

MINUTES

April 18, 2018

1. CALL TO ORDER

(DETERMINATION OF QUORUM)

Chair Heather Mansy called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, April 18, 2018, 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
Heidi Heywood
Heather Mansy
Steve Vincent
George Raiter arrived @ 5:03 p.m.

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Sue Orchard, Wendy Hall, Nolan Wheeler, Brendan Glaser, Kendra Sprague, Vicki Echerd, Mark Gaither, Jake Laes (representing ASLCC); Kim Witherspoon, and Linda Clark.

2. INTRODUCTION OF GUESTS

Representing Head Start: Laurie Severson, Paul Youmans, and Sue Boursaw.

3. APPROVAL OF AGENDA

MOTION: By Heidi Heywood, seconded by Bob Gregory,
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 March 14, 2018 Board Meeting
- 4B.** Minutes of the March 23, 2018 Special Meeting

MOTION: By Heidi Heywood, seconded by Steve Vincent,
That the consent agenda be approved as amended.

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report – President Bailey recently attended a STEM meeting in Vancouver with Governor Inslee. Senator Patty Murray visited campus earlier in the month, primarily to promote her new daycare bill, and she met with staff from the Early Learning Center. Representative Brian Blake was also on campus. President Bailey drew attention to the monthly report on occupational demand statistics from Burning Glass. The number 1 demand in our service district is for CDL drivers, which is the reason LCC re-instated that program. He also highlighted the successes of the Running Start and TriO programs.

Vice President Brendan Glaser - Instruction

- ✓ The college successfully hired full-time tenure track positions for political science and math instructors. Four full-time temporary faculty have been converted to tenure track positions. This has strengthened our full-time faculty ranks not only in the classroom, but in their work on committees and advising.

Vice President Nolan Wheeler – Administrative Services

- ✓ Phase 1 of the Main Building project has been primarily completed. Phase 2 plans are currently being reviewed by the City and DES and should go to bid in about a month.
- ✓ There is only one item left to purchase with our EDA grant funds (for HSB).
- ✓ Nolan reported that the full financial statement audit was included in the management memorandum. This is the first finding-free audit in 4 years.
- ✓ The baseball and softball teams are currently sitting atop their respective divisions.

Vice President Sue Orchard - Student Services

- ✓ We are continuing to look at software technology to help increase early academic warning, and assist with retention and completion efforts. Once purchased, it will put additional tools in the pockets of Ed planners and advisors.
- ✓ If there are any questions regarding the Board's role at commencement, don't hesitate to contact her.

5B. ASLCC Report – Jake Laes reported that the ASLCC participated in team building techniques last week. Many events have occurred and many more are planned for spring quarter. The Literacy program at St. Helen's elementary is going very well.

5C. LCCFAHE Report – Mark Gaither reported that Lucas Myers was a guest speaker at Linfield College. The *Sisal Review* received Best Catalogue Award for literary arts magazine--thanks to Klint Hull and Amber Lemiere for their leadership. ELC instructors Ann Williamson and Josie Zbaeran will be hosting SWW school districts to a workshop on the new legislation for para-educators. Tim Allwine and Armando Herbelin will be escorting students to OSU for an entrepreneur start-up convention. Nano Com was a great success with over 100 attendees. Alex Brehm coached the LCC Fighting Smelt to a national debate award.

- 5D. WFSE Report** – Vicki Echerd explained that WFSE staff are busy both on and off campus with various trainings. Many members have become politically active and meet regularly with legislators. Bargaining continues.
- 5E. Effectiveness and College Relations** – Wendy Hall explained that during the fall accreditation visit, there will be a meeting with representatives of the board. Details will be shared at a later date. The Year 7 accreditation report draft will be out for campus wide review and input within a couple of weeks. [CtcLink](#) - WACTC will vote April 27 on the deployment schedule.
- 5F. Foundation and Human Resources** – Kendra Sprague said that for Earth Week, the Wellness Committee organized many activities for staff and faculty. She, Nolan, and Kim Witherspoon have been working on the public records WAC which will come to the Board for public hearing and approval on May 16.

The Foundation is in the midst of the Students in Need campaign which is being sponsored by *The Daily News*. To date, \$32,000 has been raised. The Foundation is kicking off the employee giving campaign which will run for two weeks. LCC Alumni Day, sponsored by the Foundation, will be held on May 11 at Story Field during the last home baseball game. PJ Peterson, Alum of the Year, will be throwing out the first pitch. The Foundation and Exceptional Faculty grant process is open and there is \$50,000 available for each.

- 5G. Head Start/ECEAP Written Report** – The monthly budget status and program report for February 2018.

6. INSTITUTIONAL MONITORING

- 6A. Basic Skills and Pre-College Monitoring Report** – Brendan Glaser provided a recap of this monitoring report and explained that there are two areas included in the report: (1) Pre-College which focuses on students who lack some of the fundamental college level skills that they need, and (2) Basic Skills which is for students looking to complete their high school degree or GED, or they are non-native English speakers who want to improve their English skills. Basic Skills enrollment currently generates the most FTE enrollment at LCC. Brendan provided information on actions as a result of past monitoring reports, KPI data, and the SWOT comments from the review team.
- 6B. Bi-Annual Head Start Report** - Suzanne Boursaw, Laurie Severson and Paul Youmans provided an in-depth update of the Head Start/EHS/ECEAP programs, including the 2017-18 Self-Assessment Action Plan; the 2018 Community Assessment update; as well as an update on Educational outcomes and program updates. The 2017-18 Self-Assessment Action Plan was developed using existing data collected throughout the year. A team of parents, staff, and community members provided the review. Sue Boursaw reviewed the strengths, areas of growth, areas of improvement and the action plan.

Paul distributed a copy of the 2018 Community Assessment update, and provided summary information on income eligible families, demographics, families living in poverty, poverty and educational attainment, and other statistics.

Laurie Severson provided information on the observation-based assessment program— Teaching Strategies Gold. She shared assessment data on Social/emotional development; Physical development, Language, Cognitive, Literacy and Math. Professional Learning Communities will focus on literacy and math skills, and teaching teams will continue to intentionally implement activities around literacy and math skills.

6C: Quarterly Budget Status Report - Nolan Wheeler provided the 3rd quarter budget report including the funds equity summary and the operating revenue and expenditure activity. Current revenue is at 77.16% and expenditures are at 72.25% of budget. The total fund equity is \$16,704,269.

7. PUBLIC COMMENT – None

8. BOARD BUSINESS/INFORMATION ITEMS

8A. Emeritus Consideration – President Bailey explained that the Emeritus and Sabbatical Review Committee met to review documentation from the Communication Studies Department recommending Emeritus status for retired faculty member, Mark Bergeson. The Committee unanimously supported the request, which is being brought forth for Board consideration.

MOTION: By Bob Gregory, seconded by Heidi Heywood,

That the title of Faculty Emeritus be conferred to Mark Bergeson as recommended by the Emeritus and Sabbatical Review Committee, and in accordance with administrative policy 319.

MOTION CARRIED unanimously

9. EXECUTIVE SESSION - None

10. ADJOURNMENT

With no further business, Chair Mansy called for a motion to adjourn the meeting at 6:49 p.m.

MOTION: By Heidi Heywood, seconded by Steve Vincent,

That the meeting be adjourned

MOTION CARRIED unanimously.

On May 16, 2018, the Board of Trustees of Community College District 13 approved minutes of the April 18, 2018, Board Meeting

Christopher C. Bailey, Secretary to the Board