

# MINUTES

Date June 19, 2019

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## 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 June 19, 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:** Steve Vincent  
Alice Dietz  
George Raiter  
Bob Gregory

**COLLEGE PRESIDENT:** Chris Bailey

Others regular attendees: Wendy Hall, Kristen Finnel, Nolan Wheeler, Kendra Sprague, Mark Gaither and Linda Clark.

## 2. INTRODUCTION OF GUESTS

Angie Rogers, Gina Challed, Danielle Casey, Paz Clearwater, Nichole Seroshek, Mindy Leasure, Abbie Leavens, Tim Timmerick, Connie Ramos, Sydney Pearson, Ray Byers, and Linda Clark.

President Bailey introduced the Classified and Exempt Employees of the Year. He read a short bio and peer comments about each of the recipients:

- Nichole Seroshek, Exempt Employee of the Year
- Danielle Casey, Classified Employee of the Year

ASLCC Officer, Sydney Pearson, introduced the Faculty of the Year winners:

- Gina Challed, Tenured Faculty
- Abbie Leavens, Adjunct Faculty

George Raiter thanked the four individuals for attending the meeting.

## 3. APPROVAL OF AGENDA

**MOTION:** By George Raiter, 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 May 15, 2019 Board Meeting
- 4B.** 2019-20 Tuition and Waiver Schedule
- 4C.** 2019-20 Quid Pro Quo Agreement with the LCC Foundation
- 4D.** Head Start Budget Revision—Request to Move Remaining FY18 Operations Funds to Construction for the new Barnes Center in the amount of \$44,000. A budget revision to the Head Start ACF Grant 10CH0207 is requested to move \$44,000 Operations Funds to Construction. There are no changes requested for the non-federal share match. See attached statement/approval with detail.

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

**MOTION CARRIED unanimously.**

**5. COLLEGE INPUT**

- 5A. President’s Report** – Chris reminded all attendees of Commencement this Friday. He also reported that enrollments continue to look soft, and we are looking at many different strategies for recruiting and retention since enrollment directly affects the operating budget. He will keep the Board updated.

Kristen Fimmel, Vice President of Instruction

- ✓ Instruction is looking closely at enrollment strategies within the division.
- ✓ The new BAS-TE program currently has 24 applications for fall quarter.
- ✓ Targeted marketing for the Medical Assisting Program has resulted in a full cohort for fall quarter.
- ✓ After meeting with various superintendents and principals of local high schools, Kristen is looking at a grant for an “Open Door” program. This would not replace our current Career Education Options (CEO) program; instead, it would target a specific population of high school students who are more interested in vocational careers.

Nolan Wheeler, Vice President of Administrative Services

- ✓ Finance Office staff are preparing for year-end close and financial statements.
- ✓ The Main Building project will be finished by the end of the month. We are planning for full occupancy for fall quarter.
- ✓ The contractor will begin site prep and construction next week on the Head Start modular building at Barnes Elementary School.

- 5B. ASLCC Report** – Sydney Pearson gave a year-end presentation of ASLCC activities.

- 5C. LCCFAHE Report** – Mark Gaither reported that the ASLCC recently recognized the Faculty Association for their continued support of the Food Pantry. He said the latest play at Center Stage was a great success, and that the 19<sup>th</sup> edition of the *Sala! Review* is now available. The Art Gallery is now accepting art from our welding students, which is a first. Dana Cummings piloted a successful course on management in the Business 100 class, and several Faculty attended conferences this quarter.
- 5D. WFSE Report** – N/A
- 5E. Effectiveness and College Relations** – Wendy Hall reminded Trustees to arrive by 5:15 for Commencement Friday evening. Work continues on the ctcLink project in the form of large amounts of data configuration, and the “go live” date is still on schedule for Feb. 2020. Unfortunately, our Project Manager is leaving to go to work for the State Board.
- 5F. Foundation and Human Resources** – Kendra Sprague reported that the Foundation raised \$3.5M in donations this year! They had 289 new donors, and the donor retention rate rose to 68%. Online ticket sales to the July 11<sup>th</sup> Black Bears game will benefit the LCC Foundation. The Horns and Halos Gala is scheduled for Sept. 28.
- 5G. Head Start/ECEAP Written Report** – The report includes the monthly status and program reports for April 2019.

## 6. PUBLIC COMMENT

## 7. INSTITUTIONAL MONITORING

### 7A. Institutional Excellence Monitoring Report –

Nolan Wheeler and Kendra Sprague provided highlights of the report, including the actions as a result of reviews from the past monitoring reports. The review team recommended removing the accrual of professional development units by full-time faculty as it has been problematic for many years. This KPI will be brought to the Board for discussion at the summer workshop. Steve Vincent asked that Administration explore other measurable KPIs for professional development. Another KPI to be discussed at the workshop is the financial infrastructure. Kendra and Nolan wrapped up the report with a review of the SWOT analysis as determined by the Review Team.

## 8. BOARD BUSINESS/INFORMATION ITEMS

- 8A. 2019-20 Operating Budget** – Nolan explained that declining enrollment directly impacts revenue. The new allocation model has provided some increased revenue for the past 2-3 years, but if our enrollments do not increase and other colleges’ enrollments increase, our allocation will decrease. Despite reducing our budget by \$943,000, the budget increased by \$1.8M due mostly to an increase in colas and

benefits. The operating budget—as presented—does not use any reserve funds; however, if enrollments decline more than 3%, the budget will have to be adjusted.

**MOTION:** By Bob Gregory, seconded by Alice Dietz,  
That the fiscal year 2019-20 Operating Budget of \$25,934,582.00 be approved as presented.

**MOTION CARRIED** unanimously

**8B. Draft Strategic Plan and Recommended KPI Adjustments**

Wendy Hall explained that the attached strategic plan is a draft preview for the July board meeting discussion. The Strategic Plan will now incorporate the strategic initiatives as well as the annual priorities. In addition, categories have been added to help illustrate the connectivity between different planning processes that occur throughout the college. The attached draft strategic planning document has been reviewed by the campus community and will be brought to the Board in July for approval.

Bob Gregory asked that we provide last year’s annual priorities for comparison.

Wendy explained that this is a good time to review and change our KPIs since we are between accreditation cycles. The recommendations are primarily based on incorporation of Guided Pathways best practices into our framework, most significantly around diversity and equity. These, too, will be brought to the Board for approval in July.

**8C. Discuss Agenda for the July 17<sup>th</sup> Summer Workshop**

Chris explained that the draft agenda contains the annual topics, such as the Board self-evaluation and the report of accomplishments. This year will also include a discussion on recommended revisions to the strategic plan, as well as a KPI discussion.

The Strategic Visioning portion affords the Board an opportunity to look ahead. President Bailey asked the Trustees to provide topics that they would like to see added to this portion of the agenda.

**9. EXECUTIVE SESSION –**

At 6:40 p.m., Chair Steve Vincent announced that the Board would now go into executive session pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee. The executive session will conclude at 6:55 p.m. No action anticipated.

**10. ADJOURN EXECUTIVE SESISON**

Chair Vincent re-opened the public meeting at 6:55 p.m.

**11. ACTION as a RESULT of EXECUTIVE SESSION**

None

**12. ADJOURNMENT**

With no further business, Chair Vincent adjourned the meeting at 6:56 p.m.

**On July 17, 2019, the Board of Trustees of Community College District 13 approved minutes of the June 19, 2019 Meeting**

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Christopher C. Bailey, Secretary to the Board