



Longview, WA 98632

MEETING of JULY 29, 2013

LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES

MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Vincent called the workshop of the District 13 Board of Trustees to order at 8:35 a.m., on Monday, July 29, 2013, in Heritage Room at Lower Columbia College. When the meeting was called to order, the following individuals were present:

BOARD OF TRUSTEES: Max Anderson
Heidi Heywood
Steve Vincent
Thuy Vo

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Brendan Glaser, Wendy Hall, Nolan Wheeler, Kendra Sprague, Lisa Matye Edwards, Sue Groth, Erin Brown, Bonnie Terada, 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 June 17, 2013 Board meeting

3B. Head Start/Early Head Start/ECEAP Policies:

- Policy Council Bylaws PGOV 1d
- Internal Dispute Resolution PGOV 5a
- Sharing & Decision-Making PGOV 4a
- Parent/Community Written Concern/Feedback FSPI 14k1

MOTION: By Thuy Vo, seconded by Heidi Heywood

That the consent agenda be approved as presented,

MOTION CARRIED unanimously.

4. COLLEGE INPUT

4A. President's Report – President Bailey spoke briefly about the new budget. The main concern is compensation; most exempt employees have not received a raise in five years. The budget does allow for our classified employees to get last year's 3% cut reinstated. Finally, the budget contains some increased funding for the community/technical college system, and no increase in tuition.

Chris received a call from Governor's Office regarding LCC's trustee vacancy. Three names have emerged as potential candidates: Axel Swanson, George Raiter, and Doug Dietz. He asked that the Board mail or phone individual comments to him, if they'd like, which he will forward to the Governor's Office.

Chris asked the Vice Presidents to report happenings in their respective areas:

Nolan Wheeler: The bid for the Fitness Center went out on July 15—a walk-through with 12-15 contractors was done the week prior. He also reported that LCC is entering into a partnership with the local transit system that will allow students to ride free, and 8 of 10 routes will now stop at LCC. The partnership will cost the college \$10,000 annually.

Lisa Matye Edwards: She reported that a very productive Faculty Advisor Training Institute was held; this had been identified as one of our major ATD initiatives. She also reported that summer is a very busy time for Student Services staff as they prepare for fall enrollment. One of the most time-consuming is the significant increase in financial aid verifications. New this year, The State Need Grant has now been opened to Western Governor University students. This grant is given out on a first come basis, so once the money is gone, there is no more. Pace of Progression is of major concern and we're losing students because of it. Finally, with the sudden resignation of baseball coach Donegal Fergus, we were able to hire one of the finalists from last year's pool—he had already been vetted and ranked high by the screening committee. Chris explained that when there is a recent pool, our procedures and processes allow us to hire from the existing pool of candidates.

Brendan Glaser: Staffing changes in Instruction has caused a reallocation of duties, but along with that came an opportunity to restructure and clarify processes. The Instructional Division is using a team approach to implement our college initiatives. In-Service week will start off on Friday, September 13; then pick up again on the following Tuesday through Friday. Focus this year will be to orient new fulltime and adjunct faculty. Coming up this fall are new programs—an Emergency Management degree with Pierce College, and a biodiesel/Advanced Manufacturing degree with a Walla Walla College. Renee has been working with Instruction/Faculty on e-Learning--we need to educate some on how e-Learning is a "rainbow" for all courses.

5. BOARD BUSINESS/INFORMATION ITEMS

5A. 2013-14 Fiscal Budgets [ACTION]

Operating Budget – Nolan Wheeler explained that budget was developed to support our primary strategies and commitment to the driving principals behind the mission of Lower Columbia College. State appropriated Operating funds of \$ 11.088MM reflect a 5.6% increase over FY 2013 allocations, which is the first time since FY 2010 that LCC has seen any increase in funding. Highlights in operating revenue sources include the following: a \$289K reinstatement of funding related to the 3% salary reduction for classified staff. LCC's pro rata share of new PERS/TIAA-CREF contributions for State

retirement systems is \$ 56K. Future allocations are expected for Basic skills and STEM program FTE enrollments, new pro rata share funding for Worker retraining program enrollments, as well as new Institutional funding in support of higher education based upon State Budget mandated increases. For the first time in recent history, tuition rates remain unchanged for FY 2014. LCC is firmly committed to its Enrollment Management strategies in order to exceed State funding FTE targets and to ensure continued tuition revenue growth. This combined with our fundamental approach to resource stewardship should allow LCC to honor its commitment to preserve the current workforce and bolster the capacity of the college to conduct its core mission.

MOTION: By Heidi Heywood, seconded by Max Anderson,
That the fiscal year 2013-14 Operating Budget of \$21,058,129. be approved as presented.”

MOTION CARRIED unanimously.

