



Longview, WA 98632

MEETING of JANUARY 20, 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 5:02 p.m., on Wednesday, January 20, 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: Nolan Wheeler, Karen Joiner, Brad Benjamin, Kim Witherspoon, Erin Zeiger, and Linda Clark.

2. INTRODUCTION OF GUESTS – Brittany Forbes, ASLCC student representative, Angie Rogers, Michaela Jackson, Jim Stanley, Shawney Garbe and family, Ann Williamson, Mark Gaither, Jim Stanley, Randy Byrum, Andrea Gillaspay-Steinhilper, Margit Brumbaugh, Heather Mansey, Amber Lemiere, Armando Herbelin, Eli Hayes, and Lauren Kronebusch.

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 December 16, 2015 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 explained that several of our administrators were not in attendance as they were at a Guided Pathways workshop. He gave the Board copies of legislative talking points as developed by the State Board office. In terms of what's happening in the Legislature, it doesn't look like there is any new money in the budget for our community colleges, and the hope is that there won't be any negative impact either. We (LCC) are starting our own budget process this month. Given the negative budget climate for the past several years, we are pleased not to have had to make programmatic cuts or employee layoffs; however, our currently enrollment is down approximately 6.4% below this time last year which is going to be difficult to absorb.

President Bailey also reported that one of LCC's past Trustee, Michael Heuer, passed away earlier in the day.

He provided a brief update on the Open Educational Resource (OER) program. He asked Andrea Gillaspay-Steinhilper to provide additional information. Andrea explained that OER resources (textbooks) are available for free to students, and many LCC instructors are trying to find open resource books to use instead of textbooks. The approximate cost per OER book is only \$20. At this time, approximately 29 courses are using OER this quarter, which saved students roughly \$93,000. The Open Resource program involves a collaborative effort between the library, faculty, print shop and the bookstore.

Student Services Report – N/A due to Kendra Sprague's absence

Instruction Report, Karen Joiner, Executive Dean of Instructional Programs & Nursing Program Director

- ✓ The open Faculty positions are now posted.
- ✓ Work continues on the Academic Master plan

Administration and Finance, Vice President Nolan Wheeler

- ✓ The Vocational Building Capital Project request was submitted on January 4, and we should be notified by February 19 if this project is selected for the state capital project list.
- ✓ The quarterly financial report will be given at next month's Board meeting in order to coordinate with the budget update.
- ✓ The exit audit meeting was held last Friday. This is the first year that financial statements had to be prepared and audited, but this process is now a

requirement of accreditation. The audit recommendation is that the College should improve financial controls over financial reporting, but it did not result in a finding--The final audit being opinion free.

- ✓ The accountability audit was clean for fiscal years 2011-15. LCC was last audited in 2008-09. The Auditors found some internal control issues that needed to be corrected (and most have already been done). No findings. Bob Gregory said this is a major accomplishment given the departure of our Finance Director.
- ✓ The final Financial Statement and Accountability audit reports should be received in time to share at the February Board workshop. Heidi Heywood said the Auditors were very clear that the recommendations were not out of the ordinary.

- 5B. ASLCC Report** – Brittany Forbes reported that the ASLCC officers have been doing a lot of activities and are now working on family cultural night. They have proposed a new ASLCC constitution which will be voted on in two weeks. One of the major components of the new constitution is to change the election of officers to a selection model.
- 5C. LCCFAHE Report** –Brad Benjamin read a resignation statement from Adam Wolfer, who thanked the Board for their support. Brad will officially take over as Faculty President on January 21st. Brad also reported that this quarter’s Northwest Voices presentation went very well, and last Thursday was the kick-off of the quarterly Community Conversations. Faculty are working in conjunction with Deans on the Academic Master Plan and are very pleased with the process. Everyone is looking forward to bringing next year’s new faculty onboard. Also, faculty are excited for the Guided Pathways movement.
- 5D. WFSE Report** –Tracy Stanley was unable to attend but had provided a short written report, which President Bailey read...Classified staff are continuing work on issues both at the college and state levels. As we begin our next bargaining session with the WFSE Community College Coalition Team, we are excited and optimistic about the upcoming negotiations.
- 5E. LCC Foundation** – Erin Zeiger reported that the Foundation has three new Board members: Heather Mansey, Ron LeBlanc and Dixie Kolditz. She is prepping for the Hall of Fame event on January 30—this event is the “backbone” for the Athletic Excellence fund.
She has good news on the audit front, as well. The Foundation had a perfect audit for the second year in a row. The bad news is that the poor market year will impact the amount of support the Foundation can give to the college next year.
Erin introduced Shawney Garbe, the Transforming Lives Nominee from LCC. She explained that thirty of our system community/technical College Board of Trustees select one student each who has transformed their lives through education. Four LCC instructors nominated Shawney for this year’s award. Erin presented her with a \$500 check from the LCC Foundation.

5F. **Effectiveness and College Relations** – N/A

5G. **Human Resources** –N/A

5H. **Head Start/ECEAP Written Report** – Included in the Head Start/EHS/ECEAP written report: Monthly program report and budget status – December 2015

5I. **Other**

8. **PUBLIC COMMENT** – Randy Byrum, Welding instructor, explained that LCC hosted the Skills USA welding regionals, and that the college will also be hosting the 9th annual high school welding competition.

7. **INSTITUTIONAL MONITORING**

7A. International Program Update - Margit Brumbaugh reported that the state of the college's International Program is strong! Twenty IP students were enrolled this past fall quarter. The current number for winter quarter is 18 with 5 more in the pipeline.

