



Longview, WA 98632

MEETING of August 27, 2015

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Board Chair Max Anderson called the regular meeting of the District 13 Board of Trustees to order at 1:06 p.m., on Wednesday, August 27, 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 (arrived @ 1:06)
Heidi Heywood
George Raiter
Steve Vincent
Thuy Vo

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Nolan Wheeler, Kendra Sprague, Brendan Glaser, Wendy Hall, Chad Meadors, Bonnie Terada, and Linda Clark. Also attending Tracy Stanley, Jennifer Hogue, Lee White, Adam Wolfer (arrived @ 1:24), and Jim Stanley @ 1:53.

2. APPROVAL OF AGENDA – With no additions or revisions to the agenda, Chair Anderson called for a motion to approve.

MOTION: By Heidi Heywood, seconded by George Raiter,
That the agenda be approved as presented

MOTION CARRIED unanimously.

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

- A. Minutes of the June 17, 2015 Regular Board Meeting
- B. 2015-16 Tuition and Fee Schedule--effective Fall Quarter 2015
- C. Miscellaneous Fee Schedule Change (Admissions/Testing Fee)—effective Winter Quarter 2015
- D. Head Start Policies:
 - Policy Council Bylaws PGOV 1d,
 - Internal Dispute Resolution PGOV 5a,
 - Sharing & Decision-Making PGOV 4a,
 - Parent/Community Written Concern FSPI 14k1

MOTION: By Steve Vincent, seconded by Thuy Vo

That consent agenda be approved as presented.

MOTION CARRIED unanimously.

4. COLLEGE INPUT

- A. President's Report – President Chris Bailey reported:
 - a) Budget Process – Although Vice President Nolan Wheeler will be presenting the budget later in the meeting. Chris explained that the projected operating budget contains a 5% reduction in tuition which the State is mostly backfilling. The 3% and 1.8% COLAs for all employees was essentially funded. We received a revised allocation model for next year and anticipate it will equate to approximately \$200,000. Cabinet worked hard to find a glide path to a balanced budget by the end of the biennium without layoffs.
 - c) We had two important visits last month. Senator Cantwell came to visit the Health and Science Building, and Senator Murray's staffers came in to visit, as well.
 - d) The outdoor pavilion is complete
 - e) We are working on a potential lease of the old Structured Learning Center from Longview School District to use for a Head Start Building. Nolan will be negotiating with them in the next few weeks. Space is needed since Head Start will be losing classroom space at St. Helen's school next year, plus the Head Start program is expanding. Head Start is currently serving just shy of 50% of eligible children in the county.
 - f) ctLink - Tacoma and Spokane went live on August 24, and LCC goes live in August 2016
 - g) Yesterday, Chris signed papers for the donation of land in Wahkiakum County which is valued at \$500,000. The land will be offered for sale immediately; once sold, the money will go into the Foundation's unrestricted fund. It has been an amazing year for the Foundation.

- B.** Head Start/ECEAP Written Report –
 - Budget Status and Program Reports for June 2015
 - ACF-PI-HS-15-01 Notice of Proposed Rule-Making: Head Start Program Performance Standards

5. PUBLIC COMMENT - None

6. INSTITUTIONAL MONITORING

- A.** 2015-16 Fiscal Operating Budget and year-End Budget Review – Nolan began his report with a recap of last year's budget, followed by the revenue and expenditure projections for the 2015-16 operating budget.

Preparations for producing the FY 2016 Operating Budget began in January of 2015. The President, along with the Cabinet, analyzed, discussed, and established a revised and more formalized budget cycle process for FY 2016. The budget timeline and adoption process was added to the weekly Cabinet agenda as a major focal point for planning and execution this year. In addition, the planning time line was extended from 3-4 months to 6-7 months and included specific targets for preparation, review, comment, and adoption. The process began with an in-depth review of current needs at the department level and analyzing spending patterns and budget utilization across campus. Everyone was extremely cognizant of the necessity to limit annual expenditures to align with current operating funds in order to retain sufficient reserves for the future. As always, we will remain vigilant in identifying opportunities to improve our operational efficiencies and monitor our progress throughout the year.

The projected operating expenditures of \$ 22.2MM include faculty and staff COLA increases of approximately 3% authorized by the legislature. Combined salaries and benefits of \$ 19.11MM account for approximately 86% of the budget. Goods & Services (including travel expenses, non-capital equipment, and financial aid match) totals \$ 3.14MM, an increase of approximately \$ 30K over FY 2015. This increase was due to rising utility costs.

George asked about the specifics of the COLA funding from the legislature. Nolan explained that the State gave us 3% for all Classified staff, and 3% most of the faculty. The funding also allowed for some adjustments for exempt employees, although not much. Steve said he would like to see the cola for exempt staff be performance-based rather than across-the-board.

Max asked about the reduced goods and services budgets pertaining to Instruction and Student Services. Brendan explained that non-capital equipment purchases and repairs are the most impacted; and hopefully, the budget situation will improve within the next couple of years. Kendra explained that student services took huge cuts in goods and services last year, so it has remained virtually at that level for this year. All of her managers and directors gave input as to their budget needs.

Chris explained that it is very critical to preserve our reserve funds in the event of an emergency since the operating budget is so lean. Fundraising through the Foundation becomes more and more important. We receive money from the state for capital repair and maintenance, but that is not included on the operating side of the budget.

Max expressed appreciation to the Administration for presenting a balanced budget without comprising the quality of instruction or layoff of employees.

