

LOWER COLUMBIA COLLEGE

BOARD OF TRUSTEES

MINUTES – NOVEMBER 15, 2017

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Chair Bob Gregory called the regular meeting of the District 13 Board of Trustees to order at 5:08 p.m., on Wednesday, November 15, 2017, 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
Steve Vincent
Heidi Heywood
Heather Mansy
George Raiter

COLLEGE PRESIDENT: Chris Bailey

Others in attendance: Nolan Wheeler, Sue Orchard, Brendan Glaser, Kendra Sprague, Wendy Hall, Mark Gaither, Linda McKeon, Kim Witherspoon, and Linda Clark.

2. INTRODUCTION OF GUESTS – Paul Youmans, Sue Boursaw. Jason Malozzi, Shari Samuels, both attending to fulfill probationary faculty requirements.

3. APPROVAL OF AGENDA – Chair Bob Gregory requested the addition of two items: As Item 4C of the Consent Agenda: Head Start carryover from FY 2016 for the new Head Start Center to the FY 2017 Federal Grant Award in the amount of \$1.25M; and as Item 8B of Board Business: Attendance at the 2018 National ACCT Legislative Summit. Sue Boursaw explained that the request to carryover \$1.25M from FY 2016 to 2017 is due to the delay in purchasing and installing a new modular Head Start building in Kelso, WA.

MOTION: By Heidi Heywood, seconded by Heather Mansy,

That the agenda be approved as amended with the addition of items 4C and 8B (see above).

MOTION CARRIED unanimously.

4. **CONSENT AGENDA** - The following consent items were offered for the Board's consideration.

- 4A. Minutes of the October 18, 2017 Board Meeting
- 4B. Minutes of the October 25, 2017 Special Meeting
- 4C. Head Start carryover of \$1.25M from FY 2016 to FY 2017 for the new Head Start Center in Kelso, WA

MOTION: By Steve Vincent, seconded by Heidi Heywood,

That the consent agenda be approved as amended.

MOTION CARRIED unanimously.

5. **COLLEGE INPUT**

5A. **President's Report** – President Chris Bailey reported that state-supported enrollments are still ahead of last year by about 2%, while other local colleges are reporting significant enrollment declines. In addition, our Running start FTE enrollment is up an additional 20% over last year. President Bailey also shared a report regarding completion rates as published in a Seattle newspaper. The latest LCC cohort from IPEDS--from 2013-14--showed our completion rate increased from 27% to 38%. IPEDS is based on a 3-year calculation where early transfers are not counted as completers. The Seattle Times report of a 54% completion rate, compares rates over an 8-year period of time including successful transfers. Based on those results, Lower Columbia College ranked fifth overall in our ctc system and second of the comprehensive colleges. These results reflect the great work from faculty and staff and their intervention work with students. Instruction Report, Vice President Brendan Glaser

- ✓ College Spark Guided Pathways Grant - LCC made the finalist group and is scheduled for an interview on November 27th. Of the nine finalists, College Spark will choose five to receive a grant award.
- ✓ The Welding lab is currently closed due to an air quality issue, and may be closed for a significant amount of the quarter, so we are busy working on alternative plans for staff and students. Currently, the welding is being done outside. For the students who are due to graduate at the end of this quarter, we are looking at outside labs where they can finish their work. Arrangements will be made for the other students to make up the missed time during the following quarter or quarters.

Administration and Finance Report, Vice President Nolan Wheeler

- ✓ Air quality testing has been going on since summer. The welding lab sample for heavy metals was taken on 10/25 and results were back on 11/7. While the results were within permissible OSHA levels, they didn't pass the NIOSH recommended levels. Our action was to immediately close the lab, and meet with students and faculty the next morning. A press release was sent out to staff, faculty, students and the TDN. When the initial tests were taken, welding was being done in the lab, so a second test was conducted when there was no welding being done. When those results were still above NIOSH recommendations, it led us to believe that the problem is likely in the dust.

