



Longview, WA 98632

MEETING of APRIL 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 5:07 p.m., on Wednesday, April 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
George Raiter
Thuy Vo

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Nolan Wheeler, Wendy Hall, Brad Benjamin, Jennifer Dixon, AAG, and Linda Clark.

2. INTRODUCTION OF GUESTS – Maddie Studer, ASLCC Representative, Becky Connolly, Probationary Faculty; Deans Darlene de Vida and Kyle Hammon, and Angie Rogers,

3. APPROVAL OF AGENDA –

Chair Raiter explained that he would like to add Results of the PACE Survey to the Effectiveness and College Relations report, Item 5F

MOTION: By Bob Gregory, seconded by Thuy Vo,

That the agenda be approved as presented with the addition to Item 5F of PACE Survey Results.

MOTION CARRIED unanimously.

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

4A. Minutes of the March 16, 2016 Board Meeting

MOTION: By Thuy Vo, seconded by Bob Gregory,

That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – President Chris explained that we are working on a \$500,000 shortfall to the budget, but he feels that the Executive Leadership Team (Cabinet) used great problem solving skills to reach a final proposal that has minor impact to staff and faculty. The proposal will now be shared with the campus community for further review and input.

President Bailey also recapped his trip to China where he and Anna Davis met with several university administrators, parents of both current and prospective students, as well as business and government leaders.

Instruction Report, Vice President Brendan Glaser

- ✓ April 1 was the Faculty planning day, and the first phase of the Academic Master Plan was completed.
- ✓ As for the budget, Instruction is taking a bigger cut this year since other departments took cuts in previous years to try and protect our core mission, which is instruction. The assumption of the budget is that we can no longer do more with less, but less with less, which means Instruction will take a hard look at quality of programs, and trimming the "edges." He has had a lot of discussion with faculty about the budget. In the cutting process, we have tried to minimize impact to full time faculty and staff, and refocus on the main milestones that need to be reached over the next 2-3 years so we can coordinate and make good progress. Brad Benjamin said that Brendan has done a great job collecting input and presenting budget scenarios to Faculty groups. We're all hoping enrollment stabilizes and funding improves.

Administration and Finance, Vice President Nolan Wheeler

- ✓ Nolan expanded further on the budget report. The Executive Leadership Team first reduced the "low hanging fruit" which left a \$300,000 shortfall. He really appreciates the work that Brendan and faculty has done in their area, as well as Student Services and the President. He is confident that a balanced budget will be presented to the Trustees in June.
- ✓ Main remodel project – We have had several meetings with the user group and finished up the preliminary design. The remodel will begin in the summer, so the classrooms will be taken offline for a year starting in the summer, and math faculty need to be re-housed.
- ✓ Emergency Preparedness – The final demonstration is scheduled for tomorrow on access controls system. After that, the Emergency

Management Team will meet to make decisions and roll out information to campus.