- Overall, 34 individual IP students have been through the program equaling resulting in approximately \$345,000 in tuition money.
- Host families on our list totals 37, with 10 coming in this month. Host families are difficult, so we would like to move away from that model. The LCC apartments are being developed concurrently, and it's always a moving target. One of our Chinese recruiters arrived yesterday and is interested in possibly purchasing housing. He is also working with Huaquao University in China to offer online programs in China in preparation of students coming to LCC.
- The P/T hourly staff in IP is helping with the marketing and recruitment.
- The Atomi short-term program is coming up again next month. Last year 6 students; this year we will have 7. More faculty are involved this year in delivering presentations and seminars.
- She and President Bailey traveled to Japan last fall with a sister city delegation from Longview. Longview will host the Wako delegation next year.

Steve Vincent asked about the actual budget. Margit responded that the IP annual budget is \$110,000--\$40,000 of that is spent for Instruction. With 20 students, we are actually starting to net money. One-time excess enrollment funds were used the first couple of year as a start-up. Steve said he would like to see a financial report.

President Bailey said we will definitely get that to the Board in the near future. Our IP enrollment goal is 1% of headcount, or about 70 FTE. The more sustainable, predictable housing we have, the easier it will be to continue growth.

Thuy Vo asked about the difficulties of Asian students from large cities adapting to Longview. How do we ensure the validity of host families? Margit explained the screening and background process, and explained that she is developing a host family manual.

7B. Professional/Technical and Customized Education Monitoring Report –

Karen Joiner explained that the objectives of this monitoring report is to provide quality professional/technical education for employment, skills enhancement, and

career development; and to partner with business, community groups, and other educational entities to provide workforce development and customized programs and services. She reviewed what actions have been done as a result of the past reports, as well as the KPI's. Brad Benjamin focused on the curriculum and program review process. Two years ago, a curriculum and program review was developed. Each term, an assessment day is set aside to review student data to see if students' goals are being met. By looking at data on a quarter-by-quarter basis, it helps to compare what the needs are. It is a very comprehensive tool to help with self-betterment. A big challenge is to identify program competencies that are measurable. The Review Team's comments were also discussed.

- 7C. ctclink Update** - Eli Hayes, LCC's ctclink program manager, provided the monthly update on the statewide technology platform migration that will impact all 34 community and technical colleges. Over the next four years, the system's colleges will be transitioning in waves. The goal is that the new technology will standardize and align all of the community and technical colleges within the state system so that processes and data are comparable; and will increase system capability and improve system functionality.
- Tacoma and Spokane community colleges--who are live now--have seen substantial difficulties, but their difficulties will pave the way for the next wave colleges to be more successful.
- At LCC, we have developed teams to support the campus community to assess training needs. The Alignment team (38 members) will help map processes, and the Communication team will keep the college apprised of timelines, trainings, and best practices. Eli also discussed some barriers and dependencies.

8. BOARD BUSINESS/INFORMATION ITEMS –

- 8A. Resolution #69 - Budget Adjustment for Remodel of Leased Facility for Head Start/ECEAP use** – Nolan Wheeler explained that LCC Administration and the State Board for Community and Technical Colleges have been working with Longview School District on a long-term lease for their Structured Learning Center located in west Longview for use by the Head Start/ECEAP program--The lease has been finalized. The subsequent remodeling project will require a transfer of \$470,000 from local fund 148 to local capital fund 147. Resolution #69 authorizes the President to expend up to \$470,000 for the needed renovations. The Head Start/ECEAP program will reimburse this amount through ongoing fundraising efforts.

MOTION: By Bob Gregory, seconded by Steve Vincent,

That Resolution #69 be approved as presented authorizing a budget transfer of \$470,000 from local fund 148 to capital fund 147 for remodeling of the leased facility from Longview School District for Head Start/ECEAP use.

Discussion: The question was asked if interest has to be charged for the Head Start reimbursement. President Bailey replied that the answer is no because LCC is the governing body of the local Head Start program.

MOTION CARRIED unanimously.

- 8B. Resolution #70 – Budget Adjustment for Emergency Preparedness Expenditures –** Nolan Wheeler explained that the Emergency Operations Plan has been updated, and an emergency mitigation plan developed. The mitigation plan was developed by our staff--with input from faculty--and follows best practices. Nolan explained that the systems portion of the mitigation plan is where purchases have been identified, such as access controls, campus signage, classroom signage, door hardware, a notification system, records management, and security cameras. He estimated the cost of each component within the system. The result is a request to expend up to \$250,000 for emergency preparedness purchases from one-time excess enrollment money. Nolan clarified that some budget had already been set aside for training, plus we have a larger amount of funds left in the Health & Science Building capital project fund that need to be expended and can be used for some of the system purchases.

MOTION: By Steve Vincent, seconded by Heidi Heywood,

That Resolution #70 be approved as presented, authorizing a budget adjustment of \$250,000 from one-time excess enrollment funds for emergency preparedness expenditures

MOTION CARRIED unanimously.

- 8C. February Workshop/Retreat Agenda Planning –** The Trustees reviewed a preliminary agenda. They will respond to Linda Clark with additional items, if desired. They also expressed a desire for the workshop to begin in the morning.
- 9. EXECUTIVE SESSION –** At 7:05 p.m., Chair Raiter explained that the Board would be going into a 30-minute executive session:
- ✓ RCW 42.30.110(g) evaluate job performance of a public employee. NO ACTION ANTICIPATED.
- 10. ADJOURN EXECUTIVE SESSION –** Executive Session was adjourned at 7:40 p.m. Chair Raiter re-opened the public meeting at 7:41 p.m.
- 11. ACTION AS A RESULT OF EXECUTIVE SESSION –** None
- 12. ADJOURNMENT –** With no further business, the meeting was adjourned at 7:42 p.m.

On, February 17, 2016, the Board of Trustees of Community College District 13 approved minutes of the January 20, 2016 Board Meeting

Christopher C. Bailey, Secretary to the Board