

MINUTES

November 20, 2019

1. CALL TO ORDER

(DETERMINATION OF QUORUM)

Chair Steve Vincent called the regular meeting of the District 13 Board of Trustees to order at 5:02 p.m., on Wednesday, November 20, 2019 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: Bob Gregory
Steve Vincent
Heather Mansy
George Raiter @ 5:18

COLLEGE PRESIDENT: Chris Bailey

Regular attendees: Vice Presidents Sue Orchard, Wendy Hall, Nolan Wheeler. Kim Witherspoon, and Linda Clark.

2. INTRODUCTION OF GUESTS

Paul Youmans, Lori Severson, Erin Mattison, Michelle Murphy, Mindy Leasure, and Rosie Graff.

3. APPROVAL OF AGENDA

MOTION: By Bob Gregory, seconded by Heather Mansy,
That the agenda be approved as presented

MOTION CARRIED unanimously

4. PRESENT COMMENDATION TO THE LOWER COLUMBIA COLLEGE ATHLETICS PROGRAM (Commendation #19-01)

Due to a basketball game on campus and several teams traveling, the Board agreed to postpone presentation of this commendation to the December 18 meeting.

5. CONSENT AGENDA

The following consent items were offered for the Board's consideration.

- 5A. Minutes of the October 16, 2019 Board Meeting
- 5B. Expenditures from the Athletics Reserve Fund in the Amount of \$16,756.39
- 5C. Resolution #78: Shared Funding Agreement for International Student Education
- 5D. Notice of Federal Interest – LCC Head Start Barnes North

MOTION: By Bob Gregory, seconded by Heather Mansy,
That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

6. COLLEGE INPUT

6A. President's Report –

President Bailey read a letter from Cowlitz 2 Fire and Rescue thanking LCC for its help in coordinating the Michael Zainfeld memorial service. Chris gave special recognition to Wendy Hall, Nolan Wheeler, and Janel Skreen.

President Bailey also distributed copies of the latest enrollment report which the Executive Leadership Team reviews weekly. He wanted to draw attention to the changing demographics of our enrollment, i.e. the 28% increase in online enrollment, as well as LCC's new BAS-TE enrollment. He said it is very important that we keep these changes in mind for future enrollment management—the demographics will look quite different in the next 5-10-years.

Nolan Wheeler, Vice President of Administrative Services

- ✓ Nolan reported that the auditors are on campus for the every four year accountability audit. The financial statement audit also started today.
- ✓ Two weeks ago, a couple of fraudulent LCC-issued checks were brought to our attention, and the following day, several other individuals tried to cash fraudulent checks. The good news is that the checks cannot be cashed due to the way the college processes positive payment. LPD is working the case.

Sue Orchard, Vice President of Student Services

- ✓ Sue reported that with the end of fall quarter approaching, priority enrollment is now open. Student Services staff are working hard on ctLink.
- ✓ LCC's new technology tool, Navigate, is now live for staff, faculty and students. The full scheduling tool isn't embedded for all areas, but the ones that are seem to be working well.

6B. ASLCC Report – Rosie Graff

- ✓ Rosie reported on the recent leadership training that some of the ASLCC officers attended. Rep. Orcutt was on campus last week, and the ASLCC has scheduled three more visits next week with Representatives Blake and Walsh,

and Senator Takko. The students are sharing their legislative priority issues with the legislators.

6C. LCCFAHE Report – Written report submitted.

6D. WFSE Report – Written report submitted.

6E. Effectiveness and College Relations – Wendy Hall

- ✓ Vice President Wendy Hall reported that LCC is on track with the ctcLink conversion, and is scheduled to “go live” on March 9. Our testers are doing extremely well; in fact, LCC is leading the other schools in testing. The pre-training phase will begin in December for employees, and official state training will begin in January. Support labs will be set-up to help students and employees during, and after, the go live date.

6F. Foundation and Human Resources –N/A

6G. Head Start/ECEAP Written Report – The report includes the monthly status and program reports for September 2019.

7. PUBLIC COMMENT - None

8. INSTITUTIONAL MONITORING

8A. Bi-Annual Head Start Report –

Mindy Leasure, Paul Youmans, Lori Severson, Erin Mattison and Michelle Murphy presented the bi-annual update on the Head Start/EHS/ECEAP program.

Paul Youmans provided information on the most recent community assessment, including County population statistics, the number of program eligible children, and poverty statistics. The 2020 increase in minimum wage is going to diminish the number of income-eligible families for the Head Start program, unless an adjustment is made legislatively. Michelle Murphy reviewed the Head Start/EHS PFCE-Family Partnership Goal Cross Reference. She explained that about 10 years ago, the legislature asked for outcome statistics to use for continued funding. The state system had data for Head Start and EHS, but not for ECEAP. Some of the data looks at: family well-being, families as advocates and leaders, positive parent/child relationships, family engagement in transitions, and family connections to peer and community. Lori Severson led a review of the Teaching Strategies Gold data in children meeting benchmarks in the areas of: social emotional, physical, language, cognitive, literacy and math.

Mindy Leasure concluded the report with an update on the program’s strategic goals: 1) Recruitment; 2) Parent/Family Engagement, and 3) Creating a culture of inclusion that provides the resources needed for children, family, and staff when social/emotional concerns and challenging behaviors are present.

The Board expressed their pride in the Head Start program and their appreciation for the good that it does throughout the community.

- 8B. Quarterly Budget Status Report** – Nolan provided the first quarter budget status and funds equity summary which shows the college holding steady with its budget.

Bob Gregory asked if projected revenue data is available. Nolan replied that the projection data is available and he will add a forecast of expenditures to future budget reports.

9. BOARD BUSINESS/INFORMATION ITEMS

9A. 2020 Board of Trustees Meeting Schedule

Steve Vincent asked if there were any changes to the proposed schedule. If not, the 2020 schedule is approved as presented.

10. EXECUTIVE SESSION

At 6:16 p.m. Chair Vincent explained that a short executive session was necessary per RCW 42.30.110(1)(g) to review the performance of a public employee. He anticipated the executive session to conclude at 6:26. At 6:27 p.m., Linda Clark made a public announcement that the session would be extended an additional five minutes to 6:32 p.m.

11. ADJOURN EXECUTIVE SESSION

Chair Vincent adjourned executive session and re-opened the public meeting at 6:32 p.m.

12. ACTION as a RESULT of EXECUTIVE SESSION

13. ADJOURNMENT

With no further business, Chair Vincent adjourned the meeting at 6:33 p.m.

On December 18, 2019, the Board of Trustees of Community College District 13 approved minutes of the November 20, 2019 Meeting.

Christopher C. Bailey, Secretary to the Board