

# MINUTES

October 17, 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. in Room 248 of the Health & Science 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  
George Raiter  
Bob Gregory  
Heather Mansy

**COLLEGE PRESIDENT:** Chris Bailey

Regular attendees: Nolan Wheeler, Wendy Hall, Sue Orchard, Kendra Sprague, Brendan Glaser, Brad Benjamin, Kim Witherspoon, and Linda Clark.

## 2. INTRODUCTION OF GUESTS

Mark Gaither, Adam Wolfer, ASLCC President Trevor Roberts, and Lindsey Keevy and Jennie Mynhier, Probationary Faculty.

## 3. APPROVAL OF AGENDA

**MOTION:** By Steve Vincent, 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 August 22, 2018 Special Board Meeting

**4B.** Minutes of the August 31, 2018 Board workshop

**4C.** Minutes of the September 18, 2018 Special Board Meeting

**MOTION:** By Steve Vincent, seconded by George Raiter

That the consent agenda be approved as presented.

**MOTION CARRIED** unanimously.

**5. COLLEGE INPUT**

- 5A. President's Report** – President Bailey explained that today is the first of the three day accreditation visit. The exit review will be held on Friday, October 19, at 10:00 followed by a written report that will include recommendations and commendations. In January, we will appear before the Commission for approval of the report.

Chris explained that the College has created a certificate, Multi-craft Trades, to prepare individuals for apprenticeship programs and to make them work-ready. This is also a “stackable” certificate toward four of our existing vocational degrees.

We received State Board approval yesterday for our BAS in Teacher Education Program. The next step will be getting approval from the Commission.

Enrollments are currently down about 7%. The downward trend happened really late this year. Part of the change is due to DOE compliance issues regarding earlier withdrawal of students, and to continued low unemployment rates. The Executive Leadership Team will be looking at the mid-year budget very carefully.

Vice President Brendan Glaser - Instruction

- ✓ Brendan thanked the hard work of Ann Williamson, Michaela Jackson, Tamra Bell, Karen Joiner and Vanessa Johnson for their work on the BAS program. Feedback from the State Board was that our proposal was very strong. Next steps:
  - 1). Get approval from the PESB for teacher certification.
  - 2). Get accreditation from the Commission, and
  - 3). Start marketing once the Commission has approved.
- ✓ Interviews have been completed for the Director of Head Start; we should have a decision next week.

Vice President Nolan Wheeler – Administrative Services

- ✓ Update on major facilities projects:
  - 1). Replacing steam lines between Main and the Library,
  - 2). Repairing the electrical system that feeds the light poles,
  - 3). Main Building is on schedule for fall 2019 opening. This will require borrowing \$3.4M; bond reimbursement should arrive in February or early March.

Vice President Sue Orchard - Student Services

- ✓ The LCC Food Pantry received a large donation from a Red Canoe food drive.
- ✓ The Veterans Center is officially open on the first floor of the Student Center.
- ✓ Seven Student Ambassadors are working on campus as well as getting out in the community.
- ✓ We have a great team working on the Guided Pathways implementation.

- 5B. ASLCC Report** – Trevor Howard, ASLCC President, reported on upcoming events:
- ✓ ASLCC is working on an Indigenous People's day event.
  - ✓ Volleyball spirit night to honor cancer survivors.
  - ✓ Brian Motley presented on the Negro Baseball Leagues.
  - ✓ Working on a "get out and vote" campaign.
  - ✓ Preparing for native history month in November.
- 5C. LCCFAHE Report** –Brand Benjamin reported that the Faculty forum today with the accreditors went well. The first VPI candidate was on campus this week. The screening and interview committee has worked very hard and is excited to bring the finalists to campus. Work on Guided Pathways continues to rev up. Faculty is ready and still figuring out what the work groups will look like. The support and resources should make this a special endeavor for retention and completion. Other news includes:
- ✓ Student Nurses are giving flu shots this week.
  - ✓ Armando Herbelin has been a true advocate for the food pantry. Latest calculation is that Faculty union members are contributing 86% of the cost to run the food pantry. It is great to see how this is helping students. The Student Nurses are also collecting for the food pantry.
  - ✓ The Business Club helped Squirrel Fest raise money for the event this year.
  - ✓ The Forensics Team's goal was to make the LCC webpage this year each quarter, and they have done that already with results of their last tournament.
  - ✓ The LCC Performing Arts Department is providing great cultural events for the community.
- 5D. WFSE Report** – Tracy Stanley was unable to attend and sent a written report.
- 5E. Effectiveness and College Relations** – Wendy Hall explained that the EDA grant and donor contributions funded most of the amazing equipment in the Health and Science Building. The last purchase of the grant was the new scanning electron microscope which made the front page of the Daily News. It paints a great picture of why this type of equipment is so important to our students' careers.
- Transforming Lives Nominee – Wendy explained that Heidi Heywood represented the Board to select this year's Transforming Lives nominee, Gordon Bolar. Gordy is in our diesel and heavy equipment program and is on the honor roll. He is thrilled to be nominated for this award. The Transforming Lives awards ceremony will take place on January 23<sup>rd</sup> in Olympia.
- 5F. Foundation and Human Resources** – Kendra Sprague reported that the Horns and Halos Gala was a very successful event. The Foundation raised \$16,000 for athletic scholarships during the Givemore24 online giving event. A donation was received from Joe Fischer in the amount \$200,000 this year and \$200,000 pledged for next year for scholarships in the name of the Forsbergs, which will result in the Art Gallery being named The Forsberg Art Gallery. The Foundation financial audit is in the final stages.

