

MINUTES

DECEMBER 19, 2018

1. CALL TO ORDER

(DETERMINATION OF QUORUM)

Vice Chair Steve Vincent called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, December 19, 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
Alice Dietz
Steve Vincent
Heather Mansy arrived @ 5:05 p.m.

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Angie Rogers, Tim Timmreck, Sue Orchards, Wendy Hall, Brendan Glaser, Karen Joiner, Nolan Wheeler, Kendra Sprague, Kim Witherspoon and Linda Clark.

2. INTRODUCTION OF GUESTS

None

3. APPROVAL OF AGENDA

MOTION: By Bob Gregory, seconded by Alice Dietz,
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 November 28, 2018 Board Meeting

MOTION: By Alice Dietz, seconded by Bob Gregory,
That the consent agenda be approved as amended.

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report – President Chris Bailey reported that it looks like budget revenues will be down about \$535,000 this year over projection. The Executive Leadership Team spent four hours earlier today and was able to reduce the projected deficit to roughly \$250,000 through reductions in goods and services, travel, and delaying hiring in some positions, etc. The Cabinet worked very diligently in identifying these savings measures. Next year will be very difficult as we currently project a \$700,000 deficit. Chris explained that of major concern is the Legislature's recent decision not to fully fund colas, and the continued decline of enrollment in this strong economy. Overall, enrollments are down 3.8% for the year. The only area that has shown an increase is our online offerings.

At the recent State President's meeting, concern was expressed that some of the nominated Transforming Lives students did not feel comfortable with their private information becoming public. The Trustees Association will look at the award and the criteria before next year.

President Bailey then turned his reporting over to Brendan Glaser. He explained that this would be Brendan's final Board meeting before retirement, and commended him for 28 years of remarkable service.

Instruction Report, Vice President Brendan Glaser

- ✓ Brendan explained that Executive Dean, Karen Joiner, will be the interim vice president between now and March 18 when Kristen Finnel arrives. Karen has already started attending Cabinet meetings and is well prepared for this role.

Administration and Finance Report, Vice President Nolan Wheeler

- ✓ Nolan explained that the Governor's budget proposal did not fund the college's vocational building pre-design. He will have more detailed budget information next month.
- ✓ Update on the audit - The Auditors are projecting to have the audit completed January 10. No problems to date.

Student Services Report, Vice President Sue Orchard

- ✓ No update

5B. ASLCC Report –Tim Timmerick reported that Student Government is making plans for activities for winter quarter. Officers will be going to the Capitol in January to talk with legislators about student issues, such as the need for more alternative textbook resources and re-entry for felons.

5C. LCCFAHE Report – N/A.

5D. WFSE Report – N/A

- 5E. Effectiveness and College Relations** – Wendy Hall explained that the Transforming Lives students have said that the idea of having five “winners” is a little disconcerting to some.

CtcLink – A readiness assessment will be held in mid-January. This assessment will determine if LCC will remain in the 3rd deployment group with a go-live date of January 2020. This will be a very busy year with ctcLink, implementation of Guided Pathways, and implementation of the Navigate software.

- 5F. Foundation and Human Resources** – Kendra Sprague reported that the Foundation’s 2018 financial audit had no findings. The Hall of Fame Athletic Excellence event saw the induction of Dave Hall, Jocelyn Price, Leta Meyer, Steve Waite, and Betty and Larry Johnson. Second quarter annual appeal letters were sent out, and the Foundation launched a social media campaign today. Last week’s retiree association luncheon was well attended.

- 5G. Head Start/ECEAP Written Report** – Included in the Head Start/EHS/ECEAP written report:

- ✓ Head Start/EHS/ECEAP monthly program report – October 2018.

6. INSTITUTIONAL MONITORING

- 6A. Access, Support and Completion Monitoring Report** – Vice President Sue Orchard provided a recap of this monitoring report and its related Key Performance Indicators:

- Participation rate of persons who live within the service district
- Participation and success rates of diverse student populations
- Enrollment
- Student persistence
- Student progress/completion
- Student satisfaction with support services
- Success of academic support programs

Sue also recapped some of the actions that have come about a result of past reviews of this monitoring report, as well as an analysis of our strengths, weaknesses, opportunities and threats in providing access to students. Many of the identified issues and subsequent actions from last year’s report address non-academic barriers, such as:

- Establishment of a food pantry
- Implementation of the Student Ambassador Program
- Moving the Veteran's Resource Center
- Holding the Multicultural Graduation Night
- Purchase of Navigate
- Increase Student Financial Literacy - fully implementable in fall of 2019.

7. PUBLIC COMMENT – None

8. BOARD BUSINESS/INFORMATION ITEMS

8A. Faculty Emeritus Consideration – A recommendation was brought before the Sabbatical and Emeritus Committee to nominate former LCC English Instructor, Joe Green, for Faculty Emeritus consideration. The Sabbatical and Emeritus Committee reviewed the letter and unanimously recommended the title of Faculty Emeritus for Joe Green, as did the Executive Leadership Team. Karen Joiner, Chair of Emeritus Committee, explained that Joe was a very well respected faculty member and a deserving candidate. Brendan Glaser said he was always good to work with.

MOTION: By Steve Vincent, seconded by Bob Gregory,

That the title of Faculty Emeritus be conferred to Joseph Green as recommended by the Emeritus and Sabbatical Review Committee, and in accordance with administrative policy 205.

MOTION CARRIED unanimously

9. EXECUTIVE SESSION

AAG Kim Witherspoon asked for executive session per RCW 42.30.110 (i) to discuss with legal counsel relating to potential litigation. At 6:11 p.m. Chair Mansy called for a 10-minute executive session. At 6:21 p.m., Kim Witherspoon made a public announcement that the executive session would be extended for an additional 10 minutes.

10. ADJOURN EXECUTIVE SESSION

Chair Mansy re-opened the public meeting at 6:31 p.m.

11. ACTION AS A RESULT OF EXECUTIVE SESSION

None

12. ADJOURNMENT

With no further business, the meeting was adjourned at 6:32 p.m.

On January 16, 2019, the Board of Trustees of Community College District 13 approved minutes of the December 19, 2018 Meeting.

Christopher C. Bailey, Secretary to the Board