

MINUTES

JANUARY 17, 2018

1. CALL TO ORDER

(DETERMINATION OF QUORUM)

Chair Bob Gregory called the regular meeting of the District 13 Board of Trustees to order at 5:02 p.m., on Wednesday, January 17, 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
Heidi Heywood
Steve Vincent
Heather Mansy arrived @ 5:05 p.m.

COLLEGE PRESIDENT: Absent

Others in attendance: Wendy Hall, Kendra Sprague, Nolan Wheeler, Kim Witherspoon, Clinton Howard, and Linda Clark.

2. INTRODUCTION OF GUESTS

Mark Gaither, representing the Faculty Association; Alex Brehm, probationary faculty, Tamra Bell, Karen Joiner, Paz Clearwater, Amber Lemiere, and Brittney Lovely.

2A. Transforming Lives Nominee

Wendy Hall explained that the State Trustees Association annually recognizes one student from each of the 34 system colleges whose lives have been transformed by attending college. This year, Clinton Howard was selected as LCC's nominee. Kendra Sprague presented a \$500 check to Clinton on behalf of the LCC Foundation. Heidi Heywood explained that she has served on the selection committee for a number of years and has never felt so personally proud of LCC's nominee.

3. APPROVAL OF AGENDA

MOTION: By Steve Vincent, seconded by Heidi Heywood,
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 December 13, 2017 Board Meeting

MOTION: By Heidi Heywood, seconded by Steve Vincent,
That the consent agenda be approved as amended.

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report – In President Bailey's absence, Vice President Nolan Wheeler provided the following information:

- ✓ Work in the welding lab was completed Jan 1. The air quality was retested with no issues to report. Our maintenance staff painted the lab and installed new LED lights prior to the start of winter quarter.
- ✓ Problems continued to be encountered with the Main Building general contractor. The general contractor is now being charged \$500/per day for liquidated damages. Sub-contractors are filing liens against the project with the State Board; however, the GC's bond does have enough capacity to take care of the entire project.
- ✓ Our vocational building capital project request was submitted on December 20, 2017. Results are anticipated to be available by mid-February.
- ✓ The budget process is starting for next year. He will present the quarterly financial report to the Board next month.

5B. ASLCC Report – Clinton Howard discussed many of the ASLCC-sponsored activities including: An update on the food pantry, the winter warm up where soup will be available to students, black light dodgeball, spirit nights and others. He has met with the Principal at St. Helens Elementary School, and LCC students will begin helping with student literacy. Student government is hoping to work these duties into their officer job descriptions which will provide continuity of the program for years to come. The ASLCC officers continue to work on bylaws and understanding of the financial codes.

5C. LCCFAHE Report – Mark Gaither shared that Armando Herbelin is again running a Chemistry parent/teen (6-10th grades) science lab through Continuing Education class. It is a repeat of the highly successful debut last year. The Language and Literature department held their quarterly retreat last Friday and are focusing on assessment and reading more journal articles in their field. Betsy Richards will be presenting the play "The Wrestling Season" this term and is getting help from a lot of people as she will transform the Center Stage Auditorium into a wrestling arena. Many faculty, staff and administrators are at the guided pathways conference in Vancouver. The IT Program and Learning Commons faculty/staff are collaborating on providing technical support for students on January 24th.

5D. WFSE Report – Not Available.

5E. Effectiveness and College Relations – Wendy Hall explained that the guided pathways workshop is our kick-off activity for the College Spark grant and matching funds from the SBCTC--\$1M total!

There have been several good articles about LCC in the *Daily News*. Just recently, LCC's art program was featured including the new Mac lab, and also a front page article on Running Start enrollment growth.

5F. Foundation and Human Resources – Kendra Sprague explained that a new paid sick leave law for part-time hourly and student employees is now mandatory. As a result, our HR staff have developed training for supervisors, and implemented policy and procedures.

On the Foundation, December was a very successful month with approximately \$50,000 in donations received. The Athletic Excellence Hall of Fame event will be held on Saturday, February 3rd. This is a main fundraising event for the Athletics Excellence fund.

5G. Head Start/ECEAP Written Report – The monthly budget status reports were not available, but will be shared at the next meeting.

6. INSTITUTIONAL MONITORING

6A. Professional/Technical Monitoring Report – Deans Karen Joiner and Tamra Bell provided a recap of this monitoring report and its related Key Performance Indicators:

- Student performance
- Demonstration of program competencies
- Licensure/certification rates
- Place rates in the workplace
- Employer satisfaction
- Relevance of programs
- Client assessment of programs and services

Amber Lemiere, Lang and Lit Faculty member, provided an in-depth look at how her department is using the Curriculum and Program Review process to assess student learning outcomes (related to the KPI: Demonstration of Program Competencies). Amber noted that her department's work identified documentation as an area of focus for the 2017-18 academic year, which validated findings from the 2017 Summer Assessment Institute.

Karen recapped the actions that have come about as a result of past reviews of this monitoring report, and she and Tamra also summarized the SWOT analysis from the monitoring report review team.

Bob Gregory said he would like to hear an analysis of why enrollments are down in areas that employers indicate they can't find enough skilled workers. Tamra said that more in-depth analysis will be shared with the Board at the February 22 workshop.

7. PUBLIC COMMENT – None

8. BOARD BUSINESS/INFORMATION ITEMS

8A. Review Draft Agenda for February 22 Workshop – A draft agenda was presented for review. After discussion, the agenda content was finalized.

9. EXECUTIVE SESSION

None

10. ADJOURNMENT

With no further business, Chair Gregory called for a motion to adjourn the meeting at 6:15 p.m.

MOTION: By Steve Vincent, seconded by Heidi Heywood,
That the meeting be adjourned

MOTION CARRIED unanimously

On February 22, 2018, the Board of Trustees of Community College District 13 approved minutes of the January 17, 2018 Board Meeting.

Christopher C. Bailey, Secretary to the Board