



Longview, WA 98632

MEETING of JUNE 21, 2017

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Board Chair Bob Gregory called the regular meeting of the District 13 Board of Trustees to order at 5:01 p.m., on Wednesday, June 21, 2017, 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
Absent: Heather Mansy

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Wendy Hall, Sue Orchard, Nolan Wheeler, Brendan Glaser, Kendra Sprague, Tracy Stanley, Mark Gaither, Kim Witherspoon, and Linda Clark.

2. INTRODUCTION OF GUESTS – Nikki Warthen, Eddie Smith, Kirc Roland, Stefan Rijnhart and Marie Boisvert.

Employees of the Year

President Bailey read the award criteria for the employee of the year awards, then introduced the following individuals:

- Rachel Mistic, Classified Employee of the Year
- Melinda Harbaugh, Exempt Employee of the Year
- Louis LaPierre, Co-Faculty of the Year
- Amber Lemiere, Co-Faculty (was not able to attend)

All were congratulated and recognized by the Board of Trustees.

3. APPROVAL OF AGENDA –

MOTION: By Steve Vincent, seconded by George Raiter,

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 May 17, 2016 Board Meeting

4B: Tech Fee Revision, Effective Winter Quarter 2018

MOTION: By George Raiter, 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 highlighted some of the items from the monthly departmental reports including the wide array of trainings being delivered by LCC's Corporate and Continuing Education department. Twenty-nine of the thirty-six TriO students are planning to transfer to a university to obtain a baccalaureate degree. As a result of our off-site placement testing, 75 local high school seniors have attended new student orientations and are registered compared to 16 in 2016. The Outreach & Enrollment office is piloting a call center and reached out to 1,250 seniors (senior calling campaign) and 1,150 fall applicants (welcome calling campaign) who haven't followed up with testing or NSO. These calls directly correlate to an increase in rates of application and activity. President Bailey also highlighted results of the Student Satisfaction survey. LCC has increased online offerings for Spring and Summer quarter resulting in increased enrollments.

It has been a remarkable year for the Foundation in the amount of money awarded to students in scholarship form (\$370,000), awards to exceptional faculty grants (totaling more than \$85,000), as well as the amount of gifts donated.

Merry Bond, Nursing faculty, spent the break between winter and spring quarters on a medical mission in southwestern Haiti. She shared her observations and experiences with faculty and staff on May 17th.

Ann Williamson, Early Childhood and Education faculty, has been asked by the State Board to be a representative on a board from the Governor's office to create career pathways for Para-educators.

Administration and Finance, Vice President Nolan Wheeler

- ✓ Phase 2 bids were opened last week for the Main Building Project in the hopes of signing a contract by July 1; however, the bid was about \$1M too high, so plans are to rebid in the fall and, thus, be able to participate in the March 2018 bond sale. This shouldn't impact project timeline for fall 2018 occupancy.
- ✓ Most emergency preparedness mitigation activities have been done, and system testing is now being conducted. We will be conducting more tests with students and staff in the fall.

- ✓ State Auditors are on campus to audit the FY 2016 financial statement. This second audit gets LCC back on track for the accreditation timeline. With the turnover in the Finance Office, this is again another year of auditing financial statements without the financial director who created them.

Athletics Excellence Award

Nolan introduced Athletic Director Kirc Roland who explained that Lower Columbia College won the 2016-17 Maury Ray NWAC Athletic Directors Cup for on-field excellence. Not only are LCC athletes doing well on the field and court, but in the classroom as well. The cumulative athletic program GPA is 3.16

Kirc expressed appreciation for the Foundation's help with fundraising for athletic scholarships. He also recognized the Administration for the Fitness Center/Gymnasium remodel, the new bus, and the turf on the baseball infield.

Baseball coach, Eddie Smith, also thanked staff and administration for their support of athletic programs.

Student Services, Vice President Sue Orchard

- ✓ Outreach and retention efforts are bringing good results. We are working to set up a permanent call center for retention phone calls, as well as the online student success course for students who are on academic warning.

5B. ASLCC Report – N/A

5C. LCCFAHE Report – Mark Gaither, sitting in for Faculty President Brad Benjamin, said that things are quiet between quarters, and that faculty enjoyed commencement.

5D. WFSE Report –Tracy Stanley reported that staff are gearing up summer projects (as long as the Legislature passes a budget). No one is hearing much about the state budget, which is quite frustrating.

