION/VISION** – Nothing at this time.

**8. PUBLIC COMMENT** – None

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

**9A. Elect New Vice Chair** – Due to Max Anderson’s departure, Vice Chair George Raiter assumed the office of Chair; however, a new Vice Chair needs to be elected. Chair Raiter called for nominations.

**MOTION:** Heidi Heywood nominated Thuy Vo as Vice Chair, effective immediately. Motion seconded by Steve Vincent

**MOTION CARRIED** unanimously.

**9B. 2016 Board of Trustees Meeting Schedule** – Chair Raiter called for a vote on the 2016 Board of Trustees meeting schedule, which was reviewed at the October meeting.

**MOTION:** By Steve Vincent, seconded by Heidi Heywood

That the 2016 Board of Trustees meeting schedule be approved as presented.

**MOTION CARRIED** unanimously.

**10. EXECUTIVE SESSION** – At 7:20 p.m., Chair Raiter called for a ten-minute executive session to discuss real estate as authorized by RCW 42.30(b).

**11. ADJOURN EXECUTIVE SESSION** – Chair Raiter re-opened the public meeting at 7:30 p.m.

**12. ACTION AS A RESULT OF EXECUTIVE SESSION** - None

**13. ADJOURNMENT** - With no further business, the meeting was adjourned at 7:31 p.m.

**On December 16 2015, the Board of Trustees of Community College District 13 approved minutes of the November 18, 2015 Board Meeting**

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Christopher C. Bailey, Secretary to the Board