



Longview, WA 98632

MEETING of FEBRUARY 19, 2014

**LOWER COLUMBIA COLLEGE BOARD OF TRUSTEES**

**MINUTES**

**1. CALL TO ORDER AND DETERMINATION OF QUORUM**

Chair Steve Vincent called the workshop of the District 13 Board of Trustees to order at 9:07 a.m., on Wednesday, February 19, 2014, 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  
Thuy Vo

**COLLEGE PRESIDENT:** Chris Bailey

Others in attendance: Grace Leaf, Nolan Wheeler, Lisa Matye Edwards, Kendra Sprague, Joe Quirk, Wendy Hall, and Linda Clark.

Guests: Sandy Junker, Paul Youmans, and Suzanne Johnson.

**2. APPROVAL OF AGENDA**

**MOTION:** By Heidi Heywood, seconded by Thuy Vo,

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 15, 2014 regular meeting

**3B.** ASLCC Reserve Budget Expenditure in the amount of \$12,320.87 for safety repairs to the LCC Red Devil bus.

**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 he received a letter from Longview City Manager Bob Gregory stating that the Cardon Development downtown project is not going to move forward. Since the college committed to a \$3M COP for the student housing component of that project, we must determine what to do with the money; likely, it will be declined. We continue to explore other housing options for our International Students. The Board recommended that a press release be ready, if needed, stating our commitment to the project.

EDA Grant - Chris provided a letter from the EDA stating that our grant has been approved for potential funding for an \$845,000 matching grant for equipment for the Health and Science Building. Chris explained that Wendy Hall carried the load of this massive grant proposal, with assistance from Steve Vincent.

ATD - We are working toward, and hoping to get, lead college status from the Achieving the Dream administration. The coaches are concerned about our IT capacity, especially stabilization of network and redundancy, but we have put a lot of money into the infrastructure. We also hired a 2-year project engineer to integrate student success software into our current IT system. In response to ATD's concern about lack of capacity, our new software engineer, Eli Hayes, put together a software solution packet outlining what we have done and what the impact will be. Wendy explained that Eli will be working on an ODS system, which will greatly enhance ability to share data with campus. We're hoping that this information will help achieve lead college status.

Japan Trip – Chris explained that he, Lisa and Margit met with one high school and one university while on the trip, and it appears that we may see students right away from these connections. Connections were made not only with educational entities, but also with city personnel. The Mayor of Wako hopes to link with LCC to help translate our information to Japanese.

Legislative – The budget appears to be stabilizing, but we are not expecting any new money from the supplemental budget. Rep. Larry Seaquist recently proposed a bill in which there would be no up-front tuition for community college students. The payoff would be taken after a graduate is employed. We don't know how this will play out, but if approved, the seed money would be taken from the State Need Grant. Also on the budget front, we received approval to renovate the Main Building this biennium on a COP basis.

Communications - Chris held his first quarterly meetings with classified staff and faculty in an informal Q & A session--both were well received. This type of setting provides a great opportunity for us to communicate out and to hear concerns. We will let the Board know of future dates. We are also going to hold open budget forums in

April to help with transparency and develop a budget blog where all questions will be answered.

- 4B. Head Start/EHS/ECEAP Report** – The December 2013 budget status reports and end-of-month program reports were available in written form.

**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, including a Community Assessment update and an update on Outcomes. Good news is that the Head Start will be getting back funding that was cut during the sequestration, plus some COLA funding. There will be a definite expansion in ECEAP and EHS; both will focus on collaboration with child care centers. The Early Head Start self-assessment was just completed, and will be brought to the Board on the March consent agenda. Next year's grant application and selection criteria will be on the March agenda, as well. Sandy also explained that she will be meeting with the United Way panel to defend the \$55,000 grant request for our mental health/positive behavior support program.

Paul provided an update on the 2014 Community Assessment report, including information on income eligible families, demographics, families living in poverty, poverty and educational attainment, cost of rent, unemployment data, and transportation.

Suzanne provided an update on the program Outcomes, where the main goal is to make sure our students are ready for kindergarten. Our program calls for three assessments per year. Through our early childhood achievement grant, our staff is conducting training for local childcare centers to ensure that all the children in our community have the same childcare experience.

