

MINUTES

April 17, 2019

1. CALL TO ORDER

(DETERMINATION OF QUORUM)

Chair Steve Vincent called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, April 17, 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
Heather Mansy
Steve Vincent
George Raiter arrived

COLLEGE PRESIDENT: Chris Bailey

Regular attendees: Sue Orchard, Wendy Hall, Nolan Wheeler, Kristen Finnel, Kim Witherspoon, and Linda Clark.

2. INTRODUCTION OF GUESTS

Tim Timmreck, Angie Rogers, Kyle Hammon, Anne-Marie Klein, and Conrad Vonschimer.

Special Guest: Dr. Tonya Drake, Chancellor of Western Governor's University. President Bailey introduced Dr. Drake, an LCC alum and current chancellor of WGU. Earlier in the day, a celebration was held as WGU became the newest partner in the Lower Columbia Regional University Center. Dr. Drake said she is excited about the partnership with LCC and the benefits it will bring to students.

3. APPROVAL OF AGENDA

MOTION: By George Raiter, seconded by Heather Mansy,
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 March 13, 2019 Special Board Meeting
- 4B. Minutes of the March 20, 2019 Board Meeting

MOTION: By Alice Dietz, seconded by Heather Mansy,
That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. COLLEGE INPUT

- 5A. **President's Report** – President Bailey reported that the Department of Education approved our BAS in teacher education. Applications are now open!

Vice President Kristen Finnel - Instruction

- ✓ She has been meeting with various faculty and staff and attending the Instruction-related committees and councils. She is impressed with the level of communication and collaboration.

Vice President Nolan Wheeler – Administrative Services

- ✓ Environmental Health Services coordinated safety training for Nursing & Science faculty. Nationally-renowned safety trainer Sean Kaufman, CEO of Safer Behaviors, provided the training.
- ✓ Finance and Payroll Staff have been involved in ctcLink trainings 3 days per week either in Olympia or via Webex.
- ✓ The LCC basketball teams capped off successful seasons with appearances in the NWAC Elite Eight! The baseball and softball teams are both in contention for the NWAC tournament—the baseball team is ranked third and the softball team is ranked fourth in the initial NWAC poll.
- ✓ Former LCC coaches Kelly Smith (baseball) and Tim Mackin (softball) will be inducted into the NWAC Hall of Fame on May 29th.
- ✓ The targeted budget shortfall of \$950,000 has been reached through attrition, efficiencies, and reductions in goods and services.
- ✓ Third quarter ending balances show \$17.5 in revenue and \$17.0 in expenditures. He will bring an updated budget project next month. He will also bring the miscellaneous fee schedule for approval.
- ✓ The Main Building project is on schedule for fall completion, thanks to the work by J H Kelly. JH Kelly is also the contractor for site prep and installation of the new Head Start modular building at Barnes Elementary in Kelso. They are working on a very tight timeline, but feel it will be ready for occupancy for the start of school in the fall.

Vice President Sue Orchard - Student Services

- ✓ Work on Guided Pathways is moving forward. There are several work groups who are meeting on several different areas of guided pathways including: Intake/New

Student Orientation, Advising Redesign, EAB Navigate, Math and English reform, AA-DTA requirements, Communication, College Success, and Metamajors.

- 5B. **ASLCC Report** – Tim Timmreck reported that spring events are well underway, and that work continues on review and revision to ASLCC bylaws.
- 5C. **LCCFAHE Report** – Brad Benjamin was not available, but submitted a written report that was shared with the Trustees.
- 5D. **WFSE Report** – Tracy Stanley was not able to attend due to a commitment in Olympia.
- 5E. **Effectiveness and College Relations** – Wendy Hall explained that several staff are deeply involved with configuration and other elements of ctLink. LCC is at the top of their deployment group for readiness.
- 5F. **Foundation and Human Resources** – Kendra Sprague was not able to attend.
- 5G. **Head Start/ECEAP Written Report** – The monthly budget status and program report for February 2019.

6. **INSTITUTIONAL MONITORING**

- 6A. **Basic Skills and Pre-College Monitoring Report** – Dean Kyle Hammon and Transitional Studies Program Manager, Anne-Marie Klein, provided a summary of the monitoring report. Kyle explained some of the actions that came about as a result of past monitoring reports. He and Anne-Marie led discussions on the KPI data, and finished with a SWOT analysis from the review team.

7. **PUBLIC COMMENT** – None

8. **BOARD BUSINESS/INFORMATION ITEMS**

Heather Mansy suggested the possibility of the Board holding short study sessions prior to their regular Board meetings in order to get more in-depth information on specific items. After discussion, the Board agreed that short study sessions could be incorporated within the regular meeting format. President Bailey asked the Board to provide a list of potential subjects that might want to study further.

9. **EXECUTIVE SESSION** - None

10. **ADJOURNMENT**

With no further business, Chair Vincent adjourned the meeting at 6:02 p.m.

On May 15, 2019, the Board of Trustees of Community College District 13 approved minutes of the April 17, 2019 Meeting.

Christopher C. Bailey, Secretary to the Board