



Longview, WA 98632

MEETING of DECEMBER 16, 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 5:02 p.m., on Wednesday, December 16, 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: Wendy Hall, Nolan Wheeler, Brendan Glaser, Tracy Stanley, Brad Benjamin, Kim Witherspoon, Sarai Rodriguez (representing the ASLCC), and Linda Clark.

2. INTRODUCTION OF GUESTS – Merry Bond, attending to fulfill probationary faculty requirements, Lynell Amundson and Hahli Clark.

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 November 18, 2015 Board Meeting

4B. Head Start Policies: (1) Program Planning Policy and Procedures PGOV 4e;
(2) Governing Body Roles & Responsibilities PGOV 3b

MOTION: By Steve Vincent, seconded by Thuy Vo

That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – President Chris Bailey brought attention to the College's focus on student success in regards to TrioS (SSS) students. These students are low income, first generation college students. The cohort and case management model and results are outstanding. The overall persistence rate of LCC students who are not in the SSS cohort is 47%; while SSS students have a 76% persistence rate. More and more student success strategies center on a cohort/case management model. President Bailey also reported:

- ✓ LCC will be submitting a capital project proposal for a new vocational building on January 4. The nine projects are scheduled to be reviewed and declared by the end of February.
- ✓ Today in Cabinet, a draft of the Vice President of Student Services job position was reviewed and approved. Once Faculty and staff are back on campus for winter quarter, the draft will be sent out for input. The position will be posted in late January for a July 1 hire date.
- ✓ He met with the second Eastern Washington University candidate for the on-site tenured faculty position. Once hired, the new EWU Faculty member will focus on the Operations Management degree. There are twelve students in the Business Administration program.
- ✓ 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.

Student Services Report, Interim Vice President Kendra Sprague

- ✓ Instructors have submitted grades for fall quarter which means the Advising/Retention team will be looking at those students who are on academic warnings--retention calls will be made.
- ✓ New student orientations will be going on during the next two weeks.

Instruction Report, Vice President Brendan Glaser

- ✓ Spent fall quarter reviewing faculty positions with all faculty departments and Cabinet; and subsequently brought forward five positions to be posted after the first of the year: Librarian, Speech, Earth Science, and two Nursing positions. These positions will be budget neutral. Have also looked at another Faculty position, but because funding has not been set aside due to current budget and enrollment conditions, we can't recommend filling it at

this time; however, it remains a high priority. There is also one Business Instructor position that is currently filled by a full-time temporary Faculty and funds are not available at this time to fill it as a permanent position.

- ✓ A Dean position will be advertised in January to replace retiring Dean, Darlene de Vida, as will the Head Start Director position.
- ✓ Plans are moving forward on the lease of Longview School District's Structured Learning Center for use by our Head Start program. Our intention is to get it up and running by August.

Administration and Finance, Vice President Nolan Wheeler

- ✓ Nolan Wheeler explained that he received the architect's first draft of LCC's Vocational Building Capital Project Proposal and the final will be submitted by January 4. The proposed 51,000-52,000 sq. ft. building, if approved, will replace the existing Vocational, Science, and Physical Science Buildings.
- ✓ Financial Audit update – State auditors will be back in January to wrap up the accountability audit, and to meet with him, Chris and two trustees for an exit meeting.
- ✓ Emergency preparedness has been added to the monthly Operations Council reports, and is included in the Management memorandum to trustees.

Updates on emergency preparedness:

- The majority of new security door hardware has been installed
- The Emergency Operations Plan continues to be updated and is now on draft 3 in preparation to share with Cabinet, staff and faculty.
- Bids are being solicited for a notification system.
- We are also getting demonstrations and bids on access systems.
- The new safety and security manager will start in January. Jason Arrowsmith has 20+ years working for the Battleground Police Department, and was also Resource Officer in a high school setting, and he is working on his Master's in Education.

- 5B. ASLCC Report** – Sarai Rodriguez reported that the personalized birthday card campaign has begun. Others activities for the quarter included the “Light up a student’s life” tree give away, Holiday Bingo, and black light dodge ball. The ASLCC continues efforts to get more students involved in the various clubs on campus.
- 5C. LCCFAHE Report** – Representing the Faculty Association, Brad Benjamin reported that Betsy Richards's first performance as LCC's new Drama instructor was well done, as were the various band and choir concerts this quarter. He said the Association would like to add a permanent (tenured) Art Instructor to the Fine Arts Department. He said that Brendan worked collaboratively on the Academic Master Plan with all of the Instructional Departments. The Association looks forward to helping with the VP of Student Services search position. Steve Vincent asked about faculty morale. Brad said it seems good, and that summer was a good break for all.
- 5D. WFSE Report** – Tracy Stanley reported that many of the same staff activities are ongoing as explained last month. The state is forming a safety and security committee and LCC has nominated two employees for consideration. Human Resources continues to collaborate with the union on any issue that arises.

- 5E. LCC Foundation** – Erin Zeiger was unable to attend, so President Bailey read a brief written report prepared by Erin. She was very saddened by the passing of Rob Quoidbach. His mother was one of the original fundraisers for LCJC. Rob has been very generous to the college and Foundation through scholarships and exceptional faculty grants.

