

# MINUTES

Date August 31, 2018

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## 1. CALL TO ORDER

(DETERMINATION OF QUORUM)

Vice Chair Steve Vincent called the regular meeting of the District 13 Board of Trustees to order at 8:31 a.m., on Friday, August 31, 2018, 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  
Steve Vincent  
Heidi Heywood  
George Raiter arrived at 8:36

**COLLEGE PRESIDENT:** Chris Bailey

## 2. INTRODUCTION OF GUESTS

Brendan Glaser, Wendy Hall, Kendra Sprague, Nolan Wheeler, Kim Witherspoon, and Linda Clark.

## 3. APPROVAL OF AGENDA

**MOTION:** By Heidi Heywood, seconded by Bob Gregory,  
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 June 20, 2018 Board Meeting

**MOTION:** By Bob Gregory, seconded by Heidi Heywood,  
That the consent agenda be approved as presented.

**MOTION CARRIED** unanimously.

## 5. COLLEGE INPUT

**5A. President's Report** – President Chris Bailey explained that the Administrative Team is looking closely at enrollment levels. Current figures show that Summer Quarter enrollment is down 2.4%, Fall Quarter is down 3.2%, and Running Start is currently down 5.7%. We watch enrollment very closely as all enrollments impact our bottom line.

### Vice President of Instruction, Brendan Glaser

- ✓ Sue Boursaw, Head Start Director, will be moving to Arizona effective the end of September. We have appointed Mindy Leasure as the interim director, but will be posting the position as soon as possible.
- ✓ BAS Program - Our team will be traveling to the State Board on September 14 for the program review.
- ✓ There are many great activities scheduled for In-Service week, including a speaker on Diversity and Equity, as well as the kick-off for guided pathways.

### Vice President of Administrative Services - Nolan Wheeler

- ✓ The Main Building (Phase 2) project is starting back up with JH Kelly as the contractor.
- ✓ Safety, Security, Head Start and the Early Learning Center conducted a reunification drill this week which went very well. The drill was coordinated with the Longview Police Department.
- ✓ Emergency Preparedness activities are scheduled for the first week of October and we are pushing for more student involvement.

### Vice President of Foundation, HR and Legal Affairs, Kendra Sprague

- ✓ The Foundation Executive Committee agreed to name the water feature by the outdoor pavilion as the Pickett Plaza in honor of past president, Vernon "Pete" Pickett. The ceremony will be held on Monday, Sept. 17 @ 5:00

**5B. Head Start/ECEAP Written Report** –

- ✓ Brendan explained that Head Start is facing facility challenges due to the local public schools needing all of their available space to comply with new regulations. Also, the Head Start Region is pushing for full day programs instead of half day, which also requires more classroom space. Our program has received money to put a new modular building at the Barnes elementary site; however, several obstacles have been encountered. We anticipate having it finished by next spring.
- ✓ The written report includes the monthly status and program reports for May 2018.

## 6. PUBLIC COMMENT - None

**7. BOARD BUSINESS/INFORMATION ITEMS**

**7A. Accreditation: Board Preparation** – President Bailey explained that the College’s Year Seven Report will culminate with an accreditation visit October 17-19. He then turned the details over to Vice President Wendy Hall.

- ✓ Wendy summarized the accreditation process.
- ✓ The visit will be held Oct. 17-19. Each accreditor is assigned a very specific focus, so there is some redundancy within the Year 7 report. Standards specific to the Governing Board are contained in Standard 2.
- ✓ In addition to the Year 7 report, reams of evidence has been prepared for the accrediting team. In addition to the printed evidence, the information was also sent to each individual accreditor on a jump drive.
- ✓ The structure of the visit is fairly standardized. The breakfast will require board representation. They may also request a visit with the Board representatives. Wendy and Linda will coordinate the logistics and keep the board apprised. There are three forums scheduled: One each for students, staff, and faculty.
- ✓ The first day involves many interviews with faculty and staff. The second day involves some interviews, but is devoted mostly to the writing of the preliminary report. The last day consists of the formal exit meeting.
- ✓ We must respond to the accreditation recommendations within eighteen months.

**7B. Board Self-Evaluation**

The Board took time to reflect on their individual performance as a trustee, and completed the self-evaluation document. Results will be compiled and shared at the next meeting. They discussed Item #6 on the governing style process. The word "seek" may be contra to their policy governance style, so they agreed to change the word to "obtain."

