

# MINUTES

November 28, 2018

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## 1. CALL TO ORDER

(DETERMINATION OF QUORUM)

Chair Heather Mansy called the November 28, 2018 regular meeting of the District 13 Board of Trustees to order at 5:00 p.m. in the Heritage Room of the Administration Building of Lower Columbia College. When the meeting was called to order, the following individuals were present; there was a quorum.

Chair Mansy introduced LCC's newest trustee, Alice Dietz. Alice is an LCC alumnus and former soccer player. She has been involved in many community-oriented roles, and is currently the Public Relations Officer for Cowlitz County PUD.

**BOARD OF TRUSTEES:** Heather Mansy  
George Raiter  
Bob Gregory  
Alice Dietz

**COLLEGE PRESIDENT:** Chris Bailey

Regular attendees: Nolan Wheeler, Wendy Hall, Kendra Sprague, Sue Orchard, Brendan Glaser, Tracy Stanley, Kim Witherspoon, and Linda Clark.

## 2. INTRODUCTION OF GUESTS

Tim Timmreck (ASLCC Senator), Jim Dillinger, Randy Byrum, Kari Alblinger, Mindy Leasure, Paul Youmans, Shain Wright, Stacey Sowders, Judy Strayer, Mallory Gruber of the *Daily News*, and probationary faculty members Anita Quirk, Mary Hebert, and Holly Brewster.

### Transforming Lives Nominee:

Vice President Wendy Hall introduced the 2018-19 Transforming Lives Nominee, Gordon Bolar, and explained that this award is given to one student per college, and is selected by the Board of Trustees. Instructors Jim Dillinger and Randy Byrum provided background on Gordon's time as an LCC student and student worker. They said Gordon was an extremely successful student and his dedication and commitment to his educational and personal goals truly transformed his life. This resulted in Gordon being hired by the local Diking District. In fact, his currently employer was represented at the meeting by Judy Strayer. Kendra Sprague then presented Gordon with a check from the LCC Foundation in the amount of \$500.

Student Ambassadors:

Vice President Sue Orchard explained that less than a year ago, she had the opportunity to hire two individuals, Shain Wright and Stacey Sowders, and had asked them to develop a student ambassador program. Shain and Stacey explained that they worked with several departments across campus, as well as researching best practices from other colleges and universities, to develop a student ambassador leadership program. The selection criteria and process was rigorous resulting in 40 applications for the 7 positions. Having the student ambassadors has been very helpful in expanding outreach and retention efforts. This year's ambassadors, Ashley Smith, Tal Fleming, Thuong Hoang, Ruth Muchai, David Jones, Jelesta Cuadra and Joy Chen, each shared some of their experiences as ambassadors.

**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****4A: Minutes of the October 17, 2018 Board Meeting****4B: Head Start and Early Head Start Supplemental Application to Increase Program Hours.**

Background: LCC Head Start request Board approval to apply for the Supplemental Grant to Increase Program Hours offered through the Office of Head Start for program operation funds and start-up costs. A waiver will be requested for the standard 20% non-federal match.

**4C: LCC Early Head Start Expansion and EHS Child Care Partnership Grant Application.**

Background: LCC EHS request Board approval to apply for EHS Expansion and EHS – Childcare Partnership Grants for the purpose of expanding access to high-quality, comprehensive early learning services for low-income infants and toddlers and their families. A waiver will be requested for the standard 20% non-federal match.

**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** – President Bailey reported that the search for a new VPI has almost wrapped up and there should be a selection in the very near future. He also reported that:

- ✓ Enrollments are down approximately 5.8%. As a result, revenue projection is down about \$400,000. The Executive Leadership Team will be monitoring the

budget very carefully and developing strategies to ensure that a balanced budget is met for the year. He shared an updated chart of enrollment -vs employment.

- ✓ The recent accreditation visit resulted in four commendations in the areas of Student Assessment, Library and Tutoring Services and staff, Safety and Security, and exemplary commitment to Student Success. President Bailey explained that it was very satisfying to be recognized for the dedication and efforts that were put into these areas by staff and faculty. The college also received three recommendations in the areas of financial reporting/internal controls, learning outcomes in vocational programs, and ongoing review of administrative policies. The college has already begun working on solutions in these three areas.
- ✓ He met with Longview and Kelso school district superintendents and administrators to explain the college's proposed "13th year" program for vocationally-interested students--it was met with great enthusiasm.
- ✓ The College's BAS in teacher education program was approved by the State Board, but we cannot advertise or recruit students until approval is given by the Northwest Commission, as well as the Professional Educators Standards Board (PESB). The program has been submitted to both of these accrediting agencies.

#### Vice President Brendan Glaser - Instruction

- ✓ The plan is to implement the BAS by next fall (2019).
- ✓ Our Guided Pathways coaches were on campus last week. Three main topics of discussion included program mapping, advising and onboarding, and data. We are in the process of forming a steering committee that will start work in January and help guide the various work groups.
- ✓ There are challenges facing our Head Start, Early Head Start, and ECEAP programs, but he is confident that the team will find solutions. Some of the challenges will involve legislative action.

#### Vice President Nolan Wheeler – Administrative Services

- ✓ Nolan acknowledged the work of Brandon Ray, Janel Skreen, Richard Hamilton, and Jason Arrowsmith in the areas of safety and security, resulting in a commendation by the accrediting team. George Raiter thanked Nolan for the work his team did during the Patriot Prayer visit.
- ✓ The State auditors are on campus to audit Head Start and Financial Statements.
- ✓ Staff is finalizing the \$3.4MM COP, which will be part of the state's bond sale in Feb/March. This COP is to finish the Main Bldg. renovation.
- ✓ The Finance Department is working to close-out the EDA grant for health & science equipment. Nolan provided a slide show of some of the major pieces of equipment that the grant funded, and President Bailey thanked the Foundation for matching the grant funds.

