



Longview, WA 98632

MEETING of JUNE 20, 2012

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Board Chair Thuy Vo called the regular meeting of the District 13 Board of Trustees to order at 5:04 p.m., on Wednesday, June 20 2012, 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: Max Anderson
Mike Heuer
Heidi Heywood
Steve Vincent
Thuy Vo

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Laura Brener, Lisa Matye Edwards, Nolan Wheeler, Sue Groth, Margit Brumbaugh, Kendra Sprague, Tracy Stanley, Adam Wolfer, Bonnie Terada and Linda Clark

2. INTRODUCTION OF GUESTS –

3. APPROVAL OF AGENDA –

MOTION: By Mike Heuer, seconded by Heidi Heywood,
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 May 16, 2012 Board Meeting
- 4B.** 2012-13 Quid Pro Quo Agreement with the LCC Foundation
- 4C.** Head Start/EHS/ECEAP Policy HR3a and ECEAP Self-Assessment Strengths and Action Plan 2011-12

MOTION: By Mike Heuer, seconded Heidi Heywood,
That the consent agenda be approved as presented

Discussion: Max Anderson asked if there were any changes to the quid pro agreement as it had been some time since the Board had had any discussion about it. He also asked if the quid pro covered extra projects such as the capital campaigns. Margit Brumbaugh responded that except for the change in date, the agreement is the same and it does cover all projects.

Heidi Heywood called for question; Chair Vo asked for a vote.

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report – President Bailey discussed Friday's commencement and addressed a couple of questions that had arisen. In future commencements, we will honor Veterans (that was a suggestion from an audience member). Exit strategies were discussed, and a question was asked about holding the overflow in the Wollenberg; we found that the auditorium does not have that capability. Except for the addition of the Veterans, the other questions will no longer be an issue as we will be changing venues starting next year. We've made contact with Kelso School District to use their stadium which will eliminate the need to limit tickets to our graduates. He also reported on the following:

- ✓ We have applied for a \$1.5 million EDA grant and expect about a 6-week turnaround time for notification. If we are not successful, we can re-submit in September.
- ✓ Bob Gregory, Longview City Manager, contacted him to discuss a proposal for the downtown core which would include a hotel, restaurant, and residential housing. He asked if LCC would be interested in such a proposal and be willing to commit to a specific number of units of the residential housing for International Students and/or athletes.

Vice President Laura Brener:

- ✓ The July 16-20 STEM science academy has grown from a cohort of 30 to 65 thanks to the efforts of the college Outreach staff. There are still some students on a waiting list, but at this time, we don't have the ability to expand any further; we'll look at expansion next year.
- ✓ Jim Dillinger, Diesel Instructor, floated an idea to add bio-diesel fuel as part of the curriculum. We funded the idea and he purchased the necessary equipment to turn vegetable oil from the LCC cafeteria into bio-diesel fuel and, it worked!

Vice President Lisa Matye Edwards:

- ✓ Financial Aid is in the process of awarding summer quarter aid checks.
- ✓ A Foundation grant made possible for us to offer smaller group orientation sessions for Running Start, which has been well received. A grant also is funding pre-math scholarships for Running Start students.

Interim Vice President Nolan Wheeler:

- ✓ Bids were opened on June 19 for the Health and Science Building. We were estimating bids to be between \$23-27 mil. The low bid came in at just a little over \$22 million. The State architecture and engineering departments will

review the bid and negotiate with the contractor. We need to finalize the contract by July 11 to meet the extended August bond sale date.

- 5B. ASLCC Report – N/A**
 - 5C. LCCFAHE Report –** Adam Wolfer reported that elections have been held and officers for next year are: Adam Wolfer, President; David Rosi, VP; Darlene Davida, VP for Adjunct; and Jim Stanley, Treasurer.
 - 5D. WFSE Report –** Tracy Stanley reported that the impending 3% salary reduction for classified staff has taken up most of her time. The union headquarters representative was on campus explaining to staff that the college and union can do nothing about this; the only chance for the reduction to be rescinded lies with the Governor.
 - 5E. LCC Foundation –** Director Margit Brumbaugh reported that the Foundation just finished awarding \$125,000 in grants (they funded 36 of the 47 applications). \$25,000 has been withheld for award in the fall. Community interviews for the Healthy Futures Campaign feasibility study will be held the weeks of July 9 and 16th. Marv LeRoy will report results in September.
 - 5F. Legislative/College Relations –** Sue Groth explained the legislative boundary shifts. LCC is losing the 18th and gaining the 20th.
 - 5G. Institutional Research, Planning and Assessment – N/A**
 - 5H. Human Resources -** Kendra Sprague reported that we are interviewing two additional candidates for the instrumental music position.
 - 5I. Head Start/ECEAP Written Report – Includes program and budget status reports for April 2012.**
 - 5J. Other – None**
- 6. BOARD BUSINESS/INFORMATION ITEMS – None**
- 6A. 2012-13 Fiscal Budgets –**
 - Joe Quirk, Director of Finance, explained the operating budget strategies that support the commitment of the college to the driving principals behind the mission of Lower Columbia College: Preserve the current workforce and the capacity of the college; Manage enrollment in excess of the State target; Utilize increases in local funds generated primarily from Excess Tuition to fund key infrastructure improvements and fund programs and equipment marginalized by State budget reductions; Continue to seek outside funding & partnerships --Build and expand upon Workforce development funding, Gates grants, and Endowment resources; Optimize technical and operational efficiencies wherever possible; and Continue to manage enrollment growth. The budget also includes \$130,000 allocation for next year's International Student program, but we anticipate a \$75,000 return. In the future, it will be set-up as a self-sufficient program.