**7C. 2018-19 Committee Assignments**

ACT Legislative Action Committee	George Raiter and Bob Gregory
LCC Foundation Board	Heather Mansy and Steve Vincent
Audit Exit Committee	Bob Gregory and Heather Mansy
Classified Staff of the Year	Heidi Heywood or her replacement
Transforming Lives Selection Cmt.	Heidi Heywood
Facilities Naming Committee	George Raiter

**7D. Report of Annual Accomplishments 2017-18**

President Bailey provided a recap of the 2017-18 highlights. He explained that this report details what the college has accomplished during the year, as well as the progress on the four Core Themes. In looking ahead at next year, the College will be focusing on: Accreditation; hopefully the start of a new Vocational Building; Enrollment Management; Guided Pathways Implantation; CtcLink Implementation; and offering the very first BAS program at LCC!

**8. SETTING DIRECTION/VISION**

**8A. Monitoring Report Dashboard**

Wendy Hall provided a summary of the data contained in the 2016-17 dashboard. Out of the 29 KPI's (representing 57 different metrics), 42% met our stretch goals; 47% fell into mission threshold, and 6% fell a little bit short. Two are within the general education outcomes (process continues to evolve), one is related to enrollment (metrics will be updated next year to include contract FTE); student satisfaction with support services (CCSE will be done again this fall); professional development of faculty and staff (also an area of focus); and external perception of customized training. We do have difficulty getting response from the external community. Bob Gregory recommended that Chris do an in-person ask for response at various committee meetings (EDC, Chamber). Overall, things look really good.

The Board agreed to keep the KPIs the same until after the accreditation visit. The next complete review is scheduled to be held during next year's summer workshop.

**8B. Annual Priorities 2018-19**

Chris explained that the Board reviewed the first draft of next year's annual priorities in February, and that the Executive Leadership reviewed them several times after various campus inputs. He also said that the annual priorities are tied to our strategic initiatives and used to determine action plans during the year. Wendy explained that all of the review planning team members (120 total), provide input which is the starting point for the development of the annual priorities.

**Core Theme 1**

Question: Are there any potential anchor partners for the University Center?

President Bailey said we are working on it, including the possibility of becoming our own anchor partner with BAS offerings. **Recommended change:** *Identify sustainable partners for the LCC Regional University Center.*

**Core Theme II:**

No changes

**Core Theme III:**

*Move the international student bullet to Core Theme IV.*

**Core Theme IV:**

Bob Gregory suggested adding a bullet on sustainability. **Recommended change:** *Maintain sufficient revenue and reserves to provide sustainability of the college.*

**MOTION:** By Bob Gregory, seconded by Heidi Heywood,  
That the 2017-18 Annual Priorities be approved as amended.

**MOTION CARRIED unanimously.**

**8C. Strategic Visioning**

President Bailey explained that it is going to be a difficult year for visioning due to the number of big implementation projects coming up, such as Guided Pathways, ctclink, etc. He would like to have the Board think about long-term visioning that they might like to see and send him their ideas.

Chris explained how the college might respond to industry and businesses that say students are not work-ready by offering a new Skilled Worker Certification. This would target the 17-19 year olds who have no plans to attend college. We could do this by articulating high school courses (credits) with many of the college's existing courses (credits). Our local industry and unions are currently not giving priority to education, but many of the non-union businesses are very interested in employees with this type of education/certification.

**9. EXECUTIVE SESSION**

**9A. President's Contract**

At 11:35, Steve Vincent called for a 20-minute executive session to discuss the president's contract per RCW 42.30.110(g). At 11:55, AAG Kim Witherspoon publicly announced an extension of the executive session until 12:05 p.m.

**10. ADJOURN EXECUTIVE SESSION**

Vice President Vincent re-opened the public meeting at 12:06 p.m.

**11. ACTION as a RESULT of EXECUTIVE SESSION**

**MOTION:**

By Heidi Heywood,

That an addendum to **Christopher C. Bailey's** employment contract to extend the appointment of September 1, 2011 through midnight **August 31, 2021** be approved. The annual salary shall be two hundred four thousand two hundred fourteen dollars (\$204,214.00) effective September 1, 2018, with economic openers for future salary and benefit adjustments.

**Discussion:** George Raiter explained that the Board considered a number of areas and were very pleased in the efforts that President Bailey has made personally, as well as the overall health of the college. Heidi Heywood said that the salary adjustment is in keeping with college expectations. The Board requested that Chris add a self-appraisal for next year.

**MOTION SECONDED:** By Bob Gregory

**MOTION CARRIED unanimously.**

**12. ADJOURNMENT**

With no further business, Vice Chair Vincent called for a motion to adjourn the meeting at 12:08 p.m.

**MOTION:** By Bob Gregory, seconded by George Raiter,  
That the meeting be adjourned

**MOTION CARRIED** unanimously

**On October 17, 2018, the Board of Trustees of Community College District 13 approved minutes of the August 31, 2018 Board Meeting.**

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Christopher C. Bailey, Secretary to the Board