

# MINUTES

October 16, 2019

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## 1. CALL TO ORDER

(DETERMINATION OF QUORUM)

Vice Chair George Raiter called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on October 16, 2019 in the Heritage Room (ADM) of Lower Columbia College. When the meeting was called to order, the following individuals were present; there was a quorum.

### BOARD OF TRUSTEES:

Heather Mansy

George Raiter

Alice Dietz

### COLLEGE PRESIDENT:

Chris Bailey

Others in attendance: Wendy Hall, Sue Orchard, Kendra Sprague, Kristen Finnel, Kim Witherspoon, Tracy Stanley, Adam Wolfer, and Linda Clark.

## 2. INTRODUCTION OF GUESTS –

Ann Williamson, Maria Bueno, Kristy Gutierrez, Nicole Faber, and Marissa Hefernen of TDN.

### ASLCC Officers:

Rosie Graff, Sidni Willet, Eli Tovar, Kaylee Florek, Nelly Wangari, Jadd Curtis, and Mitchell Levy.

### Student Ambassadors:

Joy Chen, Alejandra Guzman-Dominguez, Kym McGee, Maekaili Russell, and Sara Todd.

## 3. APPROVAL OF AGENDA

**MOTION:** By Alice Dietz, 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 September 25, 2019 Regular Meeting

**MOTION:** By Heather Mansy, seconded by Alice Dietz,

That the consent agenda be approved as presented.

**MOTION CARRIED** unanimously.

## 5. COLLEGE INPUT

### 5A. President's Report –

President Bailey reported enrollment is essentially flat, which means the budget should be fine at this point in time, but the Executive Leadership Team will continue regular monitoring to determine if mid-year adjustments will be needed. He also reported that new provisions pertaining to Running Start were passed during the legislative session to require Running Start to be “free” in all aspects. The intent is to roll out these changes over the next four years. Chris Reykdal, Superintendent of Public Instruction, has been assigned the task of determining the process and implementation.

#### Kristen Finnel, VP of Instruction

- ✓ Classes are up and running—we’re finishing up week four of the quarter.
- ✓ The federal Head Start program review is happening this week. Kristen thanked Alice Dietz for meeting with the reviewers.
- ✓ LCC will begin offering the Open Doors program in January to local high school students. This is a new pathway for K-12 students; different from current Career Education Options (CEO) program, and offers some better options for local school districts. Lower Columbia College was 1 of only 3 colleges who did not have the program in place.
- ✓ The Instruction Team is working to reorganize Continuing Education and Corporate Training, which will involve some personnel transitions as changes are made. The goal is to make the program self-sustaining as we meet the needs of the community.

#### Sue Orchard, VP of Student Services

- ✓ Sue shared TRiO’s annual outcomes, where the program not only met the federally mandated outcomes, but exceeded them!
- ✓ Per the Board’s request at the September meeting, Sue provided an update on the Pathways 2020 community report showing how far the community has come from 1997 to 2019. The analysis shows tremendous improvement in almost all areas.
- ✓ The Diversity and Equity Committee has been working for almost a year to develop a strategic plan and goals. Drafts of the plan were widely circulated to various campus constituency groups for input. Sue will share the plan as soon as the final draft is available.

#### President Bailey for VP Nolan Wheeler

- ✓ LCC has won NWAC’s Directors Cup for three years running for on-field excellence, and this year, LCC was also awarding the Presidents Cup for academic excellence for athletic programs. This is the first time ever that a college has won both in one year! The Board would like to acknowledge and recognize the athletic department for excellence at the next meeting with a formal commendation.

**5B. ASLCC Report –**

Rosie Graff, Executive Director of the ASLCC reported that the officers are busy with activities and events. On the legislative side, the officers have scheduled visits with local legislators to discuss such issues as OER (free textbooks), better student health services on campus for those in need, and are requesting a waiver so that EBT card can be used on campus.

Kristy Gutierrez and Nicole Faber, advisors to this year's Student Ambassadors, explained that the ambassador program has two main focuses: Outreach and assisting students in the admissions process. They hope to eventually expand their services to assist students in the One-Stop Center.

**5C. LCCFAHE Report –** Adam Wolfer reported on behalf of the Faculty Association. He explained that this is a negotiations year for the faculty contract; and, it is also an implementation year for ctclink. It will be a busy year!

**5D. WFSE Report –** Tracy Stanley reported that the classified staff union is in the process of electing their state bargaining team of which she and Carol Moore will be representing LCC. The team will likely start meeting in December. Everyone is busy on campus and there is a lot of change with implementation of ctclink, Navigate, and Guided Pathways. As a result, some job descriptions have been changed. This has caused concern, but we're working through the concerns with our HR team. She also expressed gratitude for the assistance from HR.