The Foundation received two major gifts to the Student Success fund. \$27,000 from Dr. Nau, and \$10,000 from the Biella Foundation. The Hall of Fame event will be held on Saturday, January 30th, to celebrate the incoming class of 2016.

- 5F. Effectiveness and College Relations** – Wendy Hall Wendy distributed the 18th edition of the LCC Fact Book. Bob Gregory expressed his appreciation for the information contained within the book and would like to see a summarized presentation given to other community groups such as the EDC, etc. In answer to George’s question about the data contained in the booklet, Wendy explained that it is pulled from many different sources/reports from the State Board, Department of Education, OPEDS, etc.

The Board of Trustee’s Transforming Lives award winner will be at the January meeting for recognition.

- 5G. Human Resources** –Kendra Sprague said that the Human Resources Office is working on job descriptions for the five faculty positions, a dean position, the Vice President of Student Services position and others. A situation training was offered for staff and faculty with Captain Huhta of the Longview Police Department, as was a self-defense training.

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

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

- 5I. Other**

6. BOARD BUSINESS/INFORMATION ITEMS –

- 6A. ctclink Update** – Eli Hayes, LCC’s ctclink program manager, was unable to attend this evening to lay some of the groundwork for the state ctclink software conversion, but he will be following up at future board meetings. President Bailey explained that the state’s community and technical college system will be converting to PeopleSoft so that, in the end, all system colleges will be using one software package. Tacoma and Spokane were the two pilot schools, and serious problems arose with payroll, registration, and financial aid. The two pilot schools had to do an abundance of manual data transfer in those areas, but the majority of the issues have been identified and resolved; however, the General Ledger chart of accounts is still problematic. Cyber (the software company) will be working with the State Business Affairs Commission to develop a chart of accounts that works for all. Because of these issues, the First Wave colleges (which LCC is a part of) will not go live in August 2016. Ctclink is providing "lessons learned" from Tacoma and Spokane to the rest of the

colleges, which will be of tremendous help. Nolan met with Barbara Martin, Director of ctLink, to discuss the chart of accounts. Our Finance Office has already started the crosswalk. Our new Finance Director, Kelley West, is from the state accounting system, so she is more familiar with the chart of accounts. Chris explained that Eli is working with our LCC team to ensure that data transfer is handled more effectively. We know that the work associated in preparing for the conversion will result in overtime and additional training, and it will be funded as needed. Brendan expressed his opinion that changes in job duties will be a byproduct of the software conversion, so we will be working with staff and faculty to determine what those changes may be.

6B. Corporate and Continuing Education Program update – Lynell Amundson and Hahli Clark discussed the organization of Workforce, B & I, Continuing Education, and Corporate Training, and how these areas work together. Corporate and Continuing Education supports the College’s mission by providing opportunities for individuals, business and industry, and other organizations to pursue their personal, professional, and corporate training goals. The focused activities of the program includes customized training, workforce and economic development, training plan development (connecting students with employers and employers to programs), new program development, job skills program, business best practices, and professional development and personal enrichment. Last year, 13,560 hours of training was provided to 1677 incumbent workers, while this year’s numbers are already at 4844 hours of training. Lynell and Hahli provided more in-depth information on the continuing programs and partnerships. Steve Vincent asked if they had developed a metrics of their data to which Hahli replied that it is in progress. They have one full year of data from last year and will be using this year’s data to start the comparison metrics.

7. INSTITUTIONAL MONITORING

7A. Access and Completion Monitoring Report – Wendy Hall and Kendra Sprague presented the report. The objective is to offer a full array of educational programs and support services to meet the diverse needs of Cowlitz and Wahkiakum Counties, and to provide students with the support needed to pursue and achieve their educational goals. Wendy and Kendra reviewed the key performance indicators for this monitoring report, as well as some of the actions that have come about as a result of past reviews, and data such as enrollment, participation rates, student persistence, progress and completion, student satisfaction, and success of academic support programs.

8. PUBLIC COMMENT – None

9. EXECUTIVE SESSION – At 6:55 p.m., Chair Raiter explained that the Board would be going into a 30 minute executive session for two purposes: To discuss with legal counsel litigation as authorized in RCW 42.30.110(i), and to evaluate job performance of a public employee per RCW 42.30.110(g)—NO ACTION ANTICIPATED.

At 7:29, George Raiter announced continuation of Executive Session for an additional 15 minutes.

- 10. ADJOURN EXECUTIVE SESSION** – Executive Session was adjourned at 7:45 p.m. Chair Raiter re-opened the public meeting at 7:46 p.m.
- 11. ACTION AS A RESULT OF EXECUTIVE SESSION** - None
- 12. ADJOURNMENT** - With no further business, the meeting was adjourned at 7: 47 p.m.

On, January 20, 2016, the Board of Trustees of Community College District 13 approved minutes of the December 16, 2015 Board Meeting

Christopher C. Bailey, Secretary to the Board