



Longview, WA 98632

MEETING of FEBRUARY 18, 2015

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Heidi Heywood called the workshop of the District 13 Board of Trustees to order at 9:03 a.m., on Wednesday, February 18, 2015, 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: Max Anderson
Heidi Heywood
Steve Vincent
Thuy Vo
George Raiter arrived at 9:15 a.m.

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Nolan Wheeler, Lisa Matye Edwards, Brendan Glaser, Wendy Hall, Kendra Sprague, Sandy Junker, Paul Youmans, Tracy Stanley, Kyle Hammon, Angie Rogers, and Linda Clark.

2. APPROVAL OF AGENDA - Heidi explained that there is a need to add Resolution #66 to the agenda, and suggested it be covered under the President's report, Section 4A.

MOTION: By Max Anderson, seconded by Thuy Vo,
That the agenda be approved as amended

MOTION CARRIED unanimously.

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

3A. Minutes of the January 16, 2015 special meeting

3B. Minutes of the January 21, 2015 regular meeting

MOTION: By Steve Vincent, seconded by Thuy Vo,
That the consent agenda be approved as presented

MOTION CARRIED unanimously.

4. COLLEGE INPUT

4A. President's Report – President Bailey said he had received confirmation from Mel Netzhammer, Chancellor of WSU-V, to be the keynote speaker at Commencement. He also reported on the following:

- ✓ Dave Campbell's appointment as Longview City Manager. Mr. Campbell stated in a recent press release that his first priority will be economic development and, as such, the City will work with vested partners such as LCC and the Port of Longview.
- ✓ We have six Japanese students on campus for the 3-week program intensive English program.
- ✓ Biggest news: The accreditation report came back completely clean of all recommendations—it cleared faculty evaluations, faculty advising, and KPI's.
- ✓ We received word from Warner Pacific that they have a cohort for the Human Development program and will start in March.

Brendan Glaser, VP Instruction – He said that things are moving along nicely. Applications are coming in for the open faculty positions, and HR has developed a timeline for all positions, including advertising, interviewing, and hiring.

Nolan Wheeler, VP of Administrative Services – He reported that we had a great Hall of Fame ceremony and the first basketball games in the remodeled gymnasium. The rest of the facility will be opened as soon as the equipment is in. Today is the closing date for a Fitness Center manager. He explained that he met with the student government about funding a portion of the Fitness Center remodel through a \$25.00 facility use fee.

- ✓ **Resolution #66** – Nolan explained that the bids to renovate the west wing of the Applied Arts building came in a little higher than the estimates from a couple of years ago. The bid is still within the \$450,000 budget, but we don't have the required contingency and reserve funds of approximately \$83,000 which are needed; therefore, that amount would have to come from local funds (from the Running Start account) if needed. He doesn't anticipate that we will have to use these funds, but we do need to set it aside, which requires a Board resolution.

MOTION: By Max Anderson, seconded by Thuy Vo,

That Resolution 66 be approved as presented

MOTION CARRIED unanimously.

- ✓ Demolition of IOB will happen about the end of April, which will be funded from the Health & Science Building capital funding as planned. Nolan said there will still be money left in this capital account, so we're looking at something to put in the IOB space. Our architect has suggested the possibility of erecting a covered pavilion on the approximate location of IOB, and where the current master plan has called for a paved courtyard. The idea is out for review and inputs from campus.

Lisa Matye Edwards, VP of Student Success-

- ✓ Mid-quarter grades have been posted, so Student Services staff are reaching out to those who may be struggling.
- ✓ ASLCC held a very successful event last week. 105 participating in the spring fitness program.
- ✓ Student Services staff are providing advising assistance workshops for Faculty.
- ✓ We went live in December with the national clearinghouse for student transcript services. We can leverage the clearinghouse for additional data (such as where students went after LCC, who applied but didn't enroll, etc.).
- ✓ Finally, the student code of conduct ready for the rule-making process and will be brought to the Trustees through the WAC hearing process. Once implemented, we will be completely in compliance with Title IX. This model code of conduct is being adopted within the state's community college system. The weapons portion of the policy will be slightly different at the individual campus locations depending on geographic location.