**5E. Effectiveness and College Relations –** Vice President Wendy Hall reported on the following:

- ✓ LCC's 85<sup>th</sup> birthday celebration was a great success—lots of guests!
- ✓ Ctclink News—Tacoma and Spokane Colleges recently upgraded to the new version of the software with very few problems. Clark College and the State Board will go live next week. Wendy, Nichole Seroshek and Sue Orchard have been invited to Clark to observe. Our implementation team is looking closely at Clark's training and help timeline as many of our staff will need support as we start training in January.
- ✓ Transforming Lives Update – Our Transforming Lives Committee will meet to select a student next week. Alice Dietz will be acting as the Board's representative on the committee. Chris explained that there has been discussion at the president's level regarding concerns about sharing the students' stories publicly—some of the students have encountered unintended negative consequences as a result. Our committee needs to be cognizant of this as they look at our prospective candidates. Wendy said that our students always write their own stories to ensure that they know what may be published.

- 5F. Foundation and Human Resources** – Vice President Kendra Sprague reported:
- ✓ We are moving up the scholarship application timeline to December 16 –March 1, as we want all applications to be before the ctcLink conversion.
  - ✓ The annual Scholarship Social is November 6 @ 7:00 in RCA. The Foundation awarded over \$445,000 in student scholarships this year.
  - ✓ The gala was a wonderful success. Over \$98,000 was raised (we had a goal of \$85,000); plus, the Foundation was presented with a \$100,000 for the Nelson scholarship for Woodland students.
  - ✓ The Alumni Association has grown to over 800 members, and a focus is to continue to grow the membership.
  - ✓ Walktober challenge between Clark, LCC and WSU-V is on! LCC has won the challenge for the past two years.

- 5G. Head Start/ECEAP Written Report** – The report includes the monthly status and program reports for July and August 2019.

Alice Dietz recognized Mindy Leasure for so aptly preparing everyone for the Head Start review.

**6. PUBLIC COMMENT** – None

**7. INSTITUTIONAL MONITORING**

- 7A. BAS-TE Program Report** – Presented by Ann Williamson, Instructor, and BAS-TE student, Maria Bueno. Ann thanked the Board of Trustees for their support of the program, which started this fall with a cohort of 23. She explained that it took a couple of years to do focus groups and identify barriers. One of the barriers keeping students from pursuing a baccalaureate degree is transportation. Since all of our coursework is done locally, we were able to eliminate that barrier. Cost was also identified as a barrier, but our BAS-TE is half the cost of other universities. Para educators can also count their regular work toward program hours, which is a huge benefit. Also, the mandatory background checks are normally done in Vancouver, but we were able to have ESD 112 bring their mobile background unit to campus during orientation.

Our local school districts have found it very difficult to hire and retain qualified teachers, so they are very supportive of the program. Our program will give students over 790 hours of field work. Ann said there has long been a need in our community for this type of program. The program offers two distinct pathway for students:

- ✓ Certificated teachers will be prepared to teach in Washington public elementary schools (K-8) with a pre-school endorsement, and
- ✓ Non-certificated students will be prepared to teach early childhood education in a variety of non-public school settings, including Head Start.

The Professional Educator Standards Board (PESB) gave positive feedback on the quality of our faculty for the program. PESB has a strong focus to diversify the work force and become culturally responsive teachers—our program will meet those needs.

We are actively recruiting for the next cohort starting July 2020. This cohort is for part-time students, enabling them to work full-time jobs while enrolled in the program. We will alternate between full-time and part-time cohorts.

Marie Bueno expressed her appreciation for the program and all of the support for it. She explained that many of the cohort could not go anywhere for their education due to family circumstances, so this program is so important to them. Without it, she, personally, would not be able to further her education. She thanked Ann for her patience and dedication to the students and the program.

**8. BOARD BUSINESS/INFORMATION ITEMS**

**8A. Review Proposed Board Meeting Schedule for 2020** - Board members reviewed the proposed schedule for potential conflicts. Approval will be done at the November meeting.

**9. EXECUTIVE SESSION** - None

**10. ADJOURNMENT**

With no further business, Vice Chair George Raiter adjourned the meeting at 5:53 p.m.

***On November 20, 2019, the Board of Trustees of Community College District 13 approved minutes of the October 16, 2019 Meeting.***

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Christopher C. Bailey, Secretary to the Board