

# MINUTES

May 16, 2018

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## 1. CALL TO ORDER

(DETERMINATION OF QUORUM)

Chair Heather Mansy called the regular meeting of the District 13 Board of Trustees to order at 5:05 p.m., on Wednesday, May 16, 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

**COLLEGE PRESIDENT:** Chris Bailey

Others in attendance: Sue Orchard, Wendy Hall, Karen Joiner (for Brendan Glaser), Nolan Wheeler, Kim Witherspoon, Mark Gaither and Linda Clark.

## 2. INTRODUCTION OF GUESTS

Linda McKeon (WFSE), and from the ASLCC: Thomas Gomez, Jake Laes, Britney Lovely, and Paz Clearwater.

## 3. APPROVAL OF AGENDA

**MOTION:** By Bob Gregory, seconded by Heidi Heywood,  
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 April 18, 2018 Board Meeting
- 4B. 2018-19 Miscellaneous Fee Schedule

**MOTION:** By Heidi Heywood, seconded by Bob Gregory,  
That the consent agenda be approved as presented.

**MOTION CARRIED** unanimously.

**5. COLLEGE INPUT**

- 5A.** President's Report – President Bailey congratulated Clinton Howard on being named the WSU-V Community College President's Scholarship Award recipient, giving him full tuition for 2 years. The current job market analysis summary for the area lists CDL drivers as the 1<sup>st</sup> area of need and Registered Nurses as the 2<sup>nd</sup>. He explained that we are closing in on a balanced budget for 2018-19; however, there is potential for a resolution at a later date for Board approval to fund the start-up for the BAS program. Bob Gregory asked him to provide the Board with a proposed program budget for the first 5 years.

Karen Joiner - Instruction

- ✓ Concluded interviews for a tenure track Nursing Instructor.
- ✓ The core group for the BAS in teacher education continues to work through the various standards and requirements.

Vice President Nolan Wheeler – Administrative Services

- ✓ No update on the Main Building project at this time
- ✓ Baseball and softball teams won their respective regions! LCC will be hosting the baseball championship tournament over the Memorial Day weekend.

Vice President Sue Orchard - Student Services

- ✓ A lot of the work in Student Services is centering on guided pathways.
- ✓ SS staff are doing more early assessment of students so that appropriate intervention and strategies can be put in place to help ensure their success.
- ✓ LCC hosted a very successful career and networking fair. Twenty-nine employers participated and there were over 250 students participants.

- 5B. ASLCC Report** – Clinton Howard reported that Family cultural night on April 30 had an amazing turnout! The Activities Board is currently working on activities for Red Devil Days, and the Governing Board has finished converting document to a fully accessible format. Next up is focusing on selection and interviews for next year's ASLCC Officers.

- 5C. LCCFAHE Report** – Mark Gaither said that faculty are preparing for end of the quarter activities and events. He also reported:

- ✓ Ann Williamson helped host education partners in SW Washington to improve training in public school systems for para-educators.
- ✓ Faculty have contributed/raised 67% toward funding the food pantry annual cost for next year!

- 5D. WFSE Report** – Linda McKeon explained that staff are busy preparing for year-end activities on campus, and are busy off campus with statewide bargaining and other meetings. They are looking forward to a productive bargaining season.

- 5E. Effectiveness and College Relations** – Wendy Hall complimented this year's ASLCC group for their fine work under the direction of Paz Clearwater. She said it looks like we are back on track with ctLink activity including trainings and webinars. Our accreditation visit is

scheduled for October 17-19, and the Year 7 report is out for campus review. There are still have a few sections to complete as well as the conclusion statement, which she will share with the Board once the draft is completed.

**5F. Foundation and Human Resources** – Chris Bailey reported in Kendra’s absence. He shared a list of Foundation accomplishments for the year. The Alumni event on May 11 was very well attended. Lastly, offers have been received for all of the parcels of donated property in Wahkiakum County.

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

**6. PUBLIC COMMENT – None**

**7. INSTITUTIONAL MONITORING**

**7A.** Institutional Excellence Monitoring Report – Vice President Nolan Wheeler provided a recap of data pertaining to the Institutional Excellence monitoring report. The objectives of this report: (1) Demonstrate our commitment to institutional integrity by investing in our campus, students, and employees; (2) Uphold our reputation for high quality and contribute to the value of the community by promoting excellence in our programs, services and activities. He discussed several actions that came about as a result of previous monitoring reports, as well as a recap of the KPI data. He completed the report with a SWOT analysis from the monitoring report review team.