MOTION: By Heidi Heywood, seconded by Steve Vincent,
That the fiscal year 2015-16 Operating Budget of \$22,257,808 be approved as presented.”

MOTION CARRIED unanimously.

7. SETTING DIRECTION/VISION

- A.** Report of Annual Accomplishments for 2014-15 – President Bailey explained that it is always good to look at the past year before looking to the future. This year’s annual report is a recap from each division on their progress on our core themes, as well as challenges. A few years ago, the Board changed their core themes to focus on student success and provide better alignment to the new accreditation standards.

Chris talked about the two national awards LCC received last year--recognition by the White House, and being named an ATD leader college for retention and completion efforts. Many of those efforts were led by staff and faculty.

Facilities have been significantly improved with the completion of the Health and Science Building, and the EDA grant for equipment. The Fitness Center/Gymnasium project was also completed last year, and the new outdoor pavilion was completed this summer.

Work continued on our identified initiatives as follows:

International Program – This program started with only two students and, for fall quarter, we’re anticipating 18-20. Enrollment in this program was slower than anticipated, but the growth appears to be on a steady track. It seems that we may have reached the threshold of host families, which most of the International Students prefer. Due to the downturn in the Chinese economy, we will focus on developing pipelines in other countries.

University Center – The Regional University Center now offers ten undergraduate programs and two masters programs, and discussions continue with Eastern Washington University for additional offerings. Operational costs of the University Center are covered by fees/rentals from the partners.

Business & Industry Corporate Training - In its second year of existence, the net revenue from the Corporate Training program has paid the Director's salary. Last year, we conducted almost 9000 training hours for 1600 incumbent workers. The major challenge training for our local large industries. We have met with them and agreed on various training packages, but they have not scheduled the training. This will be a main focus of the B&I/Corporate Training this coming year. Hahli and Lynell will be presenting to the Board in October.

Rural Outreach – This has been a highly successful program in the terms of getting students from Oregon enrolled, plus it has provided access to some of our own rural high school students. Next year, our efforts will be focused on the Woodland area.

Student Success - We have achieved tremendous results this year in student success because it is now woven into everything this college does.

Steve Vincent thanked President Bailey for the report and said he is really proud of all the accomplishments and work of the past year.

- B.** Monitoring Report Dashboard/KPI Discussion – President Bailey reviewed the document and made note that most of the outcomes have been met. He is very happy with the CCSES results, most specifically the high marks in student satisfaction.
- C.** Strategic Planning - Chris started this discussion with an initial SWOT analysis.
 - Within the Student Success area, we will be emphasizing Veterans' Services, Diversity and Equity.
 - Facilities: Nolan explained that we are looking at a potential renovation of the Main Building, funded by a COP. He will assemble a group of staff and faculty in the fall to discuss what needs to be done internally—classes, offices, etc.--as well as externally. Planning has also begun for the Vocational Building replacement capital project, where LCC will be competing for funds against nine other community colleges. The Architects have developed four options, which will be shared with staff and faculty on September 15th. The proposal is due the first part of December. We have five meetings with the architects scheduled between now and then, at least three with faculty and staff. If our project is selected, we are looking at about a decade for completion.
 - Fundraising Efforts - Foundation is working very hard to cultivate relationships and potential donors.
 - Budget is ongoing and will be worked on virtually every day, especially as enrollments decline, which may lead to budget changes during the year.
 - Compliance/Unfunded Mandates continue to erode revenues.

He summarized the SWOT analysis and asked the Board to review and advise if they see anything missing. Brendan and the Deans are leading an effort to develop an Academic Plan which will provide the basis for our strategic planning needs.

- 8. BOARD BUSINESS/INFORMATION ITEMS –**
- A.** 2015-16 Committee Assignments – The Board determined committee assignments and added a representative to the Transforming Lives Committee.
 - B.** Meeting Schedule – Due to the lateness of this workshop, the Board agreed to cancel their September meeting.
- 9. EXECUTIVE SESSION –** At 3:05, Chair Anderson called for an executive session to consider the President’s contract per RCW 42.30.110(g), and estimated 30 minutes. At 3:34, Bonnie Terada announced that the executive session would be extended for an additional 10 minutes.
- 10. ADJOURN EXECUTIVE SESSION –** Chair Anderson re-opened the public meeting at 3:44 p.m.
- 11. ACTION as a RESULT of EXECUTIVE SESSION –**

MOTION: By Heidi Heywood, seconded by Steve Vincent,

That the appointment of Christopher C. Bailey as President of Lower Columbia College be extended for one year; through June 30, 2018 effective September 1, 2015 at an annual salary of \$ 181,563, representing a 1.8% increase, with economic openers for future annual salary and benefit adjustments.

Discussion: Steve talked about the accomplishments of the college, and that the Trustees are very thankful. As they reviewed the SWOT analysis, one of the major strengths they saw was that the vision of the president over the past 4-1/2 years has been outstanding. Under opportunities and weaknesses, they still sense a possible morale issue, but the leadership team seems to be working much better than in the past. They would like to see “vision” added to the SWOT as a strength, and morale as a weakness.

George Raiter called for question.

MOTION CARRIED unanimously.

- 12. ADJOURNMENT –** With no further business, the meeting was adjourned at 3:50 p.m.

On October 21, 2015, the Board of Trustees of Community College District 13 approved minutes of the August 27, 2015 Board Meeting

Christopher C. Bailey, Secretary to the Board