Prior to hiring a cleaning company, we have tested for asbestos (came back negative) and lead paint and should have those results back this coming Friday. Once the results are in, it will take roughly 3 weeks for clean-up and will cost about \$50,000. After cleaning, a re-test will be done before starting up regular classes. Lab safety will be added to our new vocational building request. In our initial research, aluminum and stainless steel welding materials are the likely culprits for arsenic, but those products only make up about 5% of the welding materials used in welding classes. In addition to student safety, we are concerned about faculty safety, as well, so they have been offered additional testing.

- ✓ Main Building – Estimated completion is about a month away. We have rejected the general contractor's brick work, and some of their welds did not pass inspection—both need to be fixed before the project can be finalized.

Student Services Report, Vice President Sue Orchard

- ✓ Part of our student outreach and enrollment efforts has been to look at long term planning. We were able to partner with La Chispa (The Spark) who provides leadership and life skills for Latino youth in middle school with a focus on academic success, self-confidence, community service and strengthening cultural identity. There were approximately 150 middle school students with their high school mentors and advisors on campus November 7 to learn about LCC.
- ✓ Student Services is discussing barriers that students face outside of school issues. Food insecurity within community college students is high. Due to eligibility, transportation, etc., to food resources within the community, we decided to start a food pantry on campus. ASLCC is providing the \$3000 start-up costs. Not only will a food pantry meet an immediate need for students, it will also provide an avenue to talk with individual students and help them with long term plans and resources. Clinton Howard interjected that there was a tremendous turnout for Harvest Fest where a generous amount of food was donated for the pantry. The ASLCC is holding a naming competition for the food pantry, and they are hoping to be open for business winter quarter. An AmeriCorps representative will be helping in the pantry.

- 5B. ASLCC Report** – Clinton Howard provided a follow up on ASLCC awareness activities. The Breast Cancer fundraiser was successful, and the ASLCC is working to have an awareness event every month. The new Red Devil mascot costume is awesome and has been registered for the 2018 mascot challenge. There will be a student relaxation day during finals week and the Library will be having therapy animals on campus again. There will be a holiday bingo event where students will have an opportunity to win essential gifts. Last but not least, the ASLCC will be doing a wreath giveaway which will hopefully provide 100 students with gift cards.

There will be a student representative on each tenure review committee this year, and work is underway to put together tenure training for next year's ASLCC officers. Student Government is also working on bylaws. Communications training is being facilitated by our counselor, Esther Sexton.

ASLCC in the beginning stages to present a proposal to the Longview School District to develop a literacy program where LCC students will work with some elementary schools to provide mentoring for their students.

- 5C. LCCFAHE Report** – Mark Gaither provided a report on several faculty happenings, such as:
- Hiedi Bauer presented at the national humanities conference this week. She also had another a poem published.
 - Amber Lemiere and Klint Hull are working on the *Salal* Review and have received over 130 submissions.
 - Armando Herbelin took the chemistry club to participate in an educational poster contest where they took second place against 2 and 4-year colleges.
 - Our student nurses administered over 300 flu shots this quarter.
 - Our drama department’s quarterly product, *The Red Herring*, goes through this weekend.
 - The Symphonic Band winter concert will be held on Nov. 21, the Jazz concert will be held on Nov. 28, and the Choir concert on Dec. 1
 - LCC’s Fighting Smelt will be hosting a debate tournament on Dec. 2-3.
 - The Lang and Lit Faculty are in the process of creating self-directed placement videos for English classes.
 - Mark recently presented to the Health & Wellness community leaders about asset mapping for mothers and children.
- 5D. WFSE Report** – Tracy Stanley was not able to attend but did provide a written report which was read by Linda McKeon. Staff members continue to be active in union and social justice issues that affect state workers. Preparations continue for the next round of contract negotiations, and trainings are ongoing for stewards in an effort to resolve issues at the lowest level possible .
- 5E. Effectiveness and College Relations** – Wendy Hall reported that during the next couple of months, we will be completing a readiness assessment in preparation for ctCLink conversion even though it has been pushed out a few years. The State Board and possibly one college (not LCC) will be next on the conversion cycle.
- Our Year 7 accreditation visit will be held October 17-19, 2018, so preparations continue for submittal of our written report in August. By September of next year, we will know if the evaluators will request meetings with any of the Board members.
- The monitoring report cycle kicks off next month. We will have a number of students involved in the monitoring report review teams.
- 5F. Foundation and Human Resources** – Kendra Sprague reported that the scholarship social was very successful. Over 340 were in attendance, and a record \$374,000 in scholarships was awarded. Our HR team won a national award for NeoGov