- 5B. ASLCC Report** - Maddie Studer reported that the ASLCC is sponsoring a family-friendly drive-in movie on May 13th. Next year, the ASLCC is looking to replace several smaller events with larger events in the hopes of getting better participation. Next month, the ASLCC will present a year-end report at the May meeting along with their S & A budget.
- 5C. LCCFAHE Report** –Brad Benjamin mentioned that the Deans have also been very active in the budgets process. Basic Education has been root testing their classes to identify who are potential I-best students, and it has worked so well that more faculty are looking to bring that testing into their classrooms. Community conversations are every Thursday at noon; the theme this term is birds, bees and sexuality. An LCC Debate team member received a gold medal at nationals. Early Childhood Education has adopted resources to reduce costs to their students. The Richard Kelly Learning Garden is moving forward and looking good. English faculty have worked hard to refine their curriculum, especially will be especially helpful to students who are in the bucket course. The Fitness Center is being used by retired faculty members and it has created a great bond with current faculty.
- 5D. WFSE Report** –Tracy Stanley was unable to attend but had provided a short written report, which President Bailey read...staff are busy in many areas; working with the college administration on various issues through the UMCC, assisting in enrollment retention, ctcLink preparation, and looking toward this year’s commencement. Bargaining preparation continues and more staff are getting involved in lobbying our legislators on behalf of higher education funding; in particular, that of the community and technical colleges.
- 5E. LCC Foundation** – President Bailey reported that the Foundation has received an offer on the property in Cathlamet.
- 5F. Effectiveness and College Relations** – Wendy Hall provided the Board with Commencement details. Pace Survey Results (Personal Assessment of Campus Environment) was administered in February. The survey was distributed directly by NILIE, which is housed out of North Carolina University.
- ✓ The survey was completed by 295 LCC employees, including 95 faculty, 26 administrators and 155 staff
 - ✓ 46 questions were on the survey in four benchmark areas, including:
 - Institutional Structure
 - Student Focus
 - Supervisory Relationships
 - Teamwork
 - ✓ Means scores for LCC: above average for 46 out of 46 questions
 - ✓ LCC’s mean scores for the lowest 10 are above the means reported for each comparison group, including *All*, *Medium 2-year*, and *Public* institutions

- ✓ LCC's lowest 10 are ALSO the lowest 10 for all of the comparison groups
- ✓ All 10 of LCC's lowest means fall into the "Institutional Structure" Benchmark; however, that is also the case for each of the comparison groups (*All, Medium 2-years, and Public*)
- ✓ NILIE recommends that the lowest 10 be viewed as areas most in need of improvement—the survey results clearly indicate that we are struggling with the same issues as our peer colleges around the country

This information will be presented at the all staff meeting and posted on our website.

5G. Human Resources –All faculty interviews are scheduled, as well as the VPSS, and Director of International Programs.

5H. Head Start/ECEAP Written Report – Included in the Head Start/EHS/ECEAP written report: Monthly program report and budget status – March 2016.

5I. Other

6. INSTITUTIONAL MONITORING

7A. Basic Skills and Pre-College Monitoring Report - Brendan Glaser and Kyle Hammon reporting. Kyle reported that, in his opinion, the work being done in this area is some of the most exciting on campus. We are piloting an alternative precollege math course for non-Stem majors. Brendan reviewed the data as presented in the monitoring report, as well as comments from the review team.

7B. Quarterly Budget Report–

Nolan Wheeler reported that the \$3MM COP reimbursement has been moved to the beginning balance. We continue to look at food services. Some of the deficit is attributed to the necessary inventory ordering before revenue comes in. A point of sale system will be implemented in the very near future, so we can look at analytics. The deficit also included \$16,500 in equipment repair.

Overall, revenues are higher than expenditures. FTE enrollments are currently running 7.6% below this time last year. We will continue to monitor enrollment management. Ending fund balance is projected to be fairly close to what was budgeted.

7. PUBLIC COMMENT –None

8. BOARD BUSINESS/INFORMATION ITEMS –

8A. ctclink Monthly Update – In Eli Hayes's absence, Chris Bailey reported. Stabilization is only slightly closer for the two First Wave schools. There are six remaining urgent issues which is about where they were last month. It appears that financial aid is working as is the student record keeping. Payroll also appears to be working well. Most problems are in the finance area. Configuration work and trainings are moving along rapidly...six more weeks before we can begin the testing phase.

8B. June Board Meeting Date – Bob Gregory has suggested moving the June 15 meeting to June 22nd. Thuy Vo and George Raiter are available on the 22nd, so Linda Clark was asked to contact Heidi Heywood and Steve Vincent regarding their availability.

9. EXECUTIVE SESSION – None

10. ADJOURNMENT - With no further business, the meeting was adjourned at 6:46 p.m.

On May 18, 2016, the Board of Trustees of Community College District 13 approved minutes of the and April 20, 2016 Board Meetings

Christopher C. Bailey, Secretary to the Board