



Longview, WA 98632

MEETING of FEBRUARY 20, 2013

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Thuy Vo called the workshop of the District 13 Board of Trustees to order at 9:05 a.m., on Wednesday, February 20, 2013, 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
Heidi Heywood
Steve Vincent
John Philbrook
Thuy Vo

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Laura Brener, Nolan Wheeler, Joe Quirk, Sue Groth, Wendy Hall, Erin Brown, Kendra Sprague, Paul Youmans, Suzanne Johnson, Sandy Junker, Kyle Hammon, Maggie Stuart, and Linda Clark.

2. APPROVAL OF AGENDA

MOTION: By Heidi Heywood, seconded by Max Anderson,
That the agenda be approved as presented.

MOTION CARRIED unanimously.

3. CONSENT AGENDA - The following consent items were offered for the Board's consideration.

3A. Minutes of the January 16, 2013 regular meeting

3B. Head Start/EHS/ECEAP Self-Assessment Training Policy, Procedure, and Process; and EHS Family Assessment and Referral Policy and Procedures.

MOTION: By Heidi Heywood, seconded by Max Anderson,
That the consent agenda be approved as presented

MOTION CARRIED unanimously.

4. COLLEGE INPUT

4A. President's Report – President Bailey reported that there is no budget news yet from the Governor's Office or the Legislature. We are assuming, however, that there will be about a \$2 billion shortfall statewide. He also gave an update on two of the major initiatives as follows:

- University Center: EWU will be not be able to offer Business Administration this fall due to accreditation requirements in staffing; however, they will still be offering Interdisciplinary Studies and another degree yet to be decided in Fall 2013, and Business Administration in Fall of 2014. Also, WSU-Vancouver will not be able to start the BSN cohort at LCC until summer of 2014, but they have committed to that date. Both of these universities see LCC as great potential for growth.
- eLearning – The K-12 math partnership and online Running Start with Toutle Lake is moving along. Many of the other local high schools have expressed interest in one or both.

Nolan Wheeler shared construction photos of the Health and Science Building. Construction documents for the Fitness Center are about 50% complete. Anticipating June as the start of construction.

Laura Brener – We will be hosting the federal GAO taskforce on February 28. They have selected specific community colleges in Texas, Virginia and Washington to study developmental education, and because of LCC's reputation for success in this area, the State Board arranged for a site visit. Laura is involved in the state group studying competency-based degrees, comprised mainly of Instruction vice presidents. They will study the issue and make recommendations. This may open up a large untapped market for enrollment.

4B. Head Start/EHS/ECEAP Report – December 2012 budget status reports and end-of-month program reports. Heidi questioned the budget balance for the Head Start December status report. After checking with the Head Start Fiscal Analyst, it was determined that the wrong version of the report had been included in the packet. The correct budget status report was brought over showing that there was 55% of budget remaining.

5. INSTITUTIONAL MONITORING

5A. Bi-Annual Head Start Report –Sandy Junker, Suzanne Johnson and Paul Youmans provided an in-depth update of the Head Start/EHS/ECEAP programs. Before beginning with the actual report, Sandy informed the board that the federal Head Start audit will be conducted March 24-29; therefore the ECEAP self-assessment has been postponed until April.

Sandy reported that self-assessment activities for Head Start and Early Head Start have been completed and will be brought to the Board for final approval in March. Many areas of strengths were noted and three areas to strengthen. She provided a brief review of the report.

Paul provided information from the 2013 Community Assessment. He reviewed several categories, including income eligible families, demographics, families living in poverty, poverty and educational attainment, cost of rent, unemployment data, and transportation. We're only serving 33.9% of eligible Head Start children, and only 4% of Early Head Start eligible children.

Suzanne provided a summary of the Outcomes Report for Fall 2012 for their programs. She explained the assessment system used, *Teaching Strategies GOLD*, which is designed to assess children from birth through kindergarten. She reviewed the results in physical development, social/emotional development, and cognitive and language skills. She also provided information on the school readiness plan for 2012-13, as well as the classroom assessment scoring system CLASS.

Sandy gave an update on the next steps, including the 2013-14 budget, which will be brought to the Board later for approval; at this time, the budget is unchanged. Sandy also discussed facilities in light of the Longview School District facilities plan that may close the Broadway campus.

5B. Transfer Monitoring Report – Deans Kyle Hammon and Maggie Stuart presented this report. The objectives for this report is to offer courses and support for students to meet the requirements for transfer from Lower Columbia College, and to provide the support for transfer students to successfully transition to upper division college and university programs. Kyle discussed some of the key performance indicators, as well as some of the actions developed as a result of past reviews.

