



Longview, WA 98632

MEETING of JUNE 22, 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 5:00 p.m., on Wednesday, June 22, 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

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Brendan Glaser, Kendra Sprague, Nolan Wheeler, Mark Gaither, Vicki Echerd, Eli Hayes, Kim Witherspoon, and Linda Clark.

2. INTRODUCTION OF GUESTS – Vicki Echerd, Mark Gaither, Linda McKeon, Tyson Graham, Tyler Quindiagan, Jack Humphrey, and Madelyn Reese of TDN,

3. APPROVAL OF AGENDA –

MOTION: By Bob Gregory, 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 May 16, 2016 Special Board Meeting

4B: Minutes of the June 4, 2015 Special Meeting

4C: 2016-17 Quid Pro Quo Agreement with the LCC Foundation

Background: Annually, the Board of Trustees signs a quid pro quo agreement with the LCC Foundation. The only change to this document from the previous year is the effective period.

4D: 2016-17 Tuition and Waiver Schedule

Background: Annual Approval. Attached is the 2016-17 Tuition, Fee and Waiver schedules. While operating tuition has remained the same as last year,

the state legislature has increased the building fee an inflationary amount, which increases tuition.

4E: Facility Use Fee Correction FY 2017

Background: The Facility Use Fee that was included in the miscellaneous fee schedule approved at last month's Board meeting was incorrect as the amount did not include the growth factor. The correct Facility Use Fee should be \$1.40/credit to a maximum of \$25.20).

4F: Head Start/EHS/ECEAP:

- ✓ Extended Duration of Services Contract
Background: Funds will be used to extend up to 4 classrooms from part-day to full-day models effective for the 2017-18 program year. Funding will include staffing, supplies and equipment, a modular building and other items as needed.
- ✓ Policy Change: Program Governance 4d
- ✓ ECEAP Self-Assessment Strengths/Action Plan

MOTION: By Steve Vincent, seconded by Heidi Heywood,

That the consent agenda be approved as presented including: Minutes of May 16 and 18; 2016-17 Quid Pro Quo Agreement with the LCC Foundation; 2016-17 Tuition and Waiver Schedule; Facility Use Fee Correction; and Head Start Extended Duration of Services Grant, Program Governance 4d, and ECEAP Self-Assessment Strengths/Action Plan.

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report – President Chris Bailey thanked everyone who participated in the planning and implementation of the June 17th commencement. He also thanked the *Daily News* for its support of our Student Success Initiative. The TDN is going to run a “students in need” campaign for five weeks by highlighting student stories. \$8500 was raised the first day!

Administration and Finance, Vice President Nolan Wheeler

- ✓ The Main Building renovation is on schedule.
 - Faculty have moved out of west wing.
 - Our crew is going through and salvaging what it can.
 - Demolition bids were opened last week and the work will begin soon. Construction will take about a year.
 - Project will add three larger classrooms, a row of faculty offices, and add masonry/windows to the outside. Adding boilers to the building to get it off of the main steam plant. That will be our focus as remodeling continues on campus so we can eventually tear down the steam plant. The building will also have seismic upgrades.
- ✓ Emergency Preparedness - He received emergency response/training materials prepared by Virginia Tech for a recent ACCT workshop. The presenter shared all of the notifications that went out during the shooting

tragedy there a few years ago, as well as the lessons learned. Due to the volume of cell and computer use during the tragedy, their network went down. Nolan explained that is why we went with a PA notification system versus a text or computer notification. The digital PA clocks have been ordered for every room, and security cameras will be ordered in the near future. He will also be conducting a door hardware assessment before the start of fall quarter.

