



Longview, WA 98632

MEETING of OCTOBER 19, 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 5:01 p.m., on Wednesday, October 19, 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: George Raiter
Bob Gregory
Heidi Heywood
Heather Mansy
Steve Vincent

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Nolan Wheeler, Sue Orchard, Wendy Hall, Kim Witherspoon, Tracy Stanley, Brad Benjamin, Brendan Glaser, and Linda Clark.

2. INTRODUCTION OF GUESTS – Jacob Roes representing ASLCC, Randy Byrum, Angie Rogers, Nonnie Weaver, Michael Strayer, Michaela Jackson, and Bill Fashing, Director of the Cowlitz Wahkiakum Council of Governments.

- Heather Mansy - George Raiter introduced LCC's newest Trustee, Heather Mansy. President Bailey explained that Heather is from the Woodland area and has been active with the LCC Foundation Board for over a year. Heather said that she is a real estate agent in both Washington and Oregon. She is passionate about education and is thrilled to have been appointed to the LCC Board.
- Thuy Vo – Chair Raiter recognized Thuy for his many years of service to the LCC Board of Trustees, and thanked him for his dedicated leadership. President Bailey presented a plaque of appreciation to Thuy for his 11-1/2 years of service. Michael Strayer thanked Thuy on behalf of the Faculty.
- Employee of the Year - George Raiter explained that the Board wanted to meet and acknowledge the year-end employee winners. Two of the three are here tonight:
 - Nonnie Weaver, Faculty. President Bailey explained that the students select the Faculty of the Year winner. Nonnie has been with the college for 21 years.
 - Michaela Jackson, Exempt Employee of the Year. The Exempt Employee is nominated and voted on by all employees. Michaela is the Director of the Early Learning Center and has been with LCC for 11 years.

3. **APPROVAL OF AGENDA –**

MOTION: By Heidi Heywood, seconded by Steve Vincent,
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 29, 2016 Board Workshop

4B. Minutes of the September 27, 2016 Special Meeting

MOTION: By Steve Vincent, seconded by Bob Gregory,
That the consent agenda be approved as presented

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – President Chris Bailey discussed enrollment. Last year, the balanced budget considered a 4% state FTE enrollment decline, but we are now down 12%; however, offsetting some of the revenue loss from the tuition decline is an increase in contracted FTE's in CEO and in Running Start.

Instruction Report, Vice President Brendan Glaser

- ✓ There are a lot of discussions in Instruction centering on enrollment concerns.
- ✓ Work continues on the Academic Master Plan.
- ✓ Looking into FERPA issues in our online environment. We have made temporary fixes as the processes are refined for future compliance.

Student Services Report, Vice President Sue Orchard

- ✓ As of two weeks ago, a nursing room was established for students. It can be accessed by keypad.
- ✓ Positive news in looking at our student loan cohort default rate. Our Financial Aid staff have been working very hard to reduce the rate from 27.7% to 23%.

Administrative Services, Vice President Nolan Wheeler

- ✓ Emergency Preparedness - Most of the clock/speaker combinations have been mounted in classrooms and are working. Once the clocks are operational, we will link them with our phone system and test messages. Nolan met with the Longview School District and we are going to install one of our emergency clocks at both Mark Morris High School and Northlake Elementary (both adjacent to the LCC campus). Security Camera cabling is being installed and Nolan estimates that the cameras will be operational in winter quarter.
- ✓ Main Building Remodel - Demolition work is complete. Waiting for the architect to complete drawings. The bid will go out after the first of January.