**8. BOARD BUSINESS/INFORMATION ITEMS**

**8A.** ASLCC S & A Budget for 2018-19 – Clinton Howard, Thomas Gomez, Jake Laes and Paz Clearwater presented the budget. Clinton explained that a lot of time and thought was put into the budget process to ensure that it was done in a just and fair manner. No negative comments were received on the proposal. The proposed budget includes \$10,000 to a new student ambassador program, \$6000 to fund a service learning project for TRiO, and \$1000 was added for diversity promotion. To offset these additions, cuts were made to the ASLCC training budget, and the contingency was reduced to increase support to other student clubs and organizations. The budget proposes a \$16,674 increase from last year.

**MOTION:**

By Bob Gregory, seconded by Heidi Heywood,

That the fiscal year 2018-19 ASLCC Student & Athletics Budget of \$684,974.00 be approved as presented.

**MOTION CARRIED** unanimously

**8B. Public Hearing:**

Adoption of CR-103 published at WSR 18-07-082 (WAC 132M-110) Public Records Disclosure Policy. At 6:04 p.m., Chair Mansy opened the public hearing. She explained that this is the date for the public hearing on the adoption of the revision to rules held under the authority of RCW 28B.50.140 and RCW Chapter 42.56. A Notice of Proposed Rule Making was filed with the Office of the Code Reviser on March 20, 2018 and published in Washington State Register #18-07-082. The purpose of the hearing is to receive public comment on the proposed rules. No comments were made. Chair Mansy asked Linda Clark, Rules Coordinator, if any written comments had been received on the proposed rules to which she answered, "No comments have been received."

With no comments received, Chair Mansy called for a motion to adopt the amendments to Washington Administrative Codes 132M-110-010, 132M-110-020, 132M-110-050, 132M-060, 132M-110-080, 132M-110-090, and 132M-110-100, as published.

**MOTION:**

By Heidi Heywood, seconded by Bob Gregory,

To adopt the amendments to Washington Administrative Codes 132M-110-010, 132M-110-020, 132M-110-050, 132M-060, 132M-110-080, 132M-110-090, and 132M-110-100, as published.

**MOTION CARRIED** unanimously.

Chair Mansy called for a motion on adoption of the repeal of Washington Administrative Codes 132M-110-030, 132M-110-040, 132M-110-070, 132M-110-110, 132M-110-120, 132M-110-130, 132M-110-140, and 132M-110-990, as published.

**MOTION:**

By Heidi Heywood, seconded by Bob Gregory,

To repeal Washington Administrative Codes 132M-110-030, 132M-110-040, 132M-110-070, 132M-110-110, 132M-110-120, 132M-110-130, 132M-110-140, and 132M-110-990, as published.

**MOTION CARRIED** unanimously

At 6:07 p.m., Chair Mansy closed the rule-making hearing.

- 8C. Board Representation at the State Board Meeting Dinner on June 27, 2018**  
President Bailey explained that the State Board will be holding their June meeting at Lower Columbia College. The agenda includes an invitation to the college president, staff, and representatives from the Board to join them for dinner on June 27. Heidi Heywood and Bob Gregory said they would like to attend as representatives from the Board.

**8D. Board Succession Planning**

President Bailey explained that Heidi Heywood's term on the LCC Board of Trustees is scheduled to end this coming September, so it is time to look for others who may be interested in the appointment. At this point, he knows of two interested individuals, but anyone can apply through the Governor's Office website. The decision is made by Governor. Heidi said she would gladly meet with anyone who expresses interest in the position to provide background and answer questions.

**9. EXECUTIVE SESSION - None**

**10. ADJOURNMENT**

With no further business, Chair Mansy called for a motion to adjourn the meeting at 6:12 p.m.

**MOTION:** By Bob Gregory, seconded by Heidi Heywood,  
That the meeting be adjourned

**MOTION CARRIED** unanimously.

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Christopher C. Bailey, Secretary to the Board

**On June 20, 2018, the Board of Trustees of Community College District 13 approved minutes of the May 16, 2018 Board Meeting.**