



Longview, WA 98632

MEETING of MAY 18, 2016

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 5:07 p.m., on Wednesday, May 18, 2016, 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, Brad Benjamin, Kendra Sprague, Kim Witherspoon, and Linda Clark.

2. INTRODUCTION OF GUESTS – Angie Rogers, Eli Hayes, Adam Wolfer, Roxana Ahmadifard, and students Luke Rahn and Jason Peck.

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 April 20, 2016 Board Meeting
- 4B.** Miscellaneous Fee Schedule for 2016-17
- 4C.** Head Start and Early Head Start Supplemental Application to the 2016-17 Grant #10CH0207 for a 1.8% Cost of Living Adjustment Totaling \$57,879.

MOTION: By Bob Gregory, 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 explained that Sue Orchard has accepted the VPSS position. Also, Marie Boisvert has accepted the position as our International Programs Director. He also drew attention to the tremendous cost savings that AER (alternative educational resources) has had for our students. This quarter's savings amounted to \$124,000, and the estimate for the year is \$375,000! The University Center now has 98 students enrolled, and three new cohorts are being added by Warner Pacific.

Administration and Finance, Vice President Nolan Wheeler

- ✓ The Main Building west wing interior demolition will start about July 1. Test Proctoring, the Math Achievement Center, and Math faculty will be moved to various locations on campus. Although it will be a disruption on campus during the year, but it will be a great facility when completed.
- ✓ The Softball and baseball teams are both in the NWAC tournament.
- ✓ Emergency Preparedness – The Emergency Management Team finished reviewing security systems. Access controls, security cameras, and emergency notification systems have all been selected. All classrooms and rooms will have digital clocks installed with PA capability, even in the event of a power outage. Campus maps have been delivered to the 911 center.

Student Services, Interim Vice President Kendra Sprague

- ✓ She is looking forward to the new VPSS coming onboard in July, although she has enjoyed the relationships she has made in Student Services. The Veterans Administration is on campus to conduct the annual audit on our Veteran's financial aid and other services.
- ✓ Academic early warning ends on Monday, which means that retention efforts will begin next week.
- ✓ The financial aid webpages are being reviewed and streamlined, and the Advising webpages are next. College Relations staff have been phenomenal to make this happen.
- ✓ Our Running Start numbers for fall quarter looks higher than in previous years, and new student orientations are in full swing.

5B. ASLCC Report - Jason Peck and Luke Rahn presented the ASLCC annual report, which included the various ASLCC-sponsored events, as well as conferences attended. Red Devil Days will be the last major event of the year. President Bailey said this has been a great student government and thanked them for all of their hard work.

5C. LCCFAHE Report –Brad Benjamin reported that the Washington Association of Occupational Educators conference was held here last week. He also reported:

- ✓ The quarter drama production will start May 27th
- ✓ HS21 will graduate its first cohort this year
- ✓ Lucas Myers and Becky Connolly presented at the assessment conference
- ✓ The annual Spring Arts Festival starts this Friday at noon, and this year's *Salal* magazine will be unveiled, as well.

- ✓ 4th graders from Barnes elementary will be on campus this Friday for their annual college experience, and lots of faculty and staff will be involved. He said he wished all elementary students could participate in an event like this.

5D. WFSE Report –Tracy Stanley reported that the Union Management Team is working on various issues. Many staff have questions about ctcLink, but we are trying to keep people from worrying about their jobs because we won't know how jobs are impacted until after implementation. We are hearing good things from the Tacoma staff regarding ctcLink, but not so much from the Spokane staff. She continues to be involved at both local and state levels, conferences, lobbying, etc. Bargaining starts tomorrow.

5E. LCC Foundation – President Bailey reported that the annual Foundation Gala will be held in mid-September. The Foundation is also looking at the GiveMore24 as a supplementary fundraiser to the gala. He and Erin met with the Daily News to discuss potential partnerships to benefit our students. The Foundation has had a very successful year.