4B. Head Start/EHS/ECEAP Written Report –

- ✓ December 2014 budget status and end-of-month program reports
- ✓ ACF-IM-HS-14-07 New Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- ✓ ACF-IM-HS-15-01 Real Property Reporting and Request Requirements

5. INSTITUTIONAL MONITORING

5A. Bi-Annual Head Start Report –Sandy Junker and Paul Youmans provided an in-depth update of the Head Start/EHS/ECEAP programs, including results of the HS/EHS self-assessment, results of the Community Assessment, an update on funding, and review the 5-year Strategic Plan (2015-2020).

Sandy explained that with the completion of the self-assessment, now comes the analyzing of the data and the subsequent action plan. The action plan will be brought to the Board of Trustees for future approval. She discussed some of the known and unknown budget parameters at the state, federal, and local levels.

Paul distributed a copy of the 2014 Community Assessment report, and provided summary information on income eligible families, demographics, families living in poverty, poverty and educational attainment, cost of rent, unemployment data, and transportation. He explained that Head Start is now serving 49% of the eligible 3 & 4 year olds in the County, while Governor Inslee's goal is 60%.

Sandy discussed recently developed strategic plan for 2015-2020. She said the Board will see more of the in-depth information at the next Board meeting. Sandy also gave a brief update on what is coming up for Head Start including grant submission and the 50th anniversary celebration on April 21st.

- 5B. Transfer Monitoring Report** – Dean Kyle Hammon presented data from this year’s transfer monitoring report of which the objective is to offer courses and support for students to meet the requirements for transfer from Lower Columbia College, and to provide the support for transfer students to successfully transition to upper division college and university programs.

Kyle discussed the actions that have come about as a result of past reviews of the Transfer monitoring report including implementation of the requirement for COLL 101 First-year Seminar, faculty training for COL 101 and 102, the increased number of Math Boot Camp sessions, increased faculty use of Open Education Resource materials, increased outreach through the College in the High School program, and addition of summer courses that should attract university students.

6. BOARD BUSINESS

- 6A. TACTC Conference Report** - Max expressed disappointment with the Governor's Office presentation on how trustees would be confirmed and selected—it doesn’t allow for much local control over succession planning. As Trustees, we should help identify prospective trustees and help them get through the pipeline. Thuy was proud of the speech that our student Transforming Lives winner, Angela Gates, gave at the ceremony. The Board also discussed alternate plans to meet with local legislators in off session time instead of trying to get them to attend the legislative reception during the TACTC conference. Heidi suggested that we talk with our local reps to see what they might like to do.

- 6B. Nomination of Officers for 2015-14** – After a brief discussion, it was agreed to nominate Max Anderson as the incoming Chair and George Raiter as Vice Chair. If Max’s term comes to an end before he can fulfill the position, George Raiter would take over.

- 7. PUBLIC COMMENT** – None

- 8. EXECUTIVE SESSION** – At 11:00, Chair Heidi Heywood called for a ten minute executive session for the purpose of selection or acquisition of real estate. No action anticipated.

- 9. ADJOURN EXECUTIVE SESSION** – At 11:10, Chair Heywood re-opened the public meeting.

- 10. ACTION AS A RESULT OF EXECUTIVE SESSION** - None

AT 11:12, CHAIR HEIDI HEYWOOD ADJOURNED THIS SESSION OF THE PUBLIC MEETING TO TOUR THE FITNESS CENTER AND TAKE A LUNCH BREAK. THE AFTERNOON PLANNING SESSION WILL RESUME AT 1:00 PM AT TERI’S RESTAURANT IN LONGVIEW.