Revenues - State appropriated Operating funds of \$ 10.772MM are only slightly lower than FY 2012 allocations to date for FY 2012, at \$10.856MM. Over the last five years, State allocations have decreased \$ 3.423MM or 24%. In response to these extraordinary budget reductions, LCC experienced record enrollment levels coupled with State mandated increases in tuition rates. This fortuitous trend along with the expenditure reductions allowed the college to weather this funding crisis. Expenditures - The total expenditures of \$ 20,848,034 outlined in the proposed FY 2013 budget are approximately \$220K lower than the FY 2012 operating budget. Expenditures through the third quarter and beyond have established that LCC is at or below budget year-to-date.

MOTION: By Steve Vincent, seconded Mike Heuer,

That the fiscal year 2012-13 Operating Budget of \$20,848,034 be approved as presented.”

MOTION CARRIED unanimously.

- **ASLCC Activities and Athletics Budgets** - Vice President Lisa Matye Edwards presented the two budgets. ASLCC and Athletics are allocated student fees according to our state enrollment targets, not actual enrollment of FTEs. S and A fees are split 40% to Athletics and 60% to ASLCC. ASLCC did not elect to increase student fees this year in light of rising tuition for students. For Athletics, any increases in line items are due to travel costs for NWAACC tournaments that are on the east side of the state this year and NWAACC dues. For ASLCC, material costs and transportation costs for activities have resulted in challenges and required ASLCC to examine and reallocate costs across student clubs, organizations, co-curricular activities and ASLCC sponsored events. Max questioned whether the ASLCC was keeping \$189,750 for contingency. Lisa responded that that amount is actually for ASLCC-sponsored activities and events throughout the year, as well as salaries for officers.

MOTION: By Steve Vincent, seconded Mike Heuer,

That the fiscal year 2012-13 Student Program Budget of \$300,000 and the Student Athletics Budget of \$234,059 be approved as presented.

MOTION CARRIED unanimously.

7. **INSTITUTIONAL MONITORING** - None
8. **PUBLIC COMMENT** – None
9. **SELF-MONITORING** – None

10. DIRECTION SETTING/VISION

10A. Workshop Planning – A discussion was held regarding agenda items for next month’s workshop. Items brought forth included: Trustee succession planning; self-evaluations (per policy); review of college direction, and long-term vision as the master plan process begins. The Board will send other topics via email.

10B. Planning Calendar Review – The Board reviewed the upcoming calendar items. Bonnie Terada suggested that some of the meeting agendas include student presentations, which the Board agreed with.

11. COMMUNITY LINKAGES – Heidi explained that the new principal of Wahkiakum High School is very interested in curriculum alignment with LCC. Chris will set-up a meeting with the new principal to determine initial needs before arranging meetings with other LCC staff.

Mike Heuer brought up marketing of the new International Program since some community members have questioned the potential impact on class load. Margit explained that most of the international students are interested in business and accounting-related fields, and we will have no problem accommodating both them and our local students. Sue will begin work on marketing strategies.

12. EXECUTIVE SESSION – None

13. ADJOURN EXECUTIVE SESSION –

14. ACTION as a RESULT OF EXECUTIVE SESSION

15. ADJOURNMENT – With no further business, the meeting was adjourned at 6:30 p.m.

MOTION: By Mike Heuer, seconded by Heidi Heywood

That the meeting be adjourned.

MOTION CARRIED unanimously.

On July 18, 2012, the Board of Trustees of Community College District 13 approved minutes of the June 20, 2012 regular meeting.

Christopher C. Bailey, Secretary to the Board