



Longview, WA 98632

MEETING of NOVEMBER 16, 2016

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Trustee Heidi Heywood called the regular meeting of the District 13 Board of Trustees to order at 5:01 p.m., on Wednesday, November 16, 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: Steve Vincent
Heidi Heywood
Heather Mansy
George Raiter arrived @ 6:06

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Sue Orchard, Brendan Glaser, Wendy Hall, Nolan Wheeler, Kendra Sprague, Kim Witherspoon, Brad Benjamin, Justin Roes, Angie Rogers, and Linda Clark.

2. INTRODUCTION OF GUESTS – Sue Boursaw, Paul Youmans, Heidi Carmody; Madelyn Reese, TDN. Jacquelyn Dailey, attending to fulfill probationary faculty requirements.

Classified employee of the Year

President Bailey introduced the 2015-16 Classified Employee of the Year winner, Heidi Carmody. Heidi is the Tutoring Center Program Coordinator and has been with the college for five years.

3. APPROVAL OF AGENDA – President Bailey requested an addition to the Consent Agenda as item 4B: ASLCC Reserve Expenditure.

MOTION: By Steve Vincent, seconded by Heather Mansy,

That the agenda be approved as amended with the addition of item 4B.

MOTION CARRIED unanimously.

4. **CONSENT AGENDA** - The following consent items were offered for the Board's consideration.

- 4A. Minutes of the October 19, 2016 Board Meeting
4B. ASLCC Reserve Expenditure – Baseball Turf Project

MOTION: By Steve Vincent, seconded by Heather Mansy

That the consent agenda be approved as amended.

MOTION CARRIED unanimously.

The Trustees expressed appreciation to the ASLCC for their generous contribution toward the baseball turf project.

5. **COLLEGE INPUT**

- 5A. **President's Report** – President Chris Bailey said that Randy Byrum, Welding Instructor, stopped by today to let him know that the State Welding Association (WWIA) agreed to give a \$500 scholarship in memory of LCC Instructor, Alan Evald.

He also wanted to talk about bias response and explained that he sent out a campus-wide email on Monday detailing what LCC is doing. He explained that Vice President Sue Orchard is the college's point person on bias response and asked her to provide more information. Sue explained that the Bias Response Team was established to help support diversity and equity efforts on campus, as well as to be ready to respond to issues that may arise. This is a well-trained multi-disciplinary team consisting of a diverse group of campus representatives. She distributed copies of a draft protocol outlining the purpose, definitions, and information on how to make a report.

Instruction Report, Vice President Brendan Glaser

- ✓ He has been meeting with Faculty departments to discuss faculty staffing and academic master planning. He explained that the discussion on faculty positions is the beginning of the Instruction budget process.
- ✓ There are a lot of good faculty initiatives going on, including the guided pathways movement will help guide students through their educational goals.

Administration and Finance, Vice President Nolan Wheeler

- ✓ State auditors are currently on campus to audit financial statements. The entrance meeting is scheduled for Nov. 22 in which Heidi Heywood and Bob Gregory will participate. He will provide more information to the Board upon completion of the audit.
- ✓ The baseball turf project has been delayed slightly due to weather, but he is anticipating completion around the end of December. He distributed information on the fundraising efforts to date for the project showing that \$218,000 has been raised—we will continue to seek funding.

- ✓ Emergency Preparedness
 - Notification system: Phase 1 is complete, which is the cabling and installation of the clocks. Phase 2--configuration of the system-- is beginning now, and emergency messages have been developed.
 - Security Cameras: Conduit and cabling is about half way complete; we are estimating approximately two more weeks before all cameras are installed. The system should be operational in January.
 - Seismic drills were conducted during the Great American Shakeout using the emergency notification system. Due to hazards associated with science labs, the Emergency Management Team is working with Science faculty on how to react during different emergency scenarios.
 - Nolan, Janel Skreen and Jason Arrowsmith met with Longview School District administrators. LCC will be installing emergency clocks at both Northlake and Mark Morris High Schools. By doing so, those schools will get all emergency alerts from LCC. In turn, we will have Longview School District emergency phones and radios on our campus.
- ✓ Athletics:-
 - The NWAC volleyball tournament begins tomorrow in Tacoma.
 - LCC had four student athletes on the Fall Season Academic Excellence list, which recognizes student athletes with a 3.5 GPA or better. LCC also had league all-stars in soccer and volleyball.

5B. ASLCC Report – Jacob Roes reported on several ASLCC events including a blood drive, holiday bingo and the black light dodge ball tournament. The ASLCC is working on a Canvas page for events, sign ups, etc. in the hope of making it easier for students to participate in activities.

