

LOWER COLUMBIA COLLEGE  
BOARD OF TRUSTEES

# MINUTES

February 19, 2020

---

**1. CALL TO ORDER**  
(DETERMINATION OF QUORUM)

Chair Steve Vincent called the workshop of the District 13 Board of Trustees to order at 8:33 a.m., on Wednesday, February 19, 2020, 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:** Alice Dietz  
George Raiter  
Steve Vincent  
Heather Mansy arrived @ 8:35

**COLLEGE PRESIDENT:** Chris Bailey

Regular attendees: Wendy Hall, Kristen Finnel, Nolan Wheeler, Kim Witherspoon, and Linda Clark.

**2. INTRODUCTION OF GUESTS**  
Angie Rogers, Melinda Harbaugh and Kyle Hammon

**3. APPROVAL OF AGENDA**

**MOTION:** By George Raiter, seconded by Alice Dietz,  
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 18, 2019 Board Meeting
- 4B.** Minutes of the January 22, 2020 Special Meeting
- 4C.** HS/EHS/ECEAP Annual Community Assessment Update
- 4D.** HS/EHS/ECEAP Annual Self-Assessment Action Plan

**MOTION:** By Alice Dietz, seconded by George Raiter,  
That the consent agenda be approved as presented.

**MOTION CARRIED unanimously.**

#### 5. **COLLEGE INPUT**

**5A. President's Report** – President Bailey noted that enrollment is basically flat, which is not where we want or need to be. The two areas that continue to show increased enrollments are Prof/Tech and Online. The Executive Leadership Team (Cabinet) continues to monitor enrollment daily. President Bailey also reported on the following:

- ✓ The LCC Forensics team is have an amazingly successful year. Last week, the team won a major tournament against both 4-year and 2-year colleges.
- ✓ Seventeen Japanese students from Atomi University arrived this weekend for a three-week cultural program. This is the largest group since the program began a few years ago.
- ✓ Bob Gregory, Trustee, submitted his letter of resignation due to other conflicts. He does, however, anticipate being available through the May Board meeting. Since trustees are appointed by the Governor, Chris isn't sure how long we will be without a replacement.

##### Instruction – Vice President Kristen Finnel

- ✓ Our Head Start Program received a grant through Youth and Family Link to fund a new location in South Kelso. The new facility should house approximately 32 children.
- ✓ Due to changes in the Perkins grant guidelines, the college was able to purchase equipment for Instruction this year.
- ✓ With Karen Joiner's upcoming retirement, Instruction will be going through a "mini re-org" based on the Guided Pathways model. With the re-org, Kristen explained that we hope to add additional nursing slots.
- ✓ Grand Canyon University is a new partner in the University Center.

##### Administrative Services – Vice President Nolan Wheeler

- ✓ LCC's emergency response team is monitoring the Coronavirus.

Institutional Effectiveness and College Relations – Vice President Wendy Hall

- ✓ Accreditation: LCC's required ad-hoc report was submitted this month with responses to the 2018 recommendations. Faculty were very involved in writing the response to assessment. We should have the final report from the Commission by the June Board meeting.
- ✓ CtcLink update: Only two (LCC and one other) of the six DG3 colleges will be going live on March 9. Wendy said that our project team has been working unbelievably hard in preparation for the conversion. There are, of course, a couple of concerns, which we continue to work on—security roles and training. The go/no-go decision will be made on Sunday, March 8, following a 4-hour validation period.

**5G. Head Start/ECEAP Written Report** – The written monthly budget status and program reports for November and December 2019 were attached.

**6. INSTITUTIONAL MONITORING**

**6A. Transfer Monitoring Report** – Deans Melinda Harbaugh and Kyle Hammon provided a recap of this monitoring report and the related Key Performance Indicators. They discussed the actions that came about as a result of past reviews, such as Guided pathways work, Career Pathways and program planning, redesign of Advising, Data Labs, Accelerated precollege sequence for STEM and Business pathways, ENGL 202 co-requisite pilot, and adoption of authentic research in Biology and Chemistry. Kyle and Melinda led the review of various KPI data tables.

