



Longview, WA 98632

MEETING of APRIL 19, 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 5:02 p.m., on Wednesday, April 19, 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
Heather Mansy
Heidi Heywood
George Raiter (arrives @ 5:08)

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Wendy Hall, Sue Orchard, Nolan Wheeler, Brendan Glaser, Kendra Sprague, Kim Witherspoon, Brad Benjamin, Jake Roes, Linda Clark.

2. INTRODUCTION OF GUESTS –

3. APPROVAL OF AGENDA –

MOTION: By Heidi Heywood, seconded by Heather Mansy
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 March 15, 2017 Board Meeting

MOTION: By Heidi Heywood, seconded by Heather Mansy,

That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – Chris Bailey reported on the PACE climate survey results. The Board expressed satisfaction with the results.

- ✓ CtcLink update - Ciber is in chapter 11 bankruptcy which has stalled ctcLink implementation; however, some project work will continue in the meantime.
- ✓ EWU gave notice a couple of weeks ago that they will be withdrawing from the University Center due to budget concerns with their off campus sites. They will, however, teach out their existing programs. We will be working with our other university partners as well as others to ensure that there is no gap for our students.
- ✓ The International Program is being turned over to our Vice President of Student Services, Sue Orchard effective next month.

Instruction Report, Vice President Brendan Glaser

- ✓ Two planning and assessment days were held with the faculty this quarter, which garnered good feedback.
- ✓ The Outstanding Student awards will be held on May 17 (same night as the Board meeting).
- ✓ Instruction is taking applications for exceptional faculty grants through the Foundation

Administration and Finance, Vice President Nolan Wheeler

- ✓ Emergency Preparedness - The notification system was tested earlier this month. The digital clocks and speakers worked well, but the message did not come out on the phones—work will continue and retesting will take place. Our relationship with the Longview School District on emergency issues is working. Emergency Building Coordinators have been identified and the first training will be held in May. Due to cost, we are postponing an update to the access system.
- ✓ Nolan has started gathering information on the vocational building capital project request. He is working on the space utilization portion, which is a huge undertaking. The goal is to increase our score from last year. He is currently working with the architects on details and costs.

- ✓ Nolan has been in contact with the property management company regarding management of the new apartments which we take ownership of next week. Rent will be equalized between the two LCC apartment buildings.
- ✓ LCC conducted water testing for lead, and some of the samples from fixtures came back at a higher than 15ppb, so those were taken off line (mostly in the Physical Science building which is relatively unused since the new Health and Science Building went online). Retesting will occur later this week.

Student Services, Vice President Sue Orchard

- ✓ Handed distributed a document regarding the TriO program showing our students' successes and completion rates in the program. Recently, a group went to Washington, DC, to meet with legislators regarding the need to fund programs as such. We hope that funding continues as it provides great support for some of most at risk students.
- ✓ Student Services is taking on a lot of initiatives relating to enrollment management, especially in the on-boarding process in the guided pathways model. Eight LCC staff and faculty will be attending a student success initiative next Tuesday, and 26 will be attending a 2-day conference on diversity and equity.
- ✓ Commencement - June 16

- 5B. ASLCC Report** - Jake Roes provided an update on ASLCC activities, such as softball spirit night, Baseball spirit night, and the Blood Drive on May 10-11 (through the Red Cross). Red Devil Days will be held May 30-31 filled with activities. Applications are coming in for next year's student government officers.
- 5C. LCCFAHE Report** – Brad Benjamin reported that the parent/teen chemistry nights have been going very well and gave thanks to Steve Vincent for his support. The HSB will be used as an independent research lab. NanoCon was a smashing success with over 200 attending the film festival. Arbor Day will be celebrated in the Kelley Gardens.
- 5D. WFSE Report** – N/A
- 5E. Effectiveness and College Relations** – Wendy Hall stated that not only is our community college system anxious about what's going on in Olympia relating to the budget, there is also concern regarding two bills that would require colleges to provide very detailed information regarding student loans, and publishing textbook and related costs in course schedules. Both bills would require huge amounts of staff time, so both are being closely monitored.
- 5F. LCC Foundation and Human Resources** – Kendra Sprague explained that the Foundation scholarship window closed Sunday evening, so begins the process of awarding scholarships to students! The exceptional faculty and foundation grants close this Friday. The *Daily News* Students-in-Need campaign closes April 30th, and to date, it has raised just over \$35,000 with a goal of \$40,000. The newly founded Alumni Association will host its first event on May 13 with free admission to the LCC baseball game. The employee giving campaign kicks off next week, "Let's go/Let's grow."