5F. Effectiveness and College Relations – Wendy Hall reminded Trustees of the Commencement details. This year, we will have 4-6 EWU students graduating at the LCC commencement. We are estimating 688 graduates this year and 323 of them have ordered caps and gowns for commencement. Also participating will be approximately 28 CEO students and another 25 from Basic Skills. She invited the State Board's ctcLink Communications Team down last month for a joint meeting. Last but certainly not least, her staff is in the middle of introducing a new parametric search feature for the LCC website.

5G. Human Resources – Kendra Sprague said that our Red Devil Wellness Team is trying to help circumvent stress through various wellness activities. Faculty hiring season is coming to an end and she hopes to make salary offers by the end of this week.

5H. Head Start/ECEAP Written Report – Included in the Head Start/EHS/ECEAP written report: Monthly program report and budget status – April 2016.

6. BOARD BUSINESS/INFORMATION ITEMS –

6A. 2016-17 ASLCC S & A Budget – Luke Rahn and Jason Pack summarized the major changes in next year's 2016-17 S & A budget. The Board had no questions, but thanked the students for their efforts in preparing the budget.

MOTION: By Bob Gregory, seconded by Heidi Heywood,

That the fiscal year 2016-17 ASLCC Student & Athletics Budget of \$664,373.00 be approved as presented.

MOTION CARRIED unanimously.

6B. ctcLink Monthly Update –Eli Hayes reported that we are now in week 10 of the project. LCC hosted 65 people from the four southern ctc colleges—including LCC—as well as a project team from SBCTC. We're in the third step of the configuration stage. June 17th is the date for the readiness assessment. Because we're in configuration, our SME's have been extremely busy. Wave 1 schools still have the same known issues, but we haven't had a lot of communication from them on their progress. The Presidents were just informed (after the WACTC meeting) that there is going to be a substantial over-run in cost. Steve talked about the importance of training for staff and faculty.

7. INSTITUTIONAL MONITORING

7A. Institutional Excellence and Community Enrichment Monitoring Report - Nolan Wheeler presented the report. The objectives are to demonstrate our commitment to institutional integrity by investing in our campus, students, and employees, and to uphold our reputation for high quality and contribute to the value of the community by promoting excellence in programs, services, and activities. Some of the actions that have come about as a result of past reviews include completion of several facilities projects, substantial progress on emergency preparedness, completion of the first financial statement audit and the financial accountability audit with no findings, and significant increase in campus wellness activities. He reviewed the data on PDUs, grievances and arbitrations. The BOARD REQUESTED TO REMOVE THE GRIEVANCE & ARBITRATION DATA from next year's report. Steve has some concern that exempt employees do not have a document that lays out a grievance procedure. Chris explained that as a governmental agency, LCC must give "due process" in any grievance procedure.

Nolan also reviewed the PACE survey results, condition of infrastructure, Foundation assets and support to the college; financial infrastructure, as well as comments from the review team.

Bob asked when the Board has an opportunity to review/change KPI's to which Chris replied that it is always a topic at the summer retreat. Bob said this is a great report that shows LCC is really performing at a high level.

8. PUBLIC COMMENT –None

9. EXECUTIVE SESSION – Bob Gregory requested a short executive session to review the evaluation process. At 6:35, Chair Raiter called for a 15 minute executive session per RCW 42.30.110(g) with no action anticipated. At 6:50, Chair Raiter publicly announced the need for an additional 5 minutes.

10. ADJOURN EXECUTIVE SESSION – Chair Raiter re-opened the public meeting at 6:51 p.m. No action taken.

11. **ACTION as a RESULT of EXECUTIVE SESSION** - None
12. **ADJOURNMENT** - With no further business, the meeting was adjourned at 6:52 p.m.

On June 22, 2016, the Board of Trustees of Community College District 13 approved minutes of the May 16, 2016 and May 18, 2016 Board Meetings

Christopher C. Bailey, Secretary to the Board