

# MINUTES

March 20, 2019

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**1. CALL TO ORDER**

(DETERMINATION OF QUORUM)

Chair Heather Mansy called the regular meeting of the District 13 Board of Trustees to order at 5:04 p.m., on Wednesday, March 20, 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:** Alice Dietz  
Bob Gregory  
Heather Mansy  
Steve Vincent

**COLLEGE PRESIDENT:** Chris Bailey

**2. INTRODUCTION OF GUESTS**

Regular attendees: Wendy Hall, Sue Orchard, Kristen Finnel, Karen Joiner, Kendra Sprague, Nolan Wheeler, Tim Timmreck, Tracy Stanley, Kim Witherspoon.

Guests (per sign-in sheet): David Rosi, Sydney Pearson, Robert Kamau, Matthew Keevy, Lindsay Keevy, Mindy Leasure, Nathan Shepherd, Sarah Griffith, Danielle Casey, Maryanne Hirning, Katelyn Berezo, Andrea Gillaspay-Steinhilper, Michal-Ann Watts, Stefanie Neill, Alex Brehm, Caitlin Brehm, Marie Boisvert, Jim Stanley, Adam Wolfer, Randy Byrum, Natalie Richie, Melinda Harbaugh, Tamra Bell, Pete Livins, Kyle Hammon, Morgan Salisbury, Brad and Brady Benjamin, Nicole DiGerlando, Jennie Mynhier, Jennie Castle, Peipei Wallace, Mark Gaither, Dana Cummings, Armando Herbelin, Katrina Fuller, Amber Lemiere, Pascal Mansy, Heidi Carmody, Mallory Gruben of the Daily News, and Linda Clark, recorder.

**2A. Introduction of Lower Columbia College's All-Washington Academic Team**

Wendy Hall introduced LCC's two All-Washington Academic Team members—Samantha Cohen and Jenna LaFontaine. Both will be celebrated at the All-Washington Academic Team ceremony in Olympia with Governor Inslee. On behalf of the LCC Foundation, Kendra Sprague presented each student with a \$250.00 check.

**3. APPROVAL OF AGENDA**

**MOTION:** By Alice Dietz, seconded by Bob Gregory,  
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 February 20, 2019 Board Meetings

**4B.** Head Start/EHS (Non-Competing New) Funding Grant, FY2019, Grant ACF 10CH0207 in the amount of \$4,023,613. This amount includes a 1.77% COLA of 468,976. This approval includes the conversion of 13 Head Start center-based slots to 10 EHS home-based slots resulting in the reduction of four Head Start part-day slots.

**4C.** Head Start/EHS/ECEAP Budget Revision, FY 2018, ACF Grant #10CH0207 in the amount of \$27,387 for vehicle replacement.

**MOTION:** By Bob Gregory, seconded by Steve Vincent,  
That the consent agenda be approved as presented.

**MOTION CARRIED unanimously.**

**5. TENURE CONSIDERATION**

Chair Mansy explained that the Board reviewed probationary faculty materials during the March 13, 2019 executive session, and entertained a motion for award of tenure.

**MOTION:** By Bob Gregory, seconded by Steve Vincent,  
  
I move that the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committees at the special executive session on March 13, 2019, do hereby grant tenure to Alex Brehm, Lindsey Keevy, Morgan Salisbury, and Nathan Shepherd effective with the beginning of Fall Quarter 2019.

**MOTION CARRIED unanimously**

At 5:12 p.m., Chair Mansy called for a 5 minute recess to congratulate LCC's newest tenured faculty. She re-opened the public meeting at 5:17 p.m.

**6. COLLEGE INPUT**

**6A. President's Report** – President Chris Bailey reported that the administration and staff are working on next year's operating budget where they are estimating the need to make approximately \$850,000 - \$1.1M in cuts. He thanked Cabinet for their diligence in working through this difficult budget environment, and thanked interim VP Karen Joiner for her leadership during the transition.

President Bailey said that Lieutenant Governor Habib may be on campus tomorrow morning, although he hasn't received confirmation yet.

Chris introduced Kristen Finnel, LCC's new VP of Instruction. Her background is in early learning education. She served as the Dean of Health and Human Services at Moraine Park Technical College in Wisconsin before accepting the position at LCC. Kristen has a

strong vocational background. He then asked the vice presidents to provide updates from their areas:

Kristen Finnel, Vice President of Instruction, and Karen Joiner, Interim VP of Instruction

- ✓ The college received notice that English Instructor, Hiedi Bauer, was named the recipient of the 2019 Anna Sue McNeill Assessment Teaching & Learning Award, for outstanding contributions to teaching, students learning and assessment.
- ✓ The Instruction Team is addressing the Board's suggestions for tenure forms.

