



Longview, WA 98632

MEETING of FEBRUARY 17, 2016

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair George Raiter called the workshop of the District 13 Board of Trustees to order at 8:04 a.m., on Wednesday, February 17, 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: George Raiter
Heidi Heywood
Steve Vincent
Thuy Vo
Bob Gregory

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Kim Witherspoon, Nolan Wheeler, Brendan Glaser, Wendy Hall, Kyle Hammon, Paul Youmans, Sandy Junker, Janel Skreen, Kelley West, Karen Joiner, Marisa Geier, Jason Arrowsmith, Darlene deVida, Erin Zeiger, Angie Rogers, Brad Benjamin and Linda Clark.

2. APPROVAL OF AGENDA -

MOTION: By Bob Gregory, seconded by Heidi Heywood,
That the agenda be approved as presented

MOTION CARRIED unanimously.

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

3A. Minutes of the January 20, 2016 regular meeting

3B. Update Miscellaneous Fee Schedule (add new BIOL 179) lab fee of \$17 per quarter.

MOTION: By Steve Vincent, seconded by Bob Gregory,

Discussion: Heidi asked that the minutes of 1/20/16 be corrected to on page 3 under the budget discussion to reflect that her comment was pertaining to the Financial Statement audit, not the Accountability Audit. She also corrected the spelling of incoming Foundation Board member Dixie Kolditz.

That the consent agenda be approved as amended

MOTION CARRIED unanimously.

4. COLLEGE INPUT

- 4A. President's Report** – President Bailey reported that students from Atomi University are on campus for the three week, short-term, International Program.

Brendan Glaser, VP Instruction – Things are going well. Instruction just monitored their expenses and are close to target. Gearing up for serious work on the Academic Master Plan...he will bring preliminary results to Board at a later date.

Nolan Wheeler, VP of Administrative Services –

- ✓ We are anxiously awaiting scoring of our capital project application—we should hear on February 19. He has heard that scoring is tight.
- ✓ He introduced new staff members Janel Skreen, Director of Environmental Health and Safety; Jason Arrowsmith, Safety & Security Manager; and Kelley West, Finance Director
- ✓ Emergency Preparedness – He directed the Trustees to Page 8 of the Management Memorandum for a detailed update. In addition, we are working on a Continuation of Operations Plan (COOP) by department, including succession planning and critical record keeping.

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

- ✓ December 2015 budget status and end-of-month program reports

5. INSTITUTIONAL MONITORING

5A. Transfer Monitoring Report, Cycle 17 - Kyle Hammon, Dean of Instruction, reviewed the "closing the loop" actions which resulted from the past monitoring report, as well as review of the KPI's pertaining to Transfer. Instructor Brad Benjamin discussed the Gen. Ed outcomes. He explained that at the annual Summer Institute, artifacts of student work is collected and assessed. This year's focus on interpersonal relations was problematic in getting focused artifacts. Moving forward, there are several recommendations to improve and capture this focus through video chat, etc. Marisa Geier, Director of Financial Aid, discussed the changes in Financial Aid regulations which pose more restrictions to students. At this point in time, implementation of ctcLink may cause more restrictions under the current PeopleSoft programming. In summary, Kyle discussed the Review Team's comments.

5B. 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, Strategic Planning, Progress on Goals, as well as a Federal and State update.

Sandy explained that several strengths were noted in the recently completed self-assessment. Some opportunities to strengthen included sharing more information with parents so they can better articulate the school readiness goals; ensure that the program is working collaboratively with parents to identify and continually access

services and resources; and that the education curriculums need to be implemented with fidelity.

Paul distributed a copy of the 2016 Community Assessment report, and provided summary information on income eligible families, demographics, families living in poverty, poverty and educational attainment, and other statistics.

Sandy summarized the February 5 Strategic Planning Day where 52 community, staff and parents participated. They modified three goals and added two more. Sandy also discussed the Federal budget increase, the New Performance standards that are still being developed, and expansion opportunities at the State level. Coming up - ECEAP review Feb. 24, and the revised Selection Criteria revised will be presented to Board in March).

- 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. ACT Conference Report** - George, Thuy and Bob attended the ACT Conference. Bob reported that he also attended the new trustee orientation on Sunday. At the formal ACT conference, the legislators discussed policy and funding (no new funding for the community college system). Implementation and challenges of ctLink were discussed at length, but he feels that our team is well aware of the challenges so implementation should be smoother as Spokane and Tacoma reach stabilization. Thuy said the Transforming Lives dinner was good.

