



Longview, WA 98632

MEETING of FEBRUARY 27, 2017

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 8:30 a.m., on Monday, February 27, 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: George Raiter
Heidi Heywood
Heather Mansy (arrived at 8:45)
Bob Gregory

COLLEGE PRESIDENT: Chris Bailey

2. INTRODUCTION OF GUESTS

Mark Gaither
Paul Youmans
Sue Boursaw

3. APPROVAL OF AGENDA -

MOTION: By Heidi Heywood seconded by Bob Gregory,

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 January 18, 2017 regular meeting
- 4B.** Athletics Reserve Expenditure in the amount of \$4,544.96 for softball uniforms

MOTION: By Bob Gregory seconded by Heidi Heywood

That the consent agenda be approved as presented

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report – President Bailey reported

5B. Head Start/EHS/ECEAP Written Report –

- ✓ December 2016 budget status and end-of-month program reports

6. INSTITUTIONAL MONITORING

6A. Prof/Tech Monitoring Report – Brendan Glaser, Vice President of Instruction, reported on past actions, most recent KPI data, and observations of the review team. Past actions include: CDL option added to Diesel/Heavy Equipment program in response to industry need; Business transfer pathways with EWU have strengthened; phasing out Fire Science Program and closing this year; added I-BEST programs in Welding, Medical Assisting, and Automotive Technology; and added a Fitness Trainer certificate.

Employment Rate for LCC students exceeded system average. Employer Satisfaction -- the number of employers taking the survey have increased and the satisfaction rates have gone up. Satisfaction with Corporate & Continuing Ed trainings is overall very high.

The review team made observations by using a SWOT method. Some of the team's observations included: strengths -- I-BEST program additions; weaknesses -- decline in BTEC enrollment past pre-recession levels; opportunities -- explore possible baccalaureate degree option; threats -- declining state revenue and needed equipment upgrades/replacements. Brendan addressed the decline in BTEC enrollment by explaining that the industry is going through a change, and Instruction is looking into realigning to the changes.

6B. Bi-Annual Head Start Report –Suzanne Boursaw and Paul Youmans provided an in-depth update of the Head Start/EHS/ECEAP programs, including new approach to the HS/EHS self-assessment, 2015-16 Annual Report (copies distributed), results of the Community Assessment, the Duration Grant (Fall 2017-18), Conversion of Program Model, Strategic Planning, and Progress on Goals.

Sue explained that they received the Duration Grant (Fall 2017-18) to begin conversion of the program model. Sue summarized the new Performance Standards that went into effect November 2017 and the changes from the previous standards. HS/EHS is working hard to meet those standards. The hours change is significant, moving to longer classroom hours. 50% of classrooms need to be converted by August 2019, and 100% need to be converted by August 2021. HS/EHS is adding more support staff to help meet new standards. Sue also explained the new approach to the HS/EHS self-assessment, which included utilizing existing data.

Paul distributed a copy of the Executive Summary of the 2017 Community Assessment report, and provided summary information on income eligible families, demographics, families living in poverty, poverty and educational attainment, and other statistics. He shared they are working to collect data for the new Performance Standards.

Sue summarized the Strategic Plan for 2015 to 2020 and discussed goals. They dropped a goal and added a new one. The new goal: implement a program-wide approach for the effective and timely implementation of the new federal performance standards while ensuring implementation of state and other requirements. Sue shared about the WSA Meeting in Olympia in February 2017.

7. BOARD BUSINESS

7A. ACCT Conference Report – Heather Mansy attended the national ACCT Legislative Summit in Washington, DC. Heather handed out a summary of her conference notes, shared the key points from the speakers, and discussed the highlights from the conference. She reported that she met with Rep. Herrera-Beutler and discussed the need for year-round Pell Grants and for students in short-term workforce programs to have access to Pell Grants. They also discussed concerns of DACA students.

7B. Nomination of Officers for 2017-18 – Trustee Heidi Heywood nominated Bob Gregory for Chair, and Trustee Bob Gregory nominated Heather Mansy for Vice Chair for the coming term. Voting to take place at the March 15, 2017 meeting.