- 5B. Transfer Monitoring Report** –Wendy Hall, Grace Leaf, and Lisa Matye Edwards were the presenters. Objectives for this report are 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. Grace said we are tracking our Transfer students as they progress through Lower Columbia College. ATD (Achieving the Dream) funding provides a vehicle to talk across campus about student success. Steve asked about raising the KPI goals for continuous improvement. Wendy explained that we have to be careful about in that area because accreditation looks at mission fulfillment goals versus aspirational goals. It was agreed to set aspirational goals and report those internally, but not include them in our official monitoring report.

- 5C. International Program Report** - Lisa explained that the College continues to get more applications from students, but we are very intentional in our target populations and are focusing on building a sustainable model that is suitable for our community. We are rebuilding intensive English for this population. She also provided a recap of the recent visit to Japan, as well as the upcoming China visit with potential contract

signings. She anticipates that the contracts with the Chinese colleges will bring 50 students within the next year or two.

**6. BOARD BUSINESS**

**6A. Nomination of Officers for 2014-2015** – After a brief discussion, it was agreed to nominate Heidi Heywood as the incoming Chair and Max Anderson as Vice Chair. If Max's term comes to an end before he can fulfill the position, George Raiter would take over.

**7. PUBLIC COMMENT** – None

**8. BOARD WORKSHOP: Annual Planning Session**

**8A. Review College Mission** – The Board agreed that the mission statement is still appropriate; no further discussion necessary.

**8B. Review Budget parameters and Priorities** – Joe Quirk reviewed the overall budget climate, and the efforts being reviewed to raise revenues to offset expenditures (83% salary and benefits). Another area being looked at to rebalance the budget is our part-time faculty who are receiving benefits. Heidi asked to keep quality instruction at the forefront when looking at this issue. The challenge is to bring our operating revenue up to our operating expenditures, but through all of the cuts, we have been able to maintain our designated reserve funds. Heidi would like to see us move rapidly on the CEO expansion.

Nolan distributed three documents that reflect the current budget situation, including the state appropriation decline for the past 5 of 6 years, the operating expenses by funding category, and proposals to fill the \$1.2 million dollar funding gap by utilizing the College initiatives and other strategies. The open budget forums in April will be held to receive staff and faculty input. The strategy is for the college initiatives to generate revenue as enrollments naturally decline due to lower unemployment rates. Chris explained that Cabinet has discussed a hiring freeze at this time. In the event we do get some additional funding from the State, we would like to bank it until the budget stabilizes. If these enrollment initiatives do not produce the desired revenue, we will have to entertain staffing cut as a last resort.

**8C. Review Outcomes for 2013 and Planning for 2015** – Wendy led this discussion and explained that the data has been presented to the Board in all of the monitoring reports throughout the years. It shows where goals are being achieved, as well as where work is needed. Coming up are changes to the metrics for Basic Skills so the upcoming monitoring report will reflect different results.

**8D. Draft Annual Priorities for 2014-15** - Chris reviewed the draft annual priorities for 2014-15. Under Core theme IX, the Board wanted the efforts to communicate more with staff and faculty to be reflected under the bullet point "strengthen campus relationships..."

- 8E. Campus Review** – President Bailey spent time reviewing and discussing campus climate and the efforts being done to raise awareness of what type of culture we’re striving to attain. Cabinet is using the structure outlined in *Tribal Leadership: Leveraging Natural Groups to Build a Thriving Organization*.
- 9. EXECUTIVE SESSION** – At 1:43 Chair Vincent called for a 10-minute Executive Session to discuss personnel. No action anticipated.
- 10. ADJOURN EXECUTIVE SESSION** – At 1:48, Chair Vincent re-opened the public meeting.
- 11. ACTION AS A RESULT OF EXECUTIVE SESSION** - None
- 12. ADJOURNMENT** – With no further business, the meeting was adjourned at 1:49 p.m.

**MOTION:** By Thuy Vo, seconded by Max Anderson,  
That the meeting be adjourned.

**MOTION CARRIED** unanimously.

On March 19, 2014, the Board of Trustees of Community College District 13 approved minutes of the February 19, 2014 workshop and the March 12, 2014 special meeting.

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Christopher C. Bailey, Secretary