11. **BOARD WORKSHOP: Annual Planning Session**

- 8A. Review College Mission** – The Board agreed that the mission statement is still appropriate; no further discussion necessary.
- 8B. Review Budget parameters and Priorities** – Nolan Wheeler distributed the budget planning timeline that Cabinet has been using to develop the 2015-16 budget. Nolan explained that the biggest change in the process has been the input of faculty through Brendan's leadership. He was able to bring forth a budget for both adjunct and tenured faculty on a 3-year timeline. Chris said we are now working on a "new normal" budget based on current and more stable enrollment number. Nolan said Instruction seems to have a good handle on adjunct faculty numbers based on scheduling needs. They reduced adjunct faculty budget by 6% on the actual cost from last year and have become more efficient on courses scheduling. Cabinet approved two new faculty positions plus conversion of the fulltime temporary faculty into tenured positions. The revenue projection that Joe Quirk made in January appear to be almost flat for the coming year. At the last Cabinet meeting, new expenditures were identified (either mandated or necessary, such as licenses, utilities, etc.), and are tasked with how to fund them.

The Board asked how we will ensure that the negative budget atmosphere from last year is not repeated. Chris said the work Brendan is doing with faculty has greatly improved communication. The budget process and timeline has been shared with campus constituents. Chris said the new financial audit data will also provide very meaningful financial information. Nolan will be pulling information from all departmental areas to cross check actual expenditures. Line item adjustments will be made on the budget document, if necessary, during 6-month and 12-month reviews.

- 8C. Review Outcomes for 2014 and Planning for 2016** – Chris explained that the dashboard covers all of our KPI's and for the employees and faculty, these KPI's are necessary to support action plans either collectively or department specific. Wendy provided an overview of the 2014 dashboard core indicators of effectiveness with current information from the three monitoring reports that have been reviewed and last year's information for the two upcoming monitoring reports. She explained that the data is reviewed by the monitoring report review team consisting of 80-100 faculty and staff. The team also provides the comments that are part of each monitoring reports.
- 8D. KPI Review** – Chris said it is understandable that the amount of KPI's is probably overwhelming to the Board to look at all, so he suggested they identify 5 to 6 key KPI's they want to focus on. Steve said the Board should concentrate on identifying the KPI's that are at the governance level.

Wendy explained that the original development of KPI's was done as the framework of policy governance and the subsequent monitoring of outcomes. She said it might be easier if we looked at the KPI's through different lenses, such as:

- 1) The four core themes
- 2) The AACC framework
- 3) Accreditation framework

Max suggested a good starting point may be with the AACC framework. Chris said that it is critical that we have alignment of our core themes and annual priorities with accreditation standards. Steve suggested that the Board work more within the policy governance framework and work more through Chris.

The Board reached an agreement to review and develop the more governance-specific KPI's by separating them by core theme or monitoring reports, and discussing this at individual monthly meetings. Wendy said the Board may consider changing from four to five core themes for the coming years.

- 8E. Draft Annual Priorities for 2015-16** - Chris led this discussion and explained that the draft being presented has not been reviewed by Cabinet or campus...this is the first cut in order to get the Board's input.

After review, Max said he would like to keep the words "strengthening campus relationships" under the Institutional Excellence Core Theme. No other changes or suggestions made.

President Bailey shared some important trends and explained their importance in our strategic planning. He also shared the draft enrollment strategies and activities for 2015-18. The initial enrollment strategies were developed when the college was majorly over-enrolled--as happens when the economy is down--in order to prepare for major enrollment declines once the economy rebounded. The Cabinet worked diligently on those strategies for the past several years, which has certainly paid off as we seem to have "normed" our enrollment based on the past three year's enrollment numbers.

8F. Other

President Bailey indicated that he would like to have a conversation with the Board in the near future about developing a summit with the region's leaders to take an in-depth look at what can be done for the good of the community. He hopes the outcome would be to develop a strategic plan that would make sense for the community.

Heidi asked about timeline for the climate action plan. Wendy said there is a related KPI in the spring, and we have been looking at some other externally-administered instruments, and well as the potential addition of KPI's to the Institutional Excellence in May. We will be looking at some executive limitation information and assessments. Chris said the Cabinet is working through the eight items one at a time and will solicit comments as we move forward.

- 12. ADJOURNMENT** – With no further business, the meeting was adjourned at 2:34 p.m.

On March 18, 2015, the Board of Trustees of Community College District 13 approved minutes of the February 18, 2015 Board Meeting

Christopher C. Bailey, Secretary