8. PUBLIC COMMENT –

Mark Gaither – Commented on decline in BTEC enrollment listed in the Professional/Technical and Customized Education Monitoring Report. Mark shared his opinion that the continued dip in BTEC enrollment is in part to changes in Financial Aid a couple years ago preventing students from taking skill-building classes. He said faculty are looking at how to get students into skill-building classes.

9. BOARD WORKSHOP: Annual Planning Session

9A. Review College Mission – *To ensure each learner's personal and professional success, and influence lives in ways that are local, global, traditional, and innovative.*

The Board agreed that the mission statement is still appropriate since its revision in 2010 at the full scale accreditation visit.

9B. Budget –

- ✓ Review Budget parameters and Priorities – Budget parameters and priorities were discussed, which led to next year's budget forecast as shown below.
- ✓ 2017-18 Budget Forecast - Nolan Wheeler handed out the 2017-18 Budget Forecast and explained the contents. Nolan explained that this is the first year in the new allocation model. The forecast includes the estimated impact to the district enrollment allocation base. LCC is one of the few over-enrolled schools based on the 3-year rolling average. Nolan and Chris shared some of the

complexities with the allocation model. Nolan explained that if changes are made to the allocation model, LCC may not receive as much funds as currently predicted in the model. If that happens, there is a plan to balance the budget, which Nolan and Chris shared. Additionally, the State Board is looking at significant changes to the SAI model, but no decisions have been made.

9C. Review Outcomes for 2016 and Planning for 2018 –

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. Developmental English Success is below mission (page 3). English faculty are working very hard and looking closely at data to improve student success. Student Satisfaction with Support Services is below mission (page 7). Student Services is looking at all departments to see what they can do differently to better serve students. Page 10 Condition of Infrastructure: Foundation Assets/Financial Position is below mission due to fluctuations in the stock market. The Foundation is going to see if a different metric should be selected that is not tied to external factors (i.e. stock market). Page 11 Condition of Infrastructure LCC Cash & Investment to Operating Expenditures Ratio is below mission. This is an older metric set by the State Board; the State Board may look at changing this metric in the future to something that more accurately reflects the work being done. Page 12 External Perceptions and Satisfaction is below mission. Chris explained that this is a community perception and not necessarily of those who participate in the Customized Ed/Training.

9D. Strategic Initiatives –

Chris led the discussion on the planning flow chart and the document showing the alignment of core themes, draft strategic initiatives, and draft annual priorities. He gave an overview of the strategic initiatives history and discussed the importance of aligning strategic initiatives to institutional monitoring and planning (core themes, objectives, KPI's, annual priorities). Wendy and Chris explained the relationship and alignment of core themes, objectives, strategic initiatives, and annual priorities.

Chris shared that a second initiative was added to core theme four that focuses on diversity, equity, & inclusion. The draft strategic initiatives were discussed.

9E. Draft Annual Priorities for 2017-18 –

Chris explained the development process of the annual priorities and the involvement of the Monitoring Teams. Wendy explained the team structure and the monitoring report process. About half of our full-time faculty participate on a monitoring report team. There is broad participation, anyone can join, and many stay on a team for a long time.

Chris led the discussion of the draft 2017-18 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. The list was discussed and changes were recommended where appropriate.

- 10. EXECUTIVE SESSION** – At 1:21 p.m., Chair Raiter called for a 10 minute executive session per RCW 42.30.110(b) to discuss real estate. No action anticipated.
- 11. ADJOURN EXECUTIVE SESSION** – At 1:31 p.m. Chair Raiter re-opened the public meeting.
- 12. ACTION AS A RESULT OF EXECUTIVE SESSION** - None
- 13. ADJOURNMENT** – With no further business, the meeting was adjourned at 1:32 p.m.

On March 15, 2017, the Board of Trustees of Community College District 13 approved minutes of the February 27, 2017 regular Board meeting and the March 8, 2017 Special Executive Session.

Christopher C. Bailey, Secretary