



Longview, WA 98632

**MEETING of JANUARY 18, 2017**

**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 5:01 p.m., on Wednesday, January 18, 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  
Heidi Heywood  
Heather Mansy  
George Raiter  
Steve Vincent

**COLLEGE PRESIDENT:** Chris Bailey

Others in attendance: Tracy Stanley, Angie Rogers, Jake Roes, Sue Orchard, Brendan Glaser, Nolan Wheeler, Wendy Hall, Brad Benjamin, Kim Witherspoon, and Linda Clark.

### **2. INTRODUCTION OF GUESTS –Jim Stanley, Kyle Hammon, Melinda Harbaugh, Marie Boisvert, and Madelyn Reese of the TDN.**

### **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 December 14, 2016 Board Meeting

4B. Head Start Carryover Application Request

**MOTION:** By Bob Gregory, seconded by Steve Vincent,

That the consent agenda be approved as presented including minutes of the December 14, 2016 meeting, and the Head Start carryover application request to transfer federal funds in the amount of \$20,548.54 from FY 2015 to FY2016 as final expenses for that funding year.

**MOTION CARRIED** unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – President Chris handed out a student story for reading and explained that it will appear in the next Chamber of Commerce News. He said it is a good reminder of why we do what we do at LCC.

- ✓ State enrollment is down 10.3% (we had budgeted for a 4% decline), but it has been somewhat offset by other revenue streams, such as Running Start. We are, however, operating under current budget capacity but the first cut of next year's budget shows about a \$700,000 deficit. As a result of enrollment volatility, work is being done on a new enrollment management plan.
- ✓ It is the time of the year to begin working on strategic planning, which will be discussed in detail at the February workshop.

Instruction Report – Vice President Brendan Glaser

- ✓ The quarter is off to a good start. HR is getting ready to post two tenure track faculty positions--Welding and Art. The Welding position is a replacement position, and the Art position has long been identified as an area of need, and one with the potential to increase FTEs. There are also four to five positions currently being filled on a full-time temporary basis, and we are looking at the feasibility of converting them to tenure track. Final determination will be made as work continues on next year's budget.
- ✓ The Instructional budget is looking good at this time. There is a drop in adjunct faculty expenditures due to declining enrollment numbers.

Student Services Report – Vice President Sue Orchard

- ✓ Our Disability Support Services staff have been conducting academic coaching for students. Of the 22 students who participated fall quarter, all have persisted and enrolled in winter quarter. Because of the persistence rate, we are looking at ways to build this process into a Canvas online course.

Administration and Finance, Vice President Nolan Wheeler

- ✓ Work continues on the emergency operations plan. Nolan anticipates closing out the security camera project next week, but for the most part, the majority of the cameras are operational. The notification system is operational to the digital clocks and reader boards. Still working to get live broadcast through the telephone system. Phase 2 will include the deployment of emergency messages on every desktop computer. The clocks and speakers installed at Northlake Elementary and Mark Morris High School are working.
  - ✓ The recent snow days made us aware of a need to purchase a machine to plow and blow snow from parking lots and campus facilities for staff and students' safety.
  - ✓ JH Kelly was the low bidder on the upper gymnasium project, which includes finishing the offices for PE and athletics and installing a fence between LCC and Mark Morris.
  - ✓ The Main building remodel is moving forward with Phase 1. Phase 2 will occur next summer.
  - ✓ Feb. 17th is the annual Hall of Fame event. Order tickets online or purchase at the Bookstore.
  - ✓ The volleyball NWAC championship banner will be raised this Saturday during the basketball game.
- 5B. ASLCC Report** – Jacob Roes reported that the ASLCC have set out MLK, “I have a Dream” poster boards around campus in honor of the Martin Luther King holiday. Students are encouraged to write their dreams on the posters. February 9<sup>th</sup> is family culture night which will be celebrated with five different cultures. The Daily Devil Canvas page is now available on all students Canvas page where they can see what events are coming up, what the ASLCC is doing, and can also send messages to the ASLCC.
- 5C. LCCFAHE Report** –Brad Benjamin reported that Faculty are scrambling a bit to make up the class time lost due to inclement weather. The online classes were able to be held as needed, which was very helpful.
- 5D. WFSE Report** –Tracy Stanley said that our Classified staff have been busy with local elections, where three of the four elected positions went to LCC staff. The main focus areas this year will be lobbying and funding the statewide contract. Lobby days are being scheduled every week in Olympia. Several staff have been meeting with legislators at various community meetings and pushing the message of the importance of what classified staff do. The union is working with the State Board to align lobbying efforts. The new budget of \$14.9M covers 3200 employees.
- 5E. Effectiveness and College Relations** – Wendy Hall explained to the Board that she would like to have Heather, Heidi and Steve meet with our Transforming Lives nominee before the dinner on Monday evening in Olympia so they can meet her and present her with a \$500 check from the LCC Foundation.
- ✓ Wendy gave each Trustee a mini (pocket sized) version of the Fact Book containing LCC statistics.

