

MINUTES

May 15, 2019

1. CALL TO ORDER

(DETERMINATION OF QUORUM)

Chair Steve Vincent called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, May 15, 2019, 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: Alice Dietz
Heather Mansy
Steve Vincent
George Raiter arrived at 5:03

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Sue Orchard, Wendy Hall, Nolan Wheeler, Kendra Sprague, Tracy Stanley, and Linda Clark.

2. INTRODUCTION OF GUESTS

Adam Wolfer, Karen Joiner, Tamra Bell, Mindy Leasure, Paz Clearwater, Tim Timmreck, Sydney Pearson, and Robert Kamau.

3. APPROVAL OF AGENDA

Chair Vincent said a recommendation had been requested to move the ASLCC Budget from Item 8A to Item 5B.

MOTION: By Alice Dietz, seconded by Heather Mansy,
That the agenda be approved as amended.

MOTION CARRIED unanimously

4. CONSENT AGENDA

- 4A.** Minutes of the April 17, 2019 Board Meeting
- 4B.** 2019-20 Miscellaneous Fee Schedule
- 4C.** Head Start Budget Revision for Barnes Site work in the Amount of \$83,696. A budget revision to the Head Start supplemental application is requested to increase program hours offered through the Office of Head Start. The request is to move operation and start-up funds in the total funding amount of \$83,696 to pay for site work costs at the new Barnes Head Start Center where two funded full-day classrooms will be located. There is no change requested for the non-federal share match. See attached statement/approval with detail.

MOTION: By Heather Mansy, seconded by Alice Dietz,

That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. COLLEGE INPUT

- 5A.** President's Report – President Bailey reported that enrollment continues to be a little soft, which is a continued budget concern. On the good news side, LCC had several faculty and staff nominated for the annual Pillars of Strength education awards: Brad Benjamin, Gina Challed, Becky Connolly, Courtney Shah, Nichole Seroshek, and Angel Ruvalcaba. Brendan Glaser received a Lifetime Achievement award, and Chris was recognized as the Business Leader of the Year. The *Daily News* was selected as the State Partner of the Year by ACT, and will be recognized in Walla Walla on May 22. Pathways 2020 selected LCC as the Community Education Champions and will be recognized on May 30.

Vice President Nolan Wheeler – Administrative Services

- ✓ HS Modular project: Currently waiting for the 60-day soil compaction. In the meantime, the contractor is working on infrastructure.
- ✓ Furniture for Main Building should be delivered by mid-June, and we are working on the AV quote for both classrooms and seminar rooms. The project is still on schedule to be up and running for the start fall quarter.
- ✓ Nolan, Janel and Wendy assisted Cowlitz County Emergency Management for the DeRosier memorial service.

Vice President Sue Orchard - Student Services

- ✓ We submitted our 30-page Guided Pathways work plan to College Spark as required. The goal of guided pathways is to help students select the right path at the beginning of their education, and to provide assistance along the way so they can graduate on time.
- ✓ Due to budget challenges, Student Services did some restructuring. One aspect of the restructuring is a one-stop onboarding process.
- ✓ The annual tenure track faculty luncheon will be held on September 7. It would be good to have Trustees in attendance.

- 5B. ASLCC Report** – Sydney Pearson, Chief Justice of ASLCC, reported on events planned for mental health awareness.

ASLCC Budget for 2019-20 – Sydney presented highlights of the budget. She asked if the Trustees had any questions or comments. Steve Vincent expressed his appreciation for the way the budget was put together and presented.

MOTION: By Heather Mansy, seconded by George Raiter,
That the fiscal year 2019-20 ASLCC Student & Athletics Budget of \$694,996.25 be approved as presented

MOTION CARRIED unanimously

- 5C. LCCFAHE Report** – Brad Benjamin was unable to attend, but he submitted a written report for the Board.
- 5D. WFSE Report** – Tracy Stanley reported that department reorganizations have impacted several classified staff, and recognized Sam Orth for her assistance in working through the changes.
- 5E. Effectiveness and College Relations** – Wendy Hall reminded the Board that Commencement season is almost here—June 21. ctLink implementation is in full swing and everything is on track. She explained that it is very challenging for staff to fit in all of the extra work related to ctLink, but they are doing an amazing job. Chris will be next year’s chair of the WACTC Technology Committee which oversees this project. We are gearing up for fall enrollment. Schedules are now printed and in the mail.
- 5F. Foundation and Human Resources** – Kendra Sprague
- ✓ Complimented our WFSE shop stewards for their work in light of the changes due to restructuring.
 - ✓ The *Daily News* Students in Need campaign raised \$35,000. That amount, coupled with a grant from Biella, will fully fund our \$50,000 annual outlay.
 - ✓ The Foundation received 512 applications for scholarships. Sheila Burgin conducted 26 scholarship workshops and, as a result, we saw a much higher rate of completed applications.
 - ✓ Foundation and Exceptional Faculty grants: Kendra reported that there were many great applications vying for the \$100,000 allotment for next year’s projects.
 - ✓ Dick Peters was selected as the Alumni of the Year.
 - ✓ Cowlitz Black Bears “LCC Night” is July 11. 50% of all ticket proceeds will go to the Foundation
- 5G. Head Start/ECEAP Written Report** – The monthly budget status and program report for March 2019.

6. PUBLIC COMMENT – None**7. INSTITUTIONAL MONITORING**

7A. Professional Technical Monitoring Report – Deans Karen Joiner and Tamra Bell started off by reviewing actions that came about from past monitoring reports. Wendy Hall spoke toward individual program competencies (curriculum and program review process). The Assessment Committee is finishing up their third year using the same instrument, but will be rolling out a revised instrument this coming year. New Commission Standards are changing dramatically in 2020, but she believes our changes in curriculum and program review will dovetail well. Tamra and Karen then reviewed the KPI data and finished with a SWOT analysis developed as by the Review Team.

7B. Quarterly Budget Status Report - Nolan Wheeler explained that the major threat to our budget is declining enrollment, so everyone is working hard to enroll and retain students. He reviewed the funds equity summary and the revenue and expenditure variance analysis. In summary, we should be within budget at year end. He will present the 2019-20 budget at the June meeting.

8. EXECUTIVE SESSION –

At 6:20 p.m., Chair Vincent called for executive session per RCW 42.30.110(1)(i) to discuss with legal counsel (via phone) representing LCC, litigation or potential litigation to which LCC is likely to become a party. The executive session will take approximately 10 minutes and should conclude at 6:31 p.m. No action anticipated. At 6:30, President Bailey publicly announced a 5-minute extension.

9. ADJOURN EXECUTIVE SESSION

At 6:30 p.m. Chair Vincent re-opened the public meeting.

10. ACTION as a RESULT of EXECUTIVE SESISON - None**11. ADJOURNMENT**

With no further business, Chair Vincent adjourned the meeting at 6:35 p.m.

On June 19, 2019, the Board of Trustees of Community College District 13 approved minutes of the May 15, 2019 Meeting.

Christopher C. Bailey, Secretary to the Board