

# MINUTES

June 20, 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 5:00 p.m., on Wednesday, June 20, 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:** Steve Vincent  
Heidi Heywood  
Heather Mansy

**COLLEGE PRESIDENT:** Chris Bailey

Regular attendees: Nolan Wheeler, Wendy Hall, Sue Orchard, Mark Gaither, Kendra Sprague, Vickie Echerd, Brendan Glaser, Clinton Howard, Kim Witherspoon, and Linda Clark.

## 2. INTRODUCTION OF GUESTS

Ray Byers, KLOG, and students Brittney Lovely and Lily James.

Vice President Kendra Sprague introduced the Employees of the Year and read a short bio and peer comments about each:

- Maya Muller, Classified Employee of the Year
- Sarah Griffith, Exempt Employee of the Year
- Mark Gaither, Faculty of the Year
- Mavourneen Rister, Adjunct Faculty of the Year (tie)
- Vickie Soladey, Adjunct Faculty of the Year (tie)

## 3. APPROVAL OF AGENDA

**MOTION:** By Heidi Heywood, seconded by Steve Vincent,  
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 May 16, 2018 Board Meeting
- 4B. 2018-19 Tuition and Waiver schedule
- 4C. 2018-19 Quid Pro Quo Agreement with the LCC Foundation.
- 4D. Head Start Supplemental Application for a 2.6% Cola--\$107,649.00—Grant #10CH0207.
- 4E. S & A Expenditure Request for Remodel of the Student Center up to \$450,000.

Heidi Heywood asked if there were any changes to the Quid Pro Quo agreement. Kim Witherspoon explained that the only change from last year specifies the amount of Foundation support to the College, and the amount of College support for Foundation employees.

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

**MOTION CARRIED unanimously.**

#### 5. COLLEGE INPUT

- 5A. **President's Report** – President Bailey provided a recap of a very successful commencement. He also informed the Board that Senator Cantwell's staffer will be visiting tomorrow to talk about workforce information.

##### Vice President Brendan Glaser - Instruction

- ✓ Brendan highlighted some of Instruction's accomplishments for the year:
  - The work toward Guided Pathways has made significant progress. Instruction has worked hard to improve the class schedule. As such, we have moved back to a more simplified/standardized schedule.
  - Worked to align credits with state board regulations.
  - Hired a full-time Art instructor which has really moved the program forward, including the purchase of a new Mac Lab that the students helped fund.
  - Developed a multi-year plan to increase full-time faculty numbers. Two more new faculty will be starting in the fall.
  - Purchased significant equipment in the science and nursing area, as well as purchased an excavator for the diesel program.

##### Vice President Nolan Wheeler – Administrative Services

- ✓ Senator Murray's office helped facilitate the last of the EDA equipment purchases for the Health and Science Building.
- ✓ The Main Building project is back on track. Bid opening is scheduled for next Tuesday.
- ✓ Athletics: Very proud of the accomplishments of all of the teams this year. LCC received the Athletic Director's Cup for the second year in a row for on-field excellence. LCC's student athletes also did well in the classroom.

Vice President Sue Orchard - Student Services

- ✓ She thanked staff and volunteers for their dedication and help in pulling together a very successful Commencement program.
- ✓ We held the first annual Multicultural graduation earlier in the week. 23 students participated in the event which was attended by over 100 guests. It was a great success.
- ✓ The Foundation provided a grant to help Spanish speaking students take the CLEP exams. 34 students earned over 100 credits through this process.

**5B. ASLCC Report** – Clinton Howard reported that the “Red Devil Days” activities were very well attended. The Governing Board finalized all ASLCC documents into accessible format. Clinton and Lily James presented a year-end video of the ASLCC officers and the activities that occurred during the year.

**5C. LCCFAHE Report** – Mark Gaither also said it was a great commencement. He attended the Multi-cultural grad night and extended kudos to those who initiated and implemented it. Over the summer, the Faculty Association are planning to hold meetings to discuss continued support of the food bank and other activities.

Heidi Heywood thanked the Faculty member who missed LCC’s commencement to attend Wahkiakum’s graduation and present one of their Running Start graduates with an LCC diploma.

**5D. WFSE Report** – Vickie Echerd said that staff members are in the throes of contract negotiations.

**5E. Effectiveness and College Relations** – Wendy Hall reported that we are entering the final stretch in the accreditation process. She will be providing more information at the Board retreat in August. During the recent Red Devil Days, she asked students to write down what they loved about LCC. She gave the Board copies of the comments and highlighted some of them. She also extended the invitation to staff and faculty. The comments are now part of a new webpage on the LCC website.

**5F. Foundation and Human Resources** – Kendra Sprague explained that the Foundation received over 560 applications for scholarships during the open application time, and the team is busy awarding over \$400,000! \$50,000 was awarded for Exceptional Faculty and Foundation Grants. The Alumni Association has grown over 100 members this month alone.

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

**6. PUBLIC COMMENT – None**

**7. INSTITUTIONAL MONITORING - None**

**8. BOARD BUSINESS/INFORMATION ITEMS**

- 8A. 2018-19 Operating Budget** – Vice President Nolan Wheeler presented a memorandum explaining the assumptions that were used in developing the 2018-19 budget in the amount of \$24,139,786. President Bailey explained that this is a balanced budget; however, there may be one or two requests to the Board during the year for one-time expenditures from reserves for start-up funding for the BAS program and additional funds for ctcLink implementation.

With no questions from the Board, Chair Mansy called for a motion.

**MOTION:** By Heidi Heywood, seconded by Steve Vincent,  
That the fiscal year 2018-19 Operating Budget of \$24,139,786.00 be approved as presented.

**MOTION CARRIED** unanimously

- 8B. Agenda for Sumer Retreat** – President Bailey explained that the annual routine topics were included on the draft agenda, including the Board’s self-evaluation, the President’s evaluation, review of the monitoring report dashboard, review of next year’s annual priorities, as well as an opportunity to discuss strategic visioning. New this year is a public hearing for repeal of WAC 132M-136 and Adoption of WAC 132M-139 and 132M-141 regarding expressive activities (formerly called Freedom of Expression). The Administration is also recommending a presentation on accreditation. President Bailey said there is also an opportunity to have a presentation or two of the Board’s choice during the 6 hour workshop. Heather said she would like an update on vocational and technical programs, and Heidi recommended a presentation on Guided Pathways.

**9. EXECUTIVE SESSION - None****10. ADJOURNMENT**

With no further business, Chair Mansy called for a motion to adjourn the meeting at 6:05 p.m.

**MOTION:** By Steve Vincent, seconded by Heidi Heywood,  
That the meeting be adjourned

**MOTION CARRIED** unanimously.

On August 31, 2018, the Board of Trustees of Community College District 13 approved minutes of the June 20, 2018 Board Meeting.

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Christopher C. Bailey, Secretary to the Board