**7. BOARD BUSINESS/INFORMATION ITEMS**

**7A. CCSSE and PACE Survey Results** – Per Board request, Vice President Wendy Hall presented a recap of these two survey results.

**CCSSE** – Wendy explained that this national survey is conducted every three years. In addition, the college conducts its own student survey annually which contains different questions.

**PACE** – This national survey compares LCC's results to the national mean score, as well as to other community colleges. LCC's scores, once again, were higher than the mean and, also, higher than its scores from the previous survey. The Board was very pleased with the consistency of the results and recognized the efforts of the administration, faculty and staff.

**7B. Nomination of Board Officers for 2020-21** – George Raiter was nominated for Chair and Alize Dietz for Vice Chair effective March 18, 2020. Both individuals accepted the nomination.

**8. PUBLIC COMMENT –**

**9. BOARD WORKSHOP**

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

The mission statement was reviewed by the Board. No changes were suggested.

**9B. Budget**

Budget Parameters and Priorities (Section 2-5 PG) – Vice President Nolan Wheeler reported that both the recent financial statement and the accountability audits went well and he doesn't expect any findings. Once the completed report is received from the State Auditor's Office, he will provide copies to the Board.

Quarterly Budget Report - Nolan provided a financial review for the second quarter for the six months ending 12/31/2020. He said that the report doesn't contain any surprises. We are, once again, "all in" with revenue and everyone is very cognizant of expenditures. He reviewed the local funds equity status, as well as the revenue and expenditure variance analysis. We may be a little bit short on tuition collection, but that is made up with increased Running Start revenue. Expenditures are at 45% of budget. He explained that once the college switches from Legacy to PeopleSoft in March, the financial reports may have a different look.

Nolan detailed the assumptions used in forecasting the FY 2021 budget projection of \$25,981,878. Nolan also provided revenue forecasts for Running Start and tuition collection (taking actuals from FY14 through 1/31/20).

**9C. Review of the 2020-21 Annual Priorities** – President Bailey explained that the draft annual priorities was developed by Cabinet and based on information obtained from the monitoring reports and input from the review teams. Additional priorities may be added by the end of June as the monitoring report cycle wraps up. The final draft will be presented to the Board in July for their review and subsequent approval.

At this time, the Board had no recommended changes to the draft as presented.

**9D. Update on Strategic Planning** - President Bailey shared his vision of where the college is going.

- We are seeing an intentional move away from pre-college.
- We continue to support Basic Skills as an important component of the college's community work.
- We continue to incentivize and increase dual-credit opportunities with K-12.
- We would like to see more vocational pathways for Running Start students.
- We continue to pursue quality and quantity in online offerings.
- We continue to grow international enrollments.

He also reiterated that a new, fully equipped vocational building will significantly improve the vocational training opportunities for the community.

Chair Vincent asked each of the vice presidents for their long-term strategies:

- Kristen Finnel: She is interested in the college offering more health-care career opportunities, as well as exploring the viability of offering a Health and Wellness degree (AA). She would also like to see LCC pursue offering a BAS in Nursing within the next five years.
- Nolan Wheeler: LCC has an opportunity for offering future vocational programs with the design of a new vocational building.
- Wendy Hall: Since one of our newly developed career pathways (through Guided Pathways) is Informational Technology; we need to focus on developing a robust and current program.

**10. EXECUTIVE SESSION**

None

**11. ADJOURNMENT**

Before adjourning the meeting, Heather Mansy took the opportunity to talk about revising the Board's training budget to allow an additional person to attend a National Conference. Chris will bring the breakdown of the budget to the next meeting. Heather also re-introduced the possibility of holding Board study sessions. Steve suggested that this discussion be put on the April meeting agenda.

With no further business, Chair Vincent called for a motion to adjourn the meeting at 1:14 p.m.

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

**MOTION CARRIED** unanimously.

**On March 18, 2020, the Board of Trustees of Community College District 13 approved minutes of the February 19, 2020 meeting and the March 11 Executive session.**

---

Christopher C. Bailey, Secretary to the Board