

MINUTES

September 25, 2019

4:15 – 5:00 Annual Head Start Governing Board Training

Attending: Steve Vincent, Alice Dietz, Bob Gregory, George Raiter, Heather Mansy, Chris Bailey, Nolan Wheeler, Sue Orchard, Kendra Sprague, Wendy Hall, and Mindy Leasure.

Mindy Leasure, Director of Head Start/EHS/ECEAP, explained that today's training is for the governing body. This is the first year that the training has combined the Executive Leadership Team and the Board of Trustees (see attendee names above). These groups represent two branches of the governing body--the policy council is the third branch.

During the training, Mindy covered the following topics with the Board and the ELT:

1. Regulations (Head Start Act, HS Program performance standards & code of federal regulations)
2. Training requirements
3. Parent Committees
4. The composition and duties of the Policy Council
5. Governing Board composition and duties
6. Impasse procedure, and
7. The focus area one federal review, which will be held October 15-18. Alice Dietz will be representing the Board of Trustees and Nolan Wheeler the Executive Leadership Team for the program design and management meetings on October 15.

1. CALL TO ORDER

(DETERMINATION OF QUORUM)

Chair Steve Vincent called the regular meeting of the District 13 Board of Trustees to order at 5:02 p.m., on September 25, 2019 in the Heritage Room (ADM) of Lower Columbia College. When the meeting was called to order, the following individuals were present; there was a quorum.

BOARD OF TRUSTEES:

Heather Mansy
Bob Gregory
Steve Vincent
George Raiter
Alice Dietz

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Wendy Hall, Sue Orchard, Kendra Sprague, Nolan Wheeler, Karen Joiner, Mindy Leasure, Kim Witherspoon, and Linda Clark.

2. **INTRODUCTION OF GUESTS** - None

3. **APPROVAL OF AGENDA**

MOTION: By Bob Gregory, seconded by George Raiter,
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 July 17, 2019 Board Workshop
- 4B. Minutes of the August 5, 2019 Special Meeting
- 4C. Head Start Policies: EDUC 91 and EDUC 2a
- 4D. 5% Tuition Waiver for Contracted International Students

MOTION: By George Raiter, seconded by Heather Mansy,
That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. President's Report – Chris reported that the College's customer service initiative was formally "kicked off" at the September 16th all-staff meeting with a presentation from Red Canoe Credit Union Training staff. Customer service will be a focus throughout the year.

Enrollment is up about half a percent: Academic transfer is up 2.7%; prof/tech is up 16%; Running Start is up 13.2%; CEO is up 5.5%; online enrollments are up 31%; and enrollment in the International Program is up 26%. The International Program netted a profit last year of approximately \$66,000 and contributed \$25,000 to the operating budget.

Yesterday was the first day for our BAS-TE class of 23 students. Ann Williamson will be presenting an update on the BAS program at the October Board meeting.

Karen Joiner, Instruction

- ✓ Instruction is working hard, along with other departments, on Guided Pathways. CtcLink is challenging, but the work is getting done in preparation for the spring go-live date.

Nolan Wheeler, VP of Administrative Services

- ✓ Main Building is open and classes are being held!
- ✓ The Head Start modular at Barnes Elementary is operational, and students started attending this morning.

- ✓ He will begin preparing revenue forecasts after the close of fall quarter (by the first part of October). Work has begun on the annual Financial Statements.

Sue Orchard, VP of Student Services

- ✓ Guided Pathways work in Student Services is kicking off with the implementation of the Navigate student onboarding and advising platform. This system will be much more interactive than what we've used in the past.
- ✓ The One-Stop Center in Admissions had a soft launch. It will be staffed by full-time staff who can provide expertise in various student services areas, such as advising, registration, and financial aid. The Testing Center has moved to Main Building.

- 5B. ASLCC Report** – Not available. A student representative will be attending the Board meetings starting next month, per Sue Orchard.
- 5C. LCCFAHE Report** – Written report submitted by Brad Benjamin.
- 5D. WFSE Report** – Written report was submitted by Tracy Stanley.
- 5E. Effectiveness and College Relations** – Wendy Hall reported on the following:
- ✓ CtcLink - Clark College will go live in October, which means LCC will go live on March 9, 2020 with the other DG3 schools. Our testing phase begins November 12 and will run through January. Training for all employees will roll out in January.
 - ✓ The In-Service week session regarding general assessment (global skills) was very successful.
 - ✓ The Northwest Commission (NWCCU) recently adopted new standards in August, which take effect January 2020. This will change LCC's reporting cycle in that the college won't have to provide a Year 1 report, but will respond to the three recommendations.
 - ✓ LCC's 85th birthday celebration will be held next week, October 2, 11:30 – 1:00 in the RCA lobby. All are invited.
- 5F. Foundation and Human Resources** – Kendra Sprague reported that details are being finalized for this Saturday's Gala. In addition to honoring the Alumnus and Benefactor of the Year, a brand new college video will be presented. The featured student speaker is one of our first BAS-TE students. The Foundation received great participation during the GiveMore 24 fundraising event. Over \$16,000 was raised for the athletic excellence fund. Scholarship awarding is complete, and the annual Scholarship Social will be held November 6. The LCC and Faculty Association Contract Maintenance Teams met regarding increment funding (professional development). This year, all outstanding and current faculty salary increments will be fully funded. In addition, the Nursing salary allocation was successfully negotiated.
- 5G. Head Start/ECEAP Written Report** – The report includes the monthly status and program reports for June 2019.

6. PUBLIC COMMENT – None

7. INSTITUTIONAL MONITORING

7A. Fiscal Year FY 2019 Year-end Budget Status Report – Nolan Wheeler reported that the college posted a net increase in its fiscal equity for the first time since 2016 (cash and assets). He reviewed the year-end fund equity summary and provided details of the operating revenue and expenditure activity. President Bailey said that the mid-year budget adjustments by the Executive Leadership Team made the difference.

8. BOARD BUSINESS/INFORMATION ITEMS

8A. Pathways 2020 Community Report Card - Sue Orchard, as a new member of the Pathways 2020 Board, presented a brief report on the 2019 Pathways 2020 Community Report Card—this being the twentieth edition. The report looks at the needs of Cowlitz County, and notes improvement in many areas where the County lagged before, as well as the need to recognize, develop and implement solutions to common concerns. Pathways has used the information to champion many projects throughout the years. While it is not practical to meet the demands of all areas at once, Pathways helps develop positive solutions and collaborations to make Cowlitz County a welcoming and quality place for all who live, work and play there. Steve Vincent said he had been a member of the first few Pathways Committees and asked if data is available from 2000-01 for comparison sake. Vice President Orchard said she find out and report back.

8B. Committee Assignments for Trustees –All will stay the same as this year, except Alice Dietz will pick up the Foundation Board duties for Heather Mansy.

8C. Review Board Self-Evaluation – The Board reviewed the compiled self-evaluation document. At the conclusion of their discussion, they decided to monitor and discuss the self-monitoring twice per year (Feb. and July).

9. EXECUTIVE SESSION - None

10. ADJOURNMENT

With no further business, Chair Vincent called for a motion to adjourn the meeting at 6:06 p.m.

MOTION: By Bob Gregory, seconded by Heather Mansy,
That the meeting be adjourned

MOTION CARRIED unanimously

On October 16, 2019, the Board of Trustees of Community College District 13 approved minutes of the September 25, 2019 Meeting.

Christopher C. Bailey, Secretary to the Board