

**LOWER COLUMBIA COLLEGE  
BOARD OF TRUSTEES**

# MINUTES

**February 22, 2018**

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**1. CALL TO ORDER**

(DETERMINATION OF QUORUM)

Chair Bob Gregory called the workshop of the District 13 Board of Trustees to order at 11:03 a.m., on Thursday, February 22, 2018, 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  
Steve Vincent  
Heather Mansy  
George Raiter

**COLLEGE PRESIDENT:** Chris Bailey

Regular attendees: Wendy Hall, Brendan Glaser, Sue Orchard, Kendra Sprague, Nolan Wheeler, Kim Witherspoon, Clinton Howard, and Linda Clark.

**2. INTRODUCTION OF GUESTS**

Kyle Hammon, Melinda Harbaugh, and Angie Rogers.

**3. APPROVAL OF AGENDA**

Due to adverse weather conditions, President Bailey explained that the Bi-annual Head Start report (Item 6B) would be rescheduled to the April Board meeting.

**MOTION:** By Steve Vincent, seconded by Heather Mansy,  
That the agenda be approved as amended

**MOTION CARRIED** unanimously

**4. CONSENT AGENDA**

The following consent items were offered for the Board's consideration.

**4A. Minutes of the January 17, 2018 Board Meeting**

**MOTION:** By George Raiter, seconded by Heidi Heywood,  
That the consent agenda be approved as amended.

**MOTION CARRIED unanimously.**

**5. COLLEGE INPUT**

**5A. President's Report** – President Bailey shared the following significant items:

- LCC submitted the first Statement of Need for a BAS in teacher education. The next step is to submit a formal proposal to the State Board for consideration. If approved, curriculum will be developed and the program will be submitted to the Northwest Commission for approval for implementation fall quarter 2019.
- He and Kendra Sprague met with the new publisher of the *Daily News* and the paper has committed to try and raise the full \$50,000 annual goal for the Students in Need campaign.
- LCC's 4-year transfer completion rate is up from 41% in 2015-16 to 55% in 2016-17.
- The latest Legislative update is not looking good for community colleges as the focus continues to stay with the K-12 system. The Leg is looking at restricting Running Start funding that was previously promised, and they may not backfill compensation. Chris would like to discuss messaging with the Board at a future meeting to clarify legislative talking points as well as informational information for the community at large. Chris then asked Clinton Howard to report on the ASLCC:

Clinton Howard reported that the literacy program with St. Helens elementary is going great, and our LCC student mentors are going into classrooms twice a week. They are also working with the elementary staff to provide books for students. ASLCC has handed out 1500 pair of gloves this year to LCC students. The Activities Board is looking to set-up activities into separate categories to make future planning easier, and the Governing Board is continuing to update bylaws in full accessible format. Last, but certainly not least, he and two others LCC students testified to the Legislature on the importance of the State Need grant.

**5G. Head Start/ECEAP Written Report** – The monthly budget status and program reports for November and December 2017 were attached.

## 6. INSTITUTIONAL MONITORING

**6A. Transfer Monitoring Report** – Deans Kyle Hammon and Melinda Harbaugh provided a recap of this monitoring report and related Key Performance Indicators. They expanded on the actions that have come about as a result of past reviews including:

- Conversations between Instruction, Advising, and other areas that are helping to identify and address class scheduling needs and specific course offerings to support student transfer;
- The College Spark grant is helping move toward Guided Pathways;
- Second year music theory has been challenging, so additional resources are being developed to assist students;
- Refinements to the Direct Student Placement are underway;
- Faculty and advisors are collaborating to develop the content needed for a College Success course for the STEM meta major; and,
- Additional student research projects have been developed in Biology and Chemistry.

Melinda and Kyle summarized the KPI data and the SWOT analysis by the Review Team.

## 7. BOARD BUSINESS/INFORMATION ITEMS

**7A. Determine March 2018 Board Meeting Date(s)** – Brendan Glaser explained that the regularly scheduled March 21<sup>st</sup> Board meeting—where tenure is awarded—falls during spring break; therefore, several of the faculty members would not be able to attend. Kendra Sprague explained that the Board must take tenure action prior to the end of winter quarter (3/27/18). The faculty association is asking about the possibility of combining the special executive session with the regular board meeting on March 14. After discussing the potential pros and cons, the Board agreed to hold the probationary review executive session from 3:00-5:00 on March 14, followed immediately by the regular meeting.

**7B. Results of the 2016-17 Board Self-Evaluation** – Chair Gregory explained that this item was put on the agenda to provide the Board time to look at the aggregate data and discuss, if necessary. Heather said it appears that the biggest room for improvement is in serving as a better link to the LCC Foundation.

**7C. Nomination of Board officers for 2018-19** – Chair Gregory said that the nomination of officers in February is an annual requirement, with elections to take place at the March Board meeting.

**MOTION:** By Heidi Heywood, seconded by George Raiter,

To nominate Heather Mansy as Chair and Steve Vincent as Vice Chair for 2018-19.