- ✓ The baseball turf project is underway, although the rain has delayed it somewhat. Once the drainage system is installed, work will not be delayed due to weather. Donations to date: \$8000 from individuals, \$100,000 from the County, \$15,000 from the City of Kelso. Applied for \$15,000 from the City of Longview, and have asked the ASLCC to contribute. Design of a donor plaque is underway. Fundraising efforts will continue.
- 5B. ASLCC Report** – Jacob Roes, ASLCC President, reported that the Back-to-School Bash event was very successful. Student government is now working on the October 27th Harvest Fest, which is a large event open to the community. Student Government is reviewing RCW's, and have taken online training for the OPMA. Dodgeball tournaments will be held again this year.
- 5C. LCCFAHE Report** – Brad Benjamin provided highlights from Instruction:
- ✓ Transitional studies is offering Math 87-97 for prof/tech students.
 - ✓ LCC students attended a large professional technical fair with over 1400 other students from high schools and colleges.
 - ✓ Nursing students are giving flu shots.
 - ✓ Self-placement efforts are ongoing.
 - ✓ Community Conversations is offering another stellar lineup series for the quarter.
 - ✓ Betsy Richards, Drama Instructor, will be directing another great production this quarter.
 - ✓ The Richard Kelly Learning Garden is producing well this year.
 - ✓ The Main Remodel has necessitated accommodating additional offices in AAR, which is working out fine. BTEC is sharing space with the Test Proctoring and Math Achievement Center.
 - ✓ A STEM workshop will be held this Saturday at LCC for middle school students.
- 5D. WFSE Report** –Tracy Stanley reported that the WFSE came to a tentative agreement to ratify the 2016-17 contract, which includes a 6% raise over two years and health care benefits that are fairly status quo. The next step is to make sure members get out to vote in November. She will participate in weekly legislative calls with the State Board. CtcLink is keeping everyone busy.
- 5E. LCC Foundation** – President Bailey reported in Kendra Sprague's absence. The Foundation raised \$150,000 in the month in September, due in part to the Horns and Halos gala and the Givemore24! Also received was a gift in the amount of \$50,000 from the Anderson family for naming rights to the outdoor pavilion.
- 5F. Effectiveness and College Relations** – Wendy Hall gave a brief overview regarding the upcoming the legislative session and what the State Board is proposing as a focus for the ctc system.
- ctcLink Update – Our subject matter experts are hard at work and are on track with conversion; however, there are several factors that may negatively impact the January go live date, such as the third party readiness report (due in

November) and situation testing by the vendor. If the go live date is extended, it will impact our budget. She will keep the updates coming.

- Transforming Lives Nomination – Wendy explained that the State Trustees Association is again recognizing students whose lives have been transformed by their community college education. The Committee’s recommended nominee this year is Adelina Delao. She was in our CEO program, graduated from LCC with an AA, and is now at Evergreen Community College with plans to continue toward a Master's Degree.

5G. Human Resources – N/A

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

- Head Start/EHS/ECEAP monthly program and budget status reports for July/August 2016

5I. Other - None

6. INSTITUTIONAL MONITORING

6A. Institutional Excellence Monitoring Report – Nolan Wheeler presented the highlights and statistical data represented in this monitoring report. The objective of this report is to demonstrate the College’s commitment to institutional integrity by investing in our campus, students, and employees. To uphold the College’s reputation for high quality and contribution to the value of the community by promoting excellence in programs, services and activities.

7. PUBLIC COMMENT –

8. BOARD BUSINESS/INFORMATION ITEMS –

8A. Review Proposed 2017 Board of Trustees Meeting Schedule – The Board will review the proposed schedule prior to adoption at the November meeting.

8B. Elect New Board Chair – Due to Thuy’s departure, the Trustees need to select a new Vice Chair to serve until the normal Board elections, which will be held in March 2017.

MOTION: Motion by Steve Vincent, seconded by Heidi Heywood,

Nominate Bob Gregory to fulfill the existing term as Vice Chair

MOTION CARRIED unanimously.

8C. Trustees attendance at the Legislative Action Retreat (LAC) and the ACT Fall Conference in November - Steve Vincent and George Raiter will be attending both of these events, and Bob Gregory, Heather Mansy, and President Bailey will attend the ACT conference.

9. EXECUTIVE SESSION – None

10. ADJOURNMENT – With no further business, Heidi Heywood proposed a motion to adjourn, seconded by Heather Mansy. The meeting was adjourned at 6:34 p.m.

On November 16, 2016, the Board of Trustees of Community College District 13 approved minutes of the October 19, 2016 Board meeting.

Christopher C. Bailey, Secretary to the Board