5G. Head Start/ECEAP Written Report – Included in the Head Start/EHS/ECEAP written report: Monthly program report and budget status – February 2017. Heidi Heywood asked the 59% percent of budget remaining. Is that usual? President Bailey said he would research and respond.

5H. Other

6. INSTITUTIONAL MONITORING

- 6A. Quarterly Budget Report** – Quarterly Budget Status Report - Nolan Wheeler started the report by reviewing the net deficits starting with Fund 147.
- Fund 147 - Structured Learning Center. He will be meeting with Sue Boursaw to discuss ways for Head Start to repay the balance.
 - Fund 148 – The biggest factor impacting this fund is low enrollment, which amounts to roughly \$500,000. Also, the emergency preparedness purchases took money from this account. Money was transferred from 148 to 150 for the purchase of apartments.
 - Fund 149 - Will be zero at the end of the year. Motor pool reflects the purchase of the new bus.
 - Fund 524 - Bookstore reflects spring quarter inventory purchase. The AER popularity is reducing the Bookstore revenue.
 - Fund 528 - Parking (facility use fee) - Used to maintain parking lots and pay some of the part-time hourly security costs. This year, we resealed and restriped our parking lots.
 - Fund 569 - Food Services. Although still a deficit, we are working towards zero.
 - Fund 846 - Financial Aid - Always shows a negative at the beginning of each quarter prior to reimbursement for financial aid.
 - Fund 850 - Workstudy is also a reimbursable account.

Nolan reiterated that these are not cash numbers, as they also include assets. Expenditures are right on target at 70%, however, he is concerned that our tuition revenue is going to be less than budgeted--about \$800,000, but we will collect about \$400,000 more from Running Start.

Nolan is in the process of revising the draft budget to try and cover the \$300-\$400,000 deficit. This is very difficult because there is such a discrepancy between the House and Senate budgets, so we won't know what our final allocation will be. It's also looking likely that it will be a late budget approval by the State.

Bob Gregory asked if it is possible to add another column to the report with a projection of balances at year end. Nolan said he will add that to the future quarterly budget memorandums. Heather Mansy asked what we're doing to decrease the deficit in food services area. Nolan said we are using and assessing the new point of sales system, staffing has been reduced, staff are doing more catering, and we've reduced inventory and changed the menu—we are seeing improvements from these measures. The students have expressed a desire to improve the student center. Jake

Roes said they are hoping to lay the groundwork for a major project, similar to what was done for the Fitness Center.

7. PUBLIC COMMENT – None

8. BOARD BUSINESS/INFORMATION ITEMS –

8A. 2017 Board Meeting Schedule – The Board reviewed a proposed revised meeting schedule for the balance of the year. The decision was to move the summer workshop to August 23rd and cancel of September 20th meeting. They also suggested moving the December 20 meeting to the 13th. Linda will contact Steve Vincent and George Raiter to get their input.

9. EXECUTIVE SESSION – None

10. ADJOURNMENT - With no further business, the meeting was adjourned at 5:55 p.m.

On May 17, 2017, the Board of Trustees of Community College District 13 approved minutes of the April 19, 2017, Board meeting.

Christopher C. Bailey, Secretary to the Board