**MOTION CARRIED** unanimously

## 8. PUBLIC COMMENT – None

9. **BOARD WORKSHOP**

**9A. Vocational Program and Report** – Vice President Brendan Glaser explained that he, Dean Tamra Bell, and Continuing Education Director Lynell Amundson collaborated to provide a report to give insight on how vocational programs are evaluated and set-up, as well as program viability and accreditation. Continuing Ed is more for programs that are very specific and short-term in nature, while professional/technical programs are longer term, sustainable, and meet regulations and requirements of the State Board, accreditation, financial aid, etc. Prof/Tech programs serve students and employers. It is a very difficult path to provide employers with what they want versus sustainability and state regulations. When starting a new program, the state approval process considers specific criteria including program mix, needs assessment, resources, sustainability, and other factors.

Brendan provided a list of the current professional/technical programs that are offered at LCC including automotive, diesel, welding, machining, manufacturing, and the nursing and allied health programs.

Discussion

What would a pre-apprenticeship program entail? Brendan responded that our staff is currently looking into basic requirements that would include math proficiency, blue print reading, measurement, safety and health, CAD, basic shop knowledge, etc. He explained that the local unions currently control the hiring process and, at this time, are not willing to give preference to our students--they want to maintain flexibility in hiring.

What are we looking at in regards to current IT/Computer Science trends? Brendan explained that we have explored computer forensics and security (which are very expensive programs to offer) and have found that it is such a specialized market and doesn't equate to enough jobs in our area to be sustainable--Corporate Security positions is mostly available in urban areas. Currently, our IT program consists mostly of networking. BTEC is taking on the basics of what used to be offered as IT (using software, etc.) Since a Computer Science degree is usually a 4-year track, LCC has developed a path toward a 4-year degree, specifically with WSU-V. He also explained that CAD has been problematic because some of our local high schools have had good enough programs that students were hired without more education and training.

Brendan explained that LCC has a very skilled staff that keep their eyes on the pulse of workforce needs. They continue to work with K-12 to align vocational pathways.

**9B. Review College Mission, per section 2-5 of policy governance document**

No suggested changes

**9C. Budget**

Budget Parameters and Priorities (Section 2-5 PG) – Vice President Nolan Wheeler provided details of current draft of next year's budget. Assumptions include:

- 1). COLAs are fully funded
- 2). Tuition will be approximately the same as last year. Our state allocation is fairly solid with the 3-year rolling average.
- 3). Interest income is lower due to selling long-term bonds to fund Phase 1 of the Main Building project due to the late approval of a capital budget.
- 4). Running Start funding is in question due to current bills before the Legislature. We are currently projecting the same revenue and enrollment as the current year.
- 5). CEO program - Forecasting a slight increase, although it is continually a moving target as high schools wrestle with offering their own completion programs or contracting with LCC.
- 6). Reducing Bookstore revenue due to AER resources versus selling of textbooks.
- 7). Increase in matriculation and transcript fees.
- 8). Instruction has already determined the faculty mix so those numbers are included. There has been a concerted effort to continue to increase tenured faculty.

Projection Recap:

Total revenue \$24,040,116

Total expenditure \$24,186,665

Roughly \$146,558 shortfall

Chris explained that even though we have asked to use reserve expenditures to balance the budget in recent years, we have not had to do so.

Quarterly Budget Report - Nolan provided the year-ending budget status, fund equity summary and operating revenue, and expenditure activity. Some transfers haven't been made yet, but will be made in the near future. No questions.

2018-19 Board Budget - Bob Gregory explained that the Board and Administration have been more frugal over the past several years due to reduced state funding, but with increased Board travel in the recent past, there is a need to consider an increase. The general consensus was to increase the Board travel budget by \$5000.

**9D. Review Annual Outcomes for 2017 (LCC Dashboard) and Planning for 2019**, including a KPI executive summary - Wendy Hall led the KPI discussion and explained that the more stringent review will be at the August workshop which will include results of the last two monitoring reports. The new executive summary includes the most current data information. Basically, it provides easy identification of the status of our KPIs. In some cases, we may want to take a look at the metric that is being used (after the fall accreditation visit); specifically in enrollment and professional development of faculty.

**9E. Strategic Planning and Review of the 2018-19 Annual Priorities** –Chris explained that the latest draft of next year's annual priorities was developed by the Executive Leadership Team using comments collected from each of the Monitoring Report Review Teams. This preliminary review by the Board provides an opportunity for their

input as the budget is developed. This draft will be sent out for campus input with final approval by the Board in August.

After review of all four Core Themes, no additions or revisions were made.

**10. EXECUTIVE SESSION**

None

**11. ADJOURNMENT**

With no further business, Chair Gregory called for a motion to adjourn the meeting at 2:53 p.m.

**MOTION:** By Heather Mansy, seconded by George Raiter,  
That the meeting be adjourned

**MOTION CARRIED** unanimously

**On March 14, 2018, the Board of Trustees of Community College District 13 approved minutes of the February 22, 2018, Board Meeting**

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Christopher C. Bailey, Secretary to the Board