5C. LCCFAHE Report – Brad Benjamin reported that our CEO faculty attended the Justice and Hope conference, and four faculty attended and presented at the eLearning conference. Terri Skeie and Dawn Draus are presenting at a national conference, and David Rosi attended a STEM conference last week. Northwest Humanities provided a grant for the Community Conversation series and KLTV has been taping them. To date, English self-placement has placed 15 students. Under the direction of Betsy Richards, the highly recommended fall drama production of Jekyll & Hyde play is winding down. LCC's Forensics team held its first debate under the direction of new Faculty member Alex Brehm. The Richard Kelly healing gardens is providing vegetables for Food Services. As a follow up to Heather Mansy's comment last month regarding getting STEM event information to Woodland Schools, Brad reported that the LCC website is used for STEM event sign-ups, but we are always looking for additional contacts. People can also friend the LCC Career Services Facebook page.

5D. WFSE Report – Tracy Stanley was not able to attend but did provide a written report which was distributed and read by President Bailey.

5E. Effectiveness and College Relations – Wendy Hall submitted the following ctcLink update:

Ctclink Update – The January “go live” date has been pushed out but a new date has not yet been determined. Staff continue to work very hard in preparation for the software conversion, and all configuration materials have been completed as assigned. The State and Ciber (software vendor) are waiting on the third party report from the Gartner Group as to the status of the project. As the information is rolled out, she will keep the Board apprised.

- 5F. Foundation and Human Resources** – Kendra Sprague reported that over 300 students and donors attended the Scholarship Social. The Lifetime donor reception will be held on November 29th, where 19 new plaques will be placed on the donor wall and two will be elevated as their contributions to the college increase. The Outdoor Pavilion will be named the Anderson Family Pavilion.

Lower Columbia College won the Walktober event this year besting Clark College and WSU-V. The ASLCC and Wellness Team are partnering with tobacco cessation classes this quarter for staff and students, which is an area of focus for the Wellness Committee this year.

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

✓ Head Start/EHS/ECEAP monthly program report – September 2016

- 5H. Other**

6. INSTITUTIONAL MONITORING

- 6A. Head Start Bi-Annual Report/Training** – Suzanne Boursaw and Paul Youmans presented the bi-annual Board training and update on the Head Start/EHS/ECEAP program. Included in their report: Results of the Community Assessment, the Shared Governance structure the Strategic Plan, School Readiness, Monitoring, and Goals and Planning.

Paul Youmans noted the number of partnerships our Head Start program has with other local agencies, as well as how many Head Start staff are on various agency boards and membership. He also explained the Shared Governance structure including the Head Start Policy Council and Board of Trustees. He explained that a full Community Assessment will be done next year to ensure federal compliance.

Sue Boursaw explained the Head Start Strategic Plan for the period of 2015 - 2020. She said that our program shouldn't need to change its strategic plan to meet the new performance standards. Facilities will be high on the list due to the mandated shift to longer contact time--6 hours per day/5 days per week—which means that some of the classrooms can no longer be shared. She also explained the Policy Council’s role in development of school readiness goals and subsequent assessment which is done three times per year.

Suzanne also provided information on what will be upcoming for the program including new performance standards, the CLASS Federal Review scheduled for November 1-4, and Early Achievers re-rating of all sites in 2016-17.

- 6B. Access, Support and Completion Monitoring Report – Vice President Sue Orchard provided a recap of this monitoring report. The object 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. Sue identified the seven key performance indicators associated with the monitoring report, a recap of data, as well as actions that have come about as a result of past review.
- 6C. **Quarterly Budget Report** – Nolan provided a summary of the FY 2017 first quarter’s financial review including a funds equity summary, and operating and expenditure activity. Spending is down across the board. He explained that the large parking expenditure was due to repairing, paving, and painting all the parking lots over the summer, except for the Health & Science building.

7. **PUBLIC COMMENT** – None

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

- 8A. **Resolution #71 – Authorize a Budget Adjustment from Local Funds for Emergency Preparedness Expenditures** – Nolan Wheeler explained that the \$250,000 approved last year for emergency preparedness has been spent on such items as campus signage; door hardware; IT infrastructure; on additional phones; Matrix security software system; security cameras; and training costs for some of the systems. The \$350,000 request is to finish emergency preparedness efforts, i.e. complete security camera installation and operation, as well as the access control and notification systems.

MOTION: By Heather Mansy, seconded by Steve Vincent

That Resolution #71 be approved as presented for emergency preparedness expenditures.

MOTION CARRIED unanimously.

- 8B. **2017 Board of Trustees Meeting Schedule** – Chair Raiter called for a vote on the 2017 Board of Trustees meeting schedule, which was reviewed at the October meeting.

MOTION: By Steve Vincent, seconded by Heather Mansy,

That the 2017 Board of Trustees meeting schedule be approved as presented.

MOTION CARRIED unanimously.

9. EXECUTIVE SESSION – None

10. ADJOURNMENT - With no further business, the meeting was adjourned at 6:58 p.m.

On December 14, 2016, the Board of Trustees of Community College District 13 approved minutes of the November 16, 2016 Board meeting.

Christopher C. Bailey, Secretary to the Board