6. GISS REVIEW – Erin Brown started the discussion by reviewing the Board's self-assessment document as developed at last year's GISS Institute. She said this discussion would be a precursor to the afternoon planning session and help get the Board to the "50,000 ft. level" as per their policy governance. The self-assessment covered these topics: Trustee satisfaction; Trustee preparation; Student success; Institutional effectiveness; Chemistry, and Effective leadership. Erin talked about the benefits of increasing Board participation at state and national levels, but trust the President to keep them informed. She said Chris may want to make connections at the national level in the next year or two. In closing, she said the campus supports the goals that the Board has set.

Wendy Hall led a discussion on the Institutional Effectiveness Framework: Review and Alignment with Achieving the Dream, Student Achievement Initiatives, and the LCC Strategic Initiatives. This review will set the stage for the recommended updates to the Strategic Plan, which includes the proposed addition of the ATD component to the KPI's.

7. BOARD BUSINESS

7A. TACTC Report - John Philbrook reported that the New Trustee Orientation was very informative. The other Trustees expressed their enjoyment of the Transforming Lives Awards ceremony and how proud they were that our student had so much support from Faculty.

7B. Nomination of Officers for 2013-2014 – After a brief discussion, the following nominations were made:

MOTION: By Heidi Heywood, seconded by Max Anderson,

To nominate Steve Vincent for incoming Chair and John Philbrook for Vice Chair

MOTION CARRIED unanimously.

8. PUBLIC COMMENT – None

9. BOARD WORKSHOP: Annual Planning Session

9A. Updated Strategic Plan, and

9B. Review of College Mission – Wendy presented the proposed recommendations to the Strategic Plan. She explained that a strategic plan should be a 3-5 year program. The proposed plan includes five initiatives:

1. Building an International Student Program
2. Expand eLearning Opportunities
3. Lead economic development
4. Develop a University Center on the LCC Campus
5. Increase Student Success

Also recommended were two proposed additions to the Key Performance Indicators and one modification—all of which align to our ATD initiatives.

MOTION: By John Philbrook, seconded by Heidi Heywood,

To approve proposed changes to the Lower Columbia College Strategic Plan as presented.

MOTION CARRIED unanimously.

9C. Review Budget Parameters and Priorities – Joe Quirk, Director of Finance, reported that the College’s financial position is fairly strong. The budget focus moving forward into FY 2014 is to continue to evaluate the rebalancing of personnel, including adjunct and permanent faculty positions, based upon the forecasted changes in FTE from our peak enrollment years of 2009-2010. Our challenge for next year is to execute our strategies to increase enrollments to our target FTE of 3145 and rebalance operating expenditures to match lower revenues. Assumptions for the FY 2014 budget include static levels for State appropriations, and continued reliance on local funds for operations. Future commitments for local discretionary funds, primarily excess enrollment include: The Facilities Master Plan, capital improvements for the University Center, expenditures for VESI, matching funds for the student Work Study program, financing the new International Student program, and other programs to enhance student enrollment initiatives.

- 9D. Review Outcomes for 2012 and Planning for 2014, and Review Annual Priorities for 2013-14** - President Bailey presented a 5-year history of LCC's core indicators effectiveness. He also distributed a copy of last year's annual priorities and a draft of the 2013-14 annual priorities, which will be brought back to them in July for final approval. The Board was in agreement with next year's draft annual priorities.

At 12:50 p.m., Vice Chair Steve Vincent called for a lunch break. Public session will reopen at 2:00 p.m.

At 2:06 p.m., Steve re-opened the public meeting.

- 9E. Strategic Visioning** – President Bailey explained that this visioning session will provide opportunity for in-depth discussion on where the Board sees the college in the next 5-20 years. With that in mind, he distributed a S.W.O.T. matrix where each board member listed what they saw as major strengths, weaknesses, opportunities and threats. Discussion was held. A compilation of the Boards' answers will be assembled and distributed. President Bailey also asked each Board member to rate, by importance, the College's five strategic initiatives. The session wrapped up with the following questions/answers:

- What are your two primary concerns at this point?
- What are your two primary sources of pride?
- How can we enhance seamless K-14?
- How can we enhance seamless K-20+?
- How can LCC better enhance economic development in the region?
- What is your vision of LCC ten years from now?

10. EXECUTIVE SESSION – None

- 11. ADJOURNMENT** – With no further business, the meeting was adjourned at 3:30 p.m.

MOTION: By Heidi Heywood, seconded by John Philbrook,
That the meeting be adjourned.

MOTION CARRIED unanimously.

On March 20, 2013, the Board of Trustees of Community College District 13 approved minutes of the February 20, 2013 meeting.

Christopher C. Bailey, Secretary