5E. Effectiveness and College Relations – Wendy Hall reported that the *Daily News* ran two great articles prior to commencement—one on the keynote speaker and LCC alum, Bill Stoller, and the other on the number of dual graduates through the Running Start program.

5F. Foundation and Human Resources – Kendra Sprague explained that the HR office just finished recruitment for the two tenure track faculty positions, and are now in the process of filling several vacated positions due to retirements.

This year's employee giving campaign was successful and grew by 15%. The Anderson Family pavilion naming ceremony will be held on August 6th, and the Horns & Halos gala will be held on September 30th.

- 5G. Head Start/ECEAP Written Report** – Included in the Head Start/EHS/ECEAP written report: Monthly program report and budget status – April 2017.

6. BOARD BUSINESS/INFORMATION ITEMS –

- 6A. International Program Report** – Vice President Sue Orchard, who recently assumed oversight of the International Program, said she is excited about the direction of our program under Marie Boisvert's leadership. Marie then presented an update on the program, including accomplishments, program building, academic outcomes, as well as social, cultural and personal benefits. She explained that the Admissions materials have been redesigned and that she is focusing on student engagement and campus internationalization.

Marie also summarized the retention plan for 2017-18 which includes College 108 (sponsored by a Foundation grant), and recruitment of Work Study jobs for our international students. Active recruitment will begin (or continue) in Viet Nam, China, Malaysia, Nepal, and other countries. Sue added that our IP program is diversifying its approach (broader diversification) for student recruitment, and increasing student retention.

The Board thanked Marie for the presentation. Steve Vincent said he would like to see the local financial impact of our international students/program. Bob Gregory asked about the financial status of the program. President Bailey responded by distributing a breakdown of the Ctc system enrollment which shows LCC to be more heavily reliant on state enrollment than other colleges; thus making the international program one of our biggest opportunities for growth. He also distributed the FY 2017 IP budget which reflects a net of \$7,455.00.

- 6B. Ratification of the 2017-2020 Faculty Contract** – Mark Gaither talked about the negotiating process from the Faculty perspective and said that faculty felt negotiations were handled fairly. The proposed contract was sent to all faculty for voting through survey monkey (85% respondents) with 100% choosing to ratify the contract. He also provided a tentative list of items for contract revisions.

George Raiter said he had heard at the state level, that the performance evaluation issue was difficult; however, Mark and Kendra both said the LCC negotiations in that area went well.

MOTION: By Heidi Heywood, seconded by Steve Vincent,

That the 2017-2020 LCC Faculty Association contract be approved as presented.

MOTION CARRIED unanimously.

- 6C. Resolution 74: Continuation of the 2016-17 Operating Budget** – Vice President Wheeler explained that In light of the state budget status, LCC needs a resolution approving operation through summer quarter with the use of local funds. Vice President Sprague explained that all potentially affected staff have been included in discussions and the HR department will ensure that proper notification is given, if needed.

MOTION: By Heidi Heywood, seconded by George Raiter,

That Resolution #74 be approved as presented to continue the 2016-17 operating budget, if necessary, by use of local funds through August 31, 2017.

MOTION CARRIED unanimously.

- 6D. State Board Fiscal Year 2016 Program Review** - Nolan Wheeler explained that Lower Columbia College was selected by the State Board for a fiscal and programmatic review. Based on the results, LCC will be responding to the state auditors with an action plan.
- 6E. Discuss Summer Workshop Agenda** – The board agreed to hold the workshop on campus with an 8:30 start time. Chris explained already on the agenda will be the 2017-18 operating budget, final approval of the 2017-18 annual priorities, as well as the strategic initiatives. There will also be the usual Board self-evaluation, and review of the KPI dashboard. The Board asked for more information on the International Program and Corporate Training, as well.

President Bailey explained that renewal of his contract will be on the workshop agenda, as usual, and he distributed a copy of the evaluation form used last year. He asked the Board if they wanted the same resource documents as last year. The Board agreed that the resources used last year were very helpful. Bob Gregory suggested that the Board discuss updating Section 3-3 of their Policy Governance document at the workshop to reflect the current evaluation process.

- 7. PUBLIC COMMENT** – None
- 8. EXECUTIVE SESSION** – None.
- 9. ADJOURNMENT** - With no further business, the meeting was adjourned at 6:48-p.m.

On August 23, 2017, the Board of Trustees of Community College District 13 approved minutes of the June 21, 2017 Board Meeting, and the June 28, 2017 Special Meeting.

Christopher C. Bailey, Secretary to the Board