- 6B. Nomination of Officers for 2016-17** – Heidi said it makes sense that George and Thuy receive the nomination for Chair and Vice Chair since they have had a short turnaround with Max's departure. Bob and Steve were in support.

- 7. PUBLIC COMMENT** – Margit Brumbaugh said she has accepted a position at Clark and thanked the Board for their support and mentorship throughout her tenure at LCC.

8. BOARD WORKSHOP: Annual Planning Session

- 8A. Review College Mission** – The Board agreed that the mission statement is still appropriate since its revision in 2010 at the full scale accreditation visit. The next full scale visit will be in 2017.

- 8B. Budget** – Nolan Wheeler explained that the final financial statement and both audit reports were included in the agenda materials and he would entertain questions at this time. He also explained that both audit reports on the LCC website under the public disclosure page. Work has already begun on the 2015 financial statement using the same contractor as last year.
- ✓ Quarterly Budget Report – Nolan said the most significant change on the quarterly report is the \$3MM COP for the Fitness Center. Also, the Bookstore revenue has been reduced \$30-\$40,000 by the use of OER. We are working to improve Food Services. YTD revenue is approximately 49%, and expenditures are at 42.7%. Chris explained that as our FTE's reduce, we continue to look at revenue-generating programs. To date, our initiatives are now generating profits which means that we may use a percentage of the profits to increase revenue in the operating budget. Nolan distributed a profit loss statement for the International Program. Steve expressed his concern that the program hasn't grown at the projected rate. At what point do we look at the validity of continuing? President Bailey explained that if the program were to be discontinued now, it would reduce revenue by \$50,000. Heidi stated that it is not the best time to think about eliminating the program as it is continuing to grow, although slower than anticipated. Bob said the IP program may prove to be beneficial to the community at large as well as generating some revenue for the college operating budget. Chris explained that we will continue to analyze and monitor all of these programs on a 6-month rotation.
 - ✓ Review Budget parameters and Priorities – Budget parameters and priorities were discussed, which led to next year's budget forecast as shown below.
 - ✓ 2016-17 Budget Forecast - Nolan distributed a draft of the 2016-17 budget. At this point in time, he feels the expense side is over ninety percent accurate. The majority of variances are due to restructuring. The projection is based on a stable revenue, increased state allocation, COLA funding, 5% tuition backfill, and the new allocation model. The projected deficit is roughly the amount of last year's reserve of \$200,000 which we did not have to use; however, if we have to reduce tuition revenue by 5%, the total deficit would increase by \$300,000. Nolan further explained that these are the budget scenarios Administration will be using as the budget process moves forward. Cabinet will be focusing on the expense side of the budget in the coming weeks.

Questions? Bob asked if the College has financial policies for reserves within certain funds. Chris said the Cabinet will be looking at developing this information and will bring to the Board at a later date for discussion.

- 8C. Review Outcomes for 2015 and Planning for 2017** – Wendy led the discussion and explained that the dashboard is a work in progress as the monitoring cycle is only partially complete. The final dashboard will be presented at the summer workshop. Global Skills is below mission (page 4). There is a national model that is called Teamwork instead of Interpersonal Relations, so that rubric will be presented to the

Gen Ed Assessment Team. Page 10 External Perceptions and Satisfaction--The last survey was administered before our Corporate and Continuing Education program was developed. The Monitoring Report teams are 100 strong. From the January planning sessions with the President, comments are used as Cabinet begin formulating the annual priorities for the coming year.

- 8D. Draft Annual Priorities for 2016-17** - Chris distributed the first draft of the 2016-17 annual priorities. He explained that this is the first cut to share with the Board. From here, the draft will be taken to the internal campus community for review and input. Wendy explained that our KPI's are well aligned with the national AACC, and we will look at the KPI's in July.

Heidi asked about adding International housing to bullet 3 under Institutional Excellence. We will also send the annual priorities to the Board during the development process.

- 9. EXECUTIVE SESSION** – At 11:15, Chair Raiter called for a 30-45 minute executive session per RCW 42.30.110(g). No action anticipated.
- 10. ADJOURN EXECUTIVE SESSION** – At 12:00, Chair Raiter re-opened the public meeting.
- 11. ACTION AS A RESULT OF EXECUTIVE SESSION** - None
- 12. ADJOURNMENT** – With no further business, the meeting was adjourned at 12:01 p.m.

On March 16, 2016, the Board of Trustees of Community College District 13 approved minutes of the February 17 and March 9, 2016 Board Meetings

Christopher C. Bailey, Secretary