#### Vice President Sue Orchard - Student Services

- ✓ Sue highlighted the DOE grant (\$49,000 for 4 years) for our Early Learning Center. The grant will help subsidize childcare costs for students.

- 5B. ASLCC Report** –Tim Timmreck, ASLCC Senator, provided an update on ASLCC activities. At the CUSP retreat, legislative talking points were put together focusing on providing services for incarcerated students, and pushing for free textbooks.
- 5C. LCCFAHE Report** – Brad Benjamin was unable to attend, but provided a written update for the Board.
- 5D. WFSE Report** – Tracy Stanley reported that classified staff are busy gearing up for projects during the winter break between quarters. Staff are continuing to get more involved at the state level. The local is providing more trainings for stewards, as well as conducting contract trainings. They are working with HR to solve concerns at the lowest level possible. Of the 10 locally-elected positions, 8 are occupied by LCC staff.
- 5E. Effectiveness and College Relations** – Wendy Hall reported that the ctcLink project is slowly converting from Legacy to PeopleSoft. If all goes well with the readiness assessments, LCC should be live with PeopleSoft in January 2020.
- 5F. Foundation and Human Resources** – Kendra Sprague explained that Joe Fischer increased his donation to \$500,000 for the Art Gallery and related programs! The Foundation launched their annual appeal for year-end giving. The Foundation Board selected Dolores Rodman as their Benefactor of the Year, and she will be attending the September gala.

The Vice President of Instruction selection process has concluded. All forums were very well attended and we received a lot of input from the resulting surveys.

- 5G. Head Start/ECEAP Written Report** –
- ✓ Budget Status and Monthly Program Reports for September 2018
  - ✓ Informational: Early Childhood Education Assistance Program (ECEAP) Expansion – Request for Application: Background: LCC ECEAP provides notification to Board for intent to apply for ECEAP expansion slots in order to provide the full infrastructure for high-quality ECEAP services in alignment with the Department of Children Youth and Families and ECEAP Performance Standards.
- 5H. ACT/LAC Conference Report** –
- Chair Mansy explained that she, Bob Gregory and Alice Dietz attended the Fall ACT/LAC conference in Seattle. She explained that the Legislative Action Committee is an important component of a Trustee’s role to provide information to legislators. Alice said that this was her first official Trustee role and she enjoyed the supportive environment and the content of the conference. Bob Gregory gave kudos to Heather for her co-chair role. He explained that copies of the legislative agenda, operating and capital budgets were included in each Trustee's packet for review. He asked if a similar LCC-specific one-pager of talking points could be developed. Wendy and Chris will work to develop the document.

**6. PUBLIC COMMENT – None****7. INSTITUTIONAL MONITORING****7A. Bi-Annual Head Start Report and Board Training -**

Mindy Leasure 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, program design, management system and timeline, community assessment data, the number of students/families served in the various programs, and program assessment information.

Mindy explained that the program serves 528 children and families at 7 locations within the service area, and that the program's mission statement drives the work within the program. The program design includes early education and comprehensive services. The Management System (Leadership and Governance) includes the LCC Board of Trustees. She shared the program planning timeline, and a preview of funding applications.

Paul Youmans provided information on the most recent community assessment. Recent DOE revisions changed the community assessment from a 3-year to a 5-year assessment using data that describes strengths, needs and resources used for community wide strategic planning.

**Challenges:**

- ✓ We are currently serving 57% of the eligible children. The State increase in minimum wage has made many families ineligible for the program which has negatively impacted enrollment in ECEAP. Staff have increased recruitment activities, but it hasn't resulted in increased enrollment. The State will hold us accountable and will reduce slots if we can't fill them. Head Start is working with the LCC Early Learning Center to blend resources in order to continue serving families. The State HS/ECEAP association will be lobbying the legislature hard to increase the poverty level so that more families will be eligible for services.
- ✓ Families need more flexibility in childcare, such as full-day care. The change to full day programs has reduced our available facilities, compounded by our inability to renew classroom space at Catlin and Wallace schools.
- ✓ By July 2019, all of our centers must hold childcare licensure. Four of our sites were licensed last year, with two remaining for this year.
- ✓ A Head Start teacher makes roughly \$26,000 less than a public elementary teacher, making recruiting extremely difficult. We have a great training program for individuals interested in becoming early childhood teachers.

Mindy concluded the report by reviewing assessment data from Teaching Strategies Gold.

**8. BOARD BUSINESS/INFORMATION ITEMS**

**8A. 2019 Board of Trustees Meeting Schedule** – After reviewing the proposed schedule, the following motion was made:

**MOTION:** By George Raiter, seconded by Alice Dietz,  
That the 2019 Board of Trustees Meeting Schedule be approved as presented.

**MOTION CARRIED** unanimously.

**9. EXECUTIVE SESSION** - None

**10. ADJOURNMENT**

With no further business, Chair Mansy called for a motion to adjourn the meeting at 6:46 p.m.

**MOTION:** By Bob Gregory, seconded by Alice Dietz,  
That the meeting be adjourned

**MOTION CARRIED** unanimously.

**On December 19, 2018, the Board of Trustees of Community College District 13 approved minutes of the November 28, 2018 Meeting.**

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Christopher C. Bailey, Secretary to the Board