implementation (the online application system). LCC also won the Walktober challenge, defeating Clark and WSU-Vancouver.

- 5G. Head Start/ECEAP Written Report** – Included in the Head Start/EHS/ECEAP written report:
- ✓ Head Start/EHS/ECEAP monthly program report – September 2017

6. INSTITUTIONAL MONITORING

- 6A. Head Start Bi-Annual Report/Training** – Suzanne Boursaw and Paul Youmans presented the bi-annual Board training and update on the Head Start/EHS/ECEAP program. Included in their report: A history of the local Head Start program, community assessment data, the number of students/families served in the various programs (508 students), Shared Governance structure, Assessment, the 2015-2020 Strategic Plan, School Readiness (although data was not available due a problem with the state's data system), accomplishments and next steps.

Paul Youmans explained that for the first time in many, many years, the Head Start program does not have a wait list because fewer families are income eligible. This is initially being attributed to the rise in minimum wage with no corresponding change to the poverty level. He also explained the Shared Governance structure including the Head Start Policy Council and Board of Trustees.

Sue Boursaw briefly summarized the Head Start Strategic Plan for the period of 2015 - 2020. The plan will likely be adjusted as assessment results are analyzed. She also explained the Policy Council's role in development of school readiness goals and subsequent assessment.

As for accomplishments, Sue shared that the Center received its highest score ever on the CLASS Federal Review, the successful conversion of three classrooms to 6-hour programs, the addition of five teaching assistant positions, and many others. Looking ahead to licensing the remaining three sites, a new classroom in Kelso, and staff and family recruitment.

- 6B. Quarterly Budget Report** – Vice President Nolan Wheeler provided a summary of the first quarter's financial review including a funds equity summary, and operating and expenditure activity. No questions.

7. PUBLIC COMMENT – None

8. BOARD BUSINESS/INFORMATION ITEMS –

- 8A. 2018 Board of Trustees Meeting Schedule** – Chair Gregory called for a vote on the 2018 Board of Trustees meeting schedule, which was reviewed at the October meeting, and amended as a result.

MOTION: By Heidi Heywood, seconded by George Raiter,

That the 2018 Board of Trustees meeting schedule be approved as amended.

MOTION CARRIED unanimously.

8B. Attendance at the 2018 ACCT Legislative Summit – Chair Gregory explained that Heather Mansy has expressed interest in attending the annual ACCT Legislative Conference in Washington, DC in February 2018, which will need Board consideration and approval.

MOTION: By Heather Mansy, seconded by Heidi Heywood,

To approve Heather Mansy’s attendance at the February 2018 ACCT Legislative.

MOTION CARRIED unanimously.

9. EXECUTIVE SESSION – None

10. ADJOURNMENT - With no further business, Chair Gregory called for a motion to adjourn at 6:37 p.m.

MOTION: By Steve Vincent, seconded by Heidi Heywood,

That the meeting be adjourned.

MOTION CARRIED unanimously.

On December 11, 2017, the Board of Trustees of Community College District 13 approved minutes of the November 15, 2017 Board Meeting.

Christopher C. Bailey, Secretary to the Board