Student Services, Interim Vice President Kendra Sprague

- ✓ 572 associate degrees, 88 one-year certificates, and 154 high school diplomas and GED certificates were issued for the June 17th Commencement. Now, Student Services staff will be working to get all mailed.
- ✓ The academic warning team will be meeting with students who are in probation, suspension, or academic warning.
- ✓ New student orientations will be ongoing at a rate of three per week between now and September. Math boot camps are also ongoing.
- ✓ The 4th Veteran's briefing was held. These meetings are comprised of a cross section off Disability Services, Financial Aid, and Career staff along with Veteran students to discuss how to best serve of Veteran population.
- ✓ Student Services is piloting another outreach method through Canvas called Positive Academic Progress, for students who are academically at risk.
- ✓ Campus is on summer schedule operating on four ten-hour days Monday-Thursday, but our Testing will be open on Fridays as it conducts some revenue generating tests.
- ✓ Our Retention and Enrollment Team is calling EVERY local high school student and collecting the analytics.
- ✓ George thanked Kendra for filling in as interim VP

Instruction, Vice President Brendan Glaser

- ✓ Faculty are on break until summer quarter starts July 5.
- ✓ Everyone has worked hard on next year's budget. It will provide challenges to Instruction as well as other departments. The continually reduced operating budget mandates that we identify and focus on priorities and trim in other areas. Chris explained that since 2008-09, the College has lost over \$4MM in excess tuition and coupled with the 23% state budget cut, we have survived well, although the reduced funding necessitates that we continue to be very focused and intentional on mission.
- ✓ Brendan and his team have drafted the first iteration of the Academic Master Plan, which he will share with the Board at a later date. It was tough to identify priorities in the current financial climate. Bob requested that when the plan is ready for discussion, please share what had to be trimmed.
- ✓ Received a letter today that our Tutoring Center received continued certification.

5B. ASLCC Report – N/A

- 5C. LCCFAHE Report –** Mark Gaither, sitting in for Faculty President Brad Benjamin reported that Faculty were involved with the Spring Arts Festival and the subsequent launch of the *Sala!*. Also, there was a great pride festival on campus. BTEC students

just completed their annual cookbook production which will be printed in hard copy. Some of the proceeds will go toward a BTEC scholarship.

5D. WFSE Report –Vicki Echerd, sitting in for Tracy Stanley, read the following report: Local 1400 represents over 250 employees at Lower Columbia College. We are the office and classroom support staff, the security, IT specialists, facilities and maintenance staff, and other professionals who help make LC happen. We are here to report that AFSCME C28 members, at this campus and at others across the state, are hard at work preparing for negotiations of the Community College Coalition’s successor agreement. During negotiations, our focus will be on enabling our college’s ability to recruit and retain high quality staff by establishing competitive salaries, ensuring safe and respectful working conditions, and providing a path to permanence for temporary employees. As Trustees, you are empowered to set the tone for labor relations on campus. We ask that you respect the collective bargaining process and work with us to ensure an agreement is reached which equips our members to deliver the highest quality service in a manner which is beneficial to all. We look forward to delivering updates on our progress at future meetings, and delivering for your ratification an agreement that was negotiated in good faith.

5E. LCC Foundation – N/A

5F. Effectiveness and College Relations – In Wendy Hall’s absence, President Bailey reminded the Board that part of the accreditation standards now requires the Board’s self-evaluation. We will be able to provide that information with this and next year’s evaluation document.

5G. Human Resources – Kendra Sprague reported on the Employees of the Year awards.

- ✓ Heidi Carmody, Classified Employee of the Year from the Tutoring Center
- ✓ Michaela Jackson, Exempt Employee, is the Director of the Early Learning Center
- ✓ Nonnie Weaver, Faculty of the Year.

George Raiter said he would like to have the year-end winners be introduced at a Board meeting.

Wellness activities are kicking off for the summer with summer-long hikes. Also, the Wellness Committee has once again made arrangements for local produce delivery for employees during the summer.

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

6. BOARD BUSINESS/INFORMATION ITEMS –

6A. ctCLink Monthly Update - Eli Hayes explained that the effective “go live” date for Wave One schools has been moved to somewhere around the end of January or early February. This is not extra time to prepare for the conversion; it simply gives us back time that had been lost in the compressed schedule that we had been working toward. The pushback date will affect the overall timeframe, but we don’t have that yet from Ciber, although it should be out within two weeks. Ciber is working with Spokane and Tacoma to help them with year-end closure and full stabilization. Most everything is

working at those two schools, but some of the Finance areas are still problematic. Currently, LCC is in the data configuration and validation phase, which will go on for about another month and a half before training begins.