Nolan Wheeler, Vice President of Administrative Services

- ✓ Nolan explained that the State Board allocation just came in. If COLAs are fully funded as well as the increase in health benefits, we will be looking at cuts of \$850-900,000.; however, if these items are not fully funded, the shortfall rises to approximately \$1.1M.
- ✓ The Main Building project is on schedule to finish in June. Furniture and moving will take place during summer.
- ✓ Bids for the Head Start modular site work in Kelso came in about \$200,000 over estimate. We are hoping to get some donor help, but if not, he will be back to ask the Board for money to loan to Head Start to cover the cost.

Sue Orchard, Vice President of Student Services

- ✓ Consultants from the student success management software (Navigate) were on campus for training of staff and faculty.
- ✓ She reported that our TRIO program exceeded every marker in its annual performance review.

- 6B. ASLCC Report** – Tim Timmreck reported that again this years, therapy animals and massages were available to students during finals week. Officers are busy traveling to Olympia to meet with Legislators, reviewing current bylaws, job descriptions, etc.
- 6C. LCCFAHE Report** – Not Available
- 6D. WFSE Report** – Tracy Stanley reported that most of their members are working the Legislators in Olympia focusing on getting contracts funded.
- 6E. Effectiveness and College Relations** – Wendy Hall explained that LCC has had a long partnership with WGU’s online programs and she is pleased to announce that WGU will now be a resident partner in our University Center. A partnership celebration will be held on April 17 @ 11:00.
- 6F. Foundation and Human Resources** – Kendra Sprague said that the annual Community Report went out the end of last month. Mallory Gruben penned a great article for the kick-off of the TDN-sponsored Students-in-Need campaign. This is the fourth year that the *Daily News* has partnered with LCC. This year’s goal is to raise \$50,000. The Foundation Board approved naming of the fitness center as the Stoller Athletic Center. The Foundation will be giving out \$50,000 in Foundation grants, \$50,000 in exceptional faculty grants, and approximately \$400,000 in student scholarships for next year.

**6G. Head Start/ECEAP Written Report** – January 2019 monthly budget status and program report.

**7. PUBLIC COMMENT** – Tim Timmreck expressed concern over the projected budget cuts where faculty will be reduced, and that more exempt staff should be cut. President Bailey explained that no decisions have been made, and our hope is that there will be no cuts to tenured faculty.

**8. BOARD BUSINESS/INFORMATION ITEMS**

**8A. International Program Report** – Marie Boisvert, Director of International Programs, provided an update on the International Program. The program has 24 fulltime students for spring, which is the largest number ever, and they come from seven different countries. Eleven students graduated from the program this year. We have a couple of applications for fall, which is much earlier than in the past, and we have 14 applications for summer. Of course, we have no control over the Visa process, but we hope for a good yield. LCC is now hosting two Atomi (Japanese) short-term programs and interest in the program is steadily growing.

Partnerships:

- ✓ The Wako and Makinahara sister city programs with Longview and Kelso continue to develop, and we are beginning to see students enrolling as a result.
- ✓ We have a new partnership with Three Rivers Christian School in a Running Start type program. The "trial" student is doing phenomenally well. As a result, his brother is going to enroll directly into LCC in the fall. A brother and sister pair from Uganda are also trying to apply.
- ✓ Morgan Salisbury, Science Instructor, has a volcanic research partnership with a University in Bolivia and has helped develop a partnership where one of their instructors will come to LCC.
- ✓ One of IP students is going to study abroad (through Green River).
- ✓ Our International students are becoming much more involved in student government, thanks in part, to Robert.

Bob Gregory asked about the cost of the program. Nolan explained that this year, the International Program will bring in excess revenue of \$25,000 which will go directly into the operating budget for next year.

**8B. Election of Officers** – Chair Mansy explained that the nomination for Board officers occurred at the February 20th workshop.

**MOTION:**

By Alice Dietz, seconded by Bob Gregory,

Based on nominations from the February 20, 2019 Board meeting, I move that Steve Vincent be elected Chair, and George Raiter as Vice Chair, for the period March 2019 to March 2020.

**MOTION CARRIED unanimously. The gavel was passed from Heather Mansy to Steve Vincent.**

**9. EXECUTIVE SESSION**

None

**10. ADJOURNMENT**

With no further business, Chair Vincent adjourned the meeting at 5:56 p.m.

**On April 17, 2019, the Board of Trustees of Community College District 13 approved minutes of the March 20, 2019 Meeting.**

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Christopher C. Bailey, Secretary to the Board