

# MINUTES

JANUARY 16, 2019

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## 1. CALL TO ORDER

(DETERMINATION OF QUORUM)

Trustee Bob Gregory called the regular meeting of the District 13 Board of Trustees to order at 5:02 p.m., on Wednesday, January 16, 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:** Bob Gregory  
Alice Dietz  
George Raiter

**COLLEGE PRESIDENT:** Chris Bailey

Regular attendees: Wendy Hall, Nolan Wheeler, Karen Joiner, Tracy Stanley, Brad Benjamin, Kendra Sprague, Kim Witherspoon, and Linda Clark.

## 2. INTRODUCTION OF GUESTS

Tsering Cornell, AAG, from Kim Witherspoon's office, and Brady Benjamin.

## 3. APPROVAL OF AGENDA

**MOTION:** By Alice Dietz, 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 December 19, 2018 Board Meeting

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

**MOTION CARRIED** unanimously.

5. COLLEGE INPUT

5A. **President's Report** – President Chris Bailey reported the following:

- ✓ Enrollment is essentially flat for winter, which is good news as there is general decline across the system...some schools were down as much as 18% for winter quarter. This enrollment trend obviously impacts the system's message to the Legislature and supports a request for more funding for community colleges.
- ✓ He and Wendy Hall attended the final accreditation review with the Commission last week, and are awaiting receipt of the final report. Once the report is received, work will begin to address any recommendations and/or concerns. The draft report contained many commendations, as well as three recommendations in the areas of Financial Controls; general assessment on the professional technical side regarding related instruction; and systematic review of administrative policy and procedures. Work has already begun in these areas, and there should be very minimal financial implication.
- ✓ An agreement was signed today with Western Governor's University for partnership in our regional university center. We anticipate a grand opening for the WGU partnership in March.
- ✓ He will be in Japan next week to meet with three high schools and discuss the possibility of an additional 3-week cohort, as well as high school students attending Three Rivers Christian School in Longview, then transitioning to LCC.
- ✓ He had three meetings today to discuss the new work-ready certificate in multi-craft trades. It was well received at the CEDC meeting, as well as with the superintendents from Kalama and Castle Rock School Districts. The Kalama superintendent is also looking at establishing an international program with an educational pipeline to LCC.

Karen Joiner, Interim Vice President of Instruction

- ✓ Eight faculty are attending the guided pathways cohort retreat in Vancouver this week. Everything else is stable.

Nolan Wheeler, Vice President Administrative Services

- ✓ The second quarter budget report will be given at next month's meeting.
- ✓ With annual enrollments being down, the budget situation for this year is a \$500,000 shortfall in revenue. The Cabinet has been working to find reductions and have identified cost-savings measures of about \$300,000. That leaves approximately \$200,000 to reduce before year end. Next year's budget projection shows an even bigger deficit.
- ✓ JH Kelly will be finished with the Main Building project by July. The building will be ready for the fall quarter opening.
- ✓ The flooring project in the Student Center is delayed, and the contractor will be charged liquidated damages. Nolan explained that these types of contractor problems are occurring more frequently because of the public works project regulation that the low bidder must be hired; however, waivers have been granted to municipalities in the event that the low bidder is not qualified, and we are hoping that the Legislature will extend that option to colleges.
- ✓ The audit for financial statements and Federal Head Start has gone well, although we are still waiting for the final report.

- 5B. ASLCC Report** – Brad Benjamin presented in the absence of a student representative. The ASLCC will be hosting a Chinese New Year’s celebration on Feb. 5; The Jazz Band is performing “Music through the 80’s;” The Fighting Smelt will be debating later this month, and will also be hosting a tournament on campus; The Student Nursing Organization (SNO) attended a local Hispanic event to give flu shots; and over 30 students will be working next Tuesday in the Learning Commons to provide free tech services to other students.
- 5C. LCCFAHE Report** – Brad Benjamin thanked Nolan for the work on Main, and also thanked Cliff Hicks and the Food Services crew for catering a faculty event even though the cafeteria has been closed due to the student center flooring project. He reported that LCC student welders would be competing in an event in the near future, and that LCC will once again host the welding competition. The topic for this quarter’s Community Conversations will be “Talking Food” and a food donation bin will be set-up at each conversation to help restock the LCC Food Pantry. Former LCC Instructor Mike Dugaw’s memorial service will be held in HSB this Saturday. At their monthly faculty union meeting, faculty unanimously agreed to donate \$1000 to a scholarship in Mike’s name.
- 5D. WFSE Report** – Tracy Stanley reported that the union has had really good meetings with our HR team. The main focus for classified staff at this time is with the Legislature to push for funding of the contract, and funding for higher education in general.
- 5E. Effectiveness and College Relations** – Wendy Hall explained that the CtcLink Steering Committee voted to move forward with Deployment Group 3, which means that the clock will restart with our go live date scheduled for January 2020. A lot of staff will see a tremendous increase in workload between now and then. Wendy also reminded the Trustees of the Transforming Lives dinner next Monday.
- 5F. Foundation and Human Resources** – Kendra Sprague reported that Fall quarter 2019 scholarships are opening February 1, and will close mid-April. The Athletic Hall of Fame event will be held February 2. The year-end appeal earned \$24,000, plus the Foundation received a large year-end donation.
- 5G. Head Start/ECEAP Written Report** – November 2018 monthly budget status and program report.

**6. INSTITUTIONAL MONITORING** - None

**7. PUBLIC COMMENT** – None

**8. BOARD BUSINESS/INFORMATION ITEMS**

- 8A. Review Draft Agenda for February 20 Workshop** – A draft agenda was presented for review. Bob Gregory suggested revisiting the Trustee committee assignments as an agenda item.

**9. EXECUTIVE SESSION**

None

**10. ADJOURNMENT**

With no further business, Chair Gregory called for a motion to adjourn the meeting at 5:35 p.m.

**MOTION:** By George Raiter, seconded by Alice Dietz,  
That the meeting be adjourned

**MOTION CARRIED** unanimously

On February 20, 2019, the Board of Trustees of Community College District 13 approved minutes of the January 16, 2019 Meeting.

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Christopher C. Bailey, Secretary to the Board