Bob Gregory asked about particular problems at Spokane and Tacoma. Eli said the student areas are working fairly well--they can register for classes, etc. The main problem seems to be more in the Finance area. The three month extension we have now gives Tacoma and Spokane more time for stabilization.

6B. 2016-17 Operating Budget – Nolan Wheeler

Background – Following the formalized budget process created last fiscal year, preparations for producing the FY 2017 Operating Budget began in December 2015. The Executive Leadership Team considered primary budget strategies to support the commitment of the college to the driving principals behind its mission. Local operating revenue of \$8.86MM will account for approximately 40% of the total projected resources for FY 2017, and State appropriations for FY 2017 total \$13.23MM. Total college revenues for the operating budget are projected to be \$22.3MM. One of the primary goals in creating this year’s budget was to eliminate the use of local reserves, and rely upon consistent and sustainable operating revenues. This year’s operating budget does not include any use of local reserves; however, we are estimating that the ctcLink project will require approximately \$450k of local reserve, and LCC’s obligation for the Moore vs. HCA settlement of \$346k will be paid from local reserves. The projected operating expenditures of \$22.3MM include faculty and staff COLA increases as authorized by the legislature. Goods and Services increased approximately \$61K over FY 2016 mainly due to new emergency preparedness and safety systems.

Nolan explained that the last time he talked to the Board about the budget, we were looking to reduce a \$480,000 deficit. To accomplish this, we added revenue from some of the programs that bring in money—such as CEO, ADMIN overhead, etc.--and through expenditure reductions, such as not filling positions (through attrition), reduced adjunct faculty budget, and reduced goods and services.

Heidi asked about the new allocation model, including the way IP students are counted. Nolan said that LCC gained about \$99,000 from the reallocation, but IP students cannot be counted as state-generated FTE'. The IP program was moved from operating budget to self-support. Under the new allocation model, if a college is under their state enrollment target, up to 2% of their International Student FTE's can be counted toward target.

Bob Gregory asked about reserve balances. He would like to look at the reserve balance trends and projections—maybe five years out. Chris said he has been tracking the reserves. This year, we didn't have to use reserves to balance the budget, but one-time expenditures continue to come directly out of reserves. Bob said coming up with a balanced budget in this environment shows that staff are working well together and maintaining core values.

Nolan said we really have to pay attention to tuition revenue since we are budgeting it all. Therefore, if enrollments fall, budget will be directly impacted.

MOTION: By Heidi Heywood, seconded by Bob Gregory,

That the fiscal year 2016-17 Operating Budget of
\$22,304,745.00 be approved as presented.

MOTION CARRIED unanimously.

6C. Discussion of the 2016 Board Meeting Schedule – Due to scheduling conflicts, the remainder of the 2016 meeting schedule has been revised.

MOTION: By Heidi Heywood, seconded by Bob Gregory,

That the revised 2016 Board Meeting Schedule be approved
as presented.

MOTION CARRIED unanimously.

6D. Agenda for the Summer Board Workshop – A draft agenda for the August 29th Board workshop was distributed. Bob requested that we add a discussion on the college's reserve balances.

7. PUBLIC COMMENT –None

8. EXECUTIVE SESSION – At 5:56 p.m., Chair Raiter called for a 30 minute executive session per RCW 42.30.110(g) with no action anticipated.

9. ADJOURN EXECUTIVE SESSION – Chair Raiter re-opened the public meeting at 6:26- p.m. No action taken.

10. ACTION as a RESULT of EXECUTIVE SESSION - None

11. ADJOURNMENT - With no further business, the meeting was adjourned at 6:30-p.m.

On August 29, 2016, the Board of Trustees of Community College District 13 approved minutes of the June 22, 2016 Board Meeting

Christopher C. Bailey, Secretary to the Board