- ✓ An accreditation notification came through from the NW Commission clarifying the approval process for changes, effective January 9, 2017. One new item that directly affects the Board is that any change to Mission, Objectives, and Core Themes must be approved by the Commission as a Major Change.
- ✓ Two of our students will be representing LCC at the All-USA ceremony in March. She will share more details as the event gets closer.
- ✓ CtcLink - All activities for Wave One schools are on hold while project staff work to resolve problems with the First Link schools. No new go live date has been set. President Bailey reported on the ctcLink Governance retreat held January 17 which focused on the governance structure and process for the ctcLink project. The President's Tech Committee will be the governing body with the authority to make policy decisions. The steering committee will stay intact for the day-to-day issues, and Marty Brown will be the Executive Sponsor. Chris explained that this will take a lot of his time since he is a member of the WACTC Tech Committee.

**5F. LCC Foundation and Human Resources** – Not Available due to Kendra Sprague’s absence.

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

**5H. Other**

## **6. INSTITUTIONAL MONITORING**

**6A. Transfer Monitoring Report** – Dean Kyle Hammon, Melinda Harbaugh and Brad Benjamin provided information during the presentation of the monitoring report. Kyle explained that he wanted to start “with the end in mind”, so he discussed the past actions taken based on results of the monitoring report.

Gen Ed Outcomes - Brad Benjamin reported on the Gen Ed Summer Institute where student work is solicited for the particular global skill that is being assessed during the Institute.

Kyle explained that we will be focusing on the Transfer Readiness and Transfer Rate KPIs during the upcoming years. Washington State is among the leaders in the country at a 52% transfer rate. Additionally, Guided Pathways will be incorporated within advising, career counseling, and course selection. Kyle also summarized the comments from the Monitoring Review Team.

**6B. International Program Update** - Marie Boisvert provided data on currently enrolled International students, applications for future students, the increased number of agent contracts, housing, etc. Steve Vincent asked how long she anticipated it will take to get to 60 FTE. Marie said it is very difficult to predict, but having more agents will definitely help. Her goal is to gain 3-5 students per year at the minimum. We are currently at 21 FTE, and to date, have over 70 applications for Spring Quarter, but the yield is an unknown.

- 6C. Quarterly Budget Report** - Nolan Wheeler presented the financial review for six months ending 12/31/2016. The Funds Equity Summary reflects the fund balances at period's end based upon the net activity for the first six months of FY 2017. The local discretionary fund balance in Fund 148 (\$3.1MM) provides a solid foundation for the college's operating needs. In addition, Fund 570 contains the Board's contingency reserve of \$2.2MM. Nolan explained that, historically, revenues lag expenditures due to the reimbursable nature of higher education.

At the midway point in the fiscal year, overall YTD operating revenues of \$11.3MM are right at budget. FTE enrollments are currently running approximately 10.3% below the prior year which has caused a reduction of tuition and fee revenue collected for FY 2017 of \$570K from last year's amount; however, this reduction has been offset by an increase in Local General Operating revenue collection of \$678K for the same time period.

Expenditures by major program are consistent with budgeted levels for the most part. We will continue to closely monitor expenditures and manage resources as effectively as possible moving forward in FY 2017.

**7. PUBLIC COMMENT** - None

**8. BOARD BUSINESS/INFORMATION ITEMS –**

- 8A. February Workshop/Retreat Agenda Planning** – President Bailey presented the Board with the following handouts which will be used at the workshop in February:

- ✓ Draft agenda
- ✓ Strategic initiatives
- ✓ Core themes

President Bailey talked preliminarily about the strategic planning piece. He handed out the core themes as previously adopted which were aligned to the accreditation core themes. Our strategic initiatives were not necessarily aligned, so he distributed the current initiatives which are heavy with enrollment strategies. Cabinet, the five monitoring report review teams, and Instruction (with an eye on alignment with their Academic Master Plan) have been working hard to refine the strategic initiatives given the fact that the existing ones are five years old, and that LCC will have an accreditation visit in Fall 2018. Chris stressed that these documents are a starting point for the strategic planning discussion in February. He explained that he wanted the Board to have drafts of these documents as their input will provide Administration a pathway toward implementation. Steve Vincent said he would like to have clarification of what is expected of the Board. Chris said we will provide a narrative for them.

After discussion, the Board agreed to move date of the workshop to Monday, February 27, starting at 8:30 AM. Linda Clark will notify the necessary agencies regarding the revision to the schedule.

9. **EXECUTIVE SESSION** – At 7:09 p.m., Chair Raiter explained that the Board would be going into a 10-minute executive session to discuss real estate per RCW 42.30.110(b) RCW 42.30.110(g). NO ACTION ANTICIPATED.
10. **ADJOURN EXECUTIVE SESSION** – Executive Session was adjourned at 7:19 p.m. Chair Raiter re-opened the public meeting at 7:21 p.m.
11. **ACTION AS A RESULT OF EXECUTIVE SESSION** - None
12. **ADJOURNMENT** - With no further business, Heidi Heywood moved to adjourn the meeting at 7: 22 p.m.

On February 27, 2017, the Board of Trustees of Community College District 13 approved minutes of the January 18, 2017 Board meeting.

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Christopher C. Bailey, Secretary to the Board