ASLCC Student Activities Budget and Athletics Budget – Lisa explained that the budget process for the ASLCC Activities and Athletic Budgets was undertaken with the guidelines outlined in RCW 28B.15.045 and was student-driven with support from the LCC Finance Office. In Athletics, there is a slight increase over the past year’s allocation due to increased NWAACC membership dues, insurance costs and which teams must travel to the east side of the state for tournaments. Additionally, NWAACC rules and regulations are requiring that games be filmed, certain sports utilize specific software to upload results, and other technology. Significant changes to the Activities budget include: Increased commitment from students for Diversity & Equity Programming, not pre-assigning student clubs funding, but allowing clubs to request as needed funding, a new method of funding co-curricular groups and long-standing clubs recognized as organizations.

MOTION: By Max Anderson, seconded by Thuy Vo
That the fiscal year 2013-14 Student Activities Budget of \$325,000 and a \$37,200 planned draw from the Activities Reserve, and the Student Athletics Budget of \$242,950 be approved as presented

MOTION CARRIED unanimously.

6. INSTITUTIONAL MONITORING –

Wendy started off with a summary of the core indicators of effectiveness, which is a roll-up of last year's monitoring reports. Accreditation has a mission fulfillment component, where we have stretch goals, so we will need to update our monitoring reports. Need small adjustment to revise our matrix because some data is going away. Just need to make sure we are meeting our mission fulfillment. Our process (15th year) of looking at KPI's and reviewing monitoring reports is good. We have used our monitoring reports to identify and implement action plans. We need to phase out old performance model and update to the Student Achievement Initiatives.

Student Achievement Initiative: Wendy further explained that a percentage of our budget will go towards this initiative, due largely to the LCC “bucket” class where students can and do get through their pre-college courses at a more rapid pace. She also explained how the different “points” are earned by colleges.

Chris reviewed the annual scorecard for 2012-13.

- 6A. Report of Annual Accomplishments for 2013-2014** – President Bailey referred to the attached report and said, “It’s been an incredible year.” The pace has been frenetic at times, but we are serving students and community well. A lot of work was focused on our student success initiatives and the University Center. We will be focusing on Business & Industry in the coming year.
- 6B. 2013-14 Annual Priorities – Final Review** – President Bailey reviewed the proposed annual priorities and said they match up to the Board's established outcomes. Max said he would like to see something under Institutional Excellence about strengthening relationships on campus

7. SETTING DIRECTION/VISION –

- 7A. Review and Discussion of College Vision** – Chris explained that this discussion would provide time to review the college vision followed by a discussion on communication strategies. Two years ago, we discussed enrollment management due to falling enrollment, enrollment volatility, and reductions in funding. Taking all of this into consideration, the college focused on enrollment stabilization, and the administration developed the following initiatives.

Student Success - Wendy provided a snapshot of ATD strategies for the coming year
University Center - Developed because of community need; not for enrollment or revenue growth

International Program - Initially looking at world view, increasing diversity and cultural awareness; but also an opportunity to develop additional enrollment.

Rural Outreach – This was identified as an access issue

Business & Industry - Focus on corporate training using best practices, being thoughtful, and helping industry and business. Need 2-3 years to make it a self sustaining, and hopefully, a revenue-generating program

This is our vision and why we're going there--To become a key center of learning and an engine for economic development for the southwest Washington region.

- 7B. Communication Strategies** – Chris acknowledged that communication is critical due to the "speedboat" movement of the college, both for the Board and staff. Steve talked about the need to ensure that the administrative team is sending messages correctly and seamlessly--communication has to be continuous. Chris said his most valuable tool is in hiring the right people who are collaborative and energetic.

Thuy asked about the difficulty of handling communication outside of the College. Chris said he has a plan to prepare talking points once a month and send to the Board. He has already identified the following topics: First: Mark Morris. Second: International Student housing. Also to come: student success, international program, rural outreach, and business & industry.

8. **PUBLIC COMMENT** – None
9. **EXECUTIVE SESSION** – At 1:15 p.m., Chair Vincent called for a 45-minute executive session to discuss personnel; specifically evaluation and contract consideration for the president **Action anticipated**. Kendra Sprague and Bonnie Terada were called to participate in the executive session. At 2:00, Chair Vincent reopened the public meeting to announce that an additional fifteen minutes would be needed for the executive session.
10. **ADJOURN EXECUTIVE SESSION** – The public meeting was reopened at 2:15 p.m.
11. **[ACTION] as a Result of Executive Session** – Chair Vincent explained that the Board reviewed President Bailey’s contract and agreed to extend it for one year with a 4% salary increase

MOTION: By Heidi Heywood, seconded by Thuy Vo

That the appointment of Christopher C. Bailey as President of Lower Columbia College be extended for one year; through August 31, 2016, effective September 1, 2013 at an annual salary of \$178,880 with economic openers for future annual salary and benefit adjustments.

MOTION CARRIED unanimously.

12. **ADJOURNMENT** – With no further business, the meeting was adjourned at 12:16 p.m.

MOTION: By Max Anderson, seconded by Thuy Vo,

That the meeting be adjourned

MOTION CARRIED unanimously.

TOUR OF NEW FACILITIES

On September 18, 2013, the Board of Trustees of Community College District 13 approved minutes of the July 29, 2013 workshop.

Christopher C. Bailey, Secretary