The HR staff is inundated with scheduling the interview sessions for the seven VPI candidates. Feedback from the various forums, as well as the Committee feedback, will be given to President Bailey for final selection.

**5G. Head Start/ECEAP Written Report** – Monthly budget status and program reports for May, August and September.

**5H.** Heather Mansy explained that retiring Trustee, Heidi Heywood, chose not to be recognized at a public meeting. Board members had these things to say about Heidi: “Great honor to work with her; great positivity and professionalism; very calm and able to bring everyone together; and contributed significantly to the Board.” Nolan Wheeler said Heidi did an amazing job of representing Wahkiakum County as well as other small, rural areas within our service district.

**6. PUBLIC COMMENT** – None

**7. INSTITUTIONAL MONITORING - None**

**7A. Year-end and Quarterly Budget Status Report** - Nolan Wheeler provided the following information:

Year-end Report-

- ✓ Financial Position: Funds Equity. Overall, the college posted a net decrease in fund equity year-to-date of \$47K. This is not unexpected as we had forecasted a reduction in revenue based on lower enrollment.
- ✓ Results of Operations: Operating Revenue & Expenditure Activity. Total operating revenues collected for FY 2018 were \$481K higher than budgeted due mostly to State-allocated earmarked funds of \$434K. Lower enrollment continues to reduce the tuition and fees collected and was \$124K less than budgeted. Expenditure breakout by major object indicates our efforts to reduce salary and benefit expenditures to reflect lower enrollment.

Quarterly Report:

- ✓ Financial Position: Fund Equity summary as of 9/30/18: The summary reflects the fund balances at period’s end based upon the net activity for the first three months of FY 2019. Net expenditures exceed net revenue by \$2.2MM— primarily because student financial aid (fund 846) relies on a monthly reimbursement. Historically, fund revenue activity lags behind expenditures early in the fiscal year due to heavy grants & contracts (fund 145) and financial aid (fund 846) expenditures which are replenished through billings in arrears.
- ✓ Results of Operations: Operating Revenue and Expenditure Activity. Operating revenues are \$5.7MM. FTE enrollments are currently running about 7.3% below last year’s levels. Early revenue forecasting for tuition & fees and local revenues indicates a revenue shortfall for the fiscal year of approximately \$650K. First quarter revenue collections exceeded expenditures by \$855K. We will closely monitor expenditures and manage resources as effectively as possible moving forward in FY 2019.

**8. BOARD BUSINESS/INFORMATION ITEMS**

**8A. Review Proposed 2019 Board of Trustees Meeting Schedule** – Board members reviewed the proposed schedule for potential conflicts. Approval will be done at the November meeting.

**9. EXECUTIVE SESSION** - None

**10. ADJOURNMENT**

With no further business, Chair Mansy called for a motion to adjourn the meeting at 6:00 p.m.

**MOTION:** By Bob Gregory, seconded by Steve Vincent,  
That the meeting be adjourned

**MOTION CARRIED** unanimously.

**On November 28, 2018, the Board of Trustees of Community College District 13 approved minutes of the October 17, 2018 Meeting.**

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Christopher C. Bailey, Secretary to the Board