

# MINUTES

December 18, 2019

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## 1. CALL TO ORDER

(DETERMINATION OF QUORUM)

Chair Steve Vincent called the regular meeting of the District 13 Board of Trustees to order at 5:02 p.m., on Wednesday, December 18, 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:

Bob Gregory  
Steve Vincent  
George Raiter  
Alice Dietz

### COLLEGE PRESIDENT:

Chris Bailey

Regular attendees: Vice Presidents Wendy Hall, Nolan Wheeler, Kendra Sprague, Kristen Finnel, Sue Orchard. Michael Shinn (AAG), and Linda Clark.

## 2. INTRODUCTION OF GUESTS

Lucas Myers, Harlan Cruiser, Dave Andrews, Kirc Roland, Traci Fuller, Eric Lane, Angie Rogers, Angela White (ASLCC), Eli Tovar, and Traci Hilligoss.

## 3. APPROVAL OF AGENDA

**MOTION:** By Bob Gregory, seconded by Alice Dietz,

That the agenda be approved as presented

**MOTION CARRIED** unanimously

## 4. PRESENT COMMENDATION TO THE LOWER COLUMBIA COLLEGE ATHLETICS PROGRAM (Commendation #19-01)

Steve Vincent read commendation #19-01 and presented it to Kirc Roland, Athletic Director of the LCC Athletic Department.

Kirc Roland spoke on behalf of the LCC Athletic Department, and called attention to the fact that no other NWAC college has ever won both the president's cup and the director's cup in the same year. He thanked the Board and administration for their continual support of the athletic programs. He also thanked the coaches for their stellar work and dedication.

## 5. CONSENT AGENDA

The following consent items were offered for the Board's consideration.

- 5A. Minutes of the November 20, 2019 Board Meeting
- 5B. HS/EHS/ECEAP 2019-20 Program Planning Timeline

**MOTION:** By George Raiter, seconded by Alice Dietz,  
That the consent agenda be approved as presented.

**MOTION CARRIED unanimously.**

## 6. COLLEGE INPUT

### 6A. President's Report –

President Bailey reported on the enrollment outlook, which looks to be virtually the same as last year. He explained that the budget outlook doesn't look good for community colleges as there is no new money in the supplemental budget for operating, and the capital money appears to be non-existent. He explained that several colleges within are having financial difficulty which is causing layoffs and program cuts.

He reported on the results of two important LCC surveys:

- ✓ The Community College Student Satisfaction and Engagement (CCSSE), which showed higher scores in almost all areas, and
- ✓ The PACE survey measuring campus climate, which also showed higher scores in all areas. We will provide more in-depth discussion during the February workshop.

#### Kristen Fimmel, Vice President of Instruction

- ✓ Kristen explained that Head Start received a United Way grant for additional mental health services in the amount of \$40,000.
- ✓ Instruction is working on budget projections for next year.
- ✓ We will begin implementing the Open Doors program in January for K-12 students in Longview and Kelso School Districts. This program provides a different pathway for students who are not successful in the high school environment.
- ✓ The Deans continue to monitor wait lists and are adding classes accordingly.

#### Wendy Hall, Vice President of Effectiveness and College Relations

- ✓ Wendy distributed the current Facts & Figures book.
- ✓ CtcLink update: The College is on track to go live on March 9. Staff are very busy with testing and configuration. LCC is currently at the top of the five schools in Deployment Group 3.
- ✓ We are finalizing the response to last fall's accreditation visit and will send it to the Commission in January. We should have results of our resolution sometime in June.

Sue Orchard, Vice President of Student Services

- ✓ LCC applied for a student emergency grant in the amount of \$30,000 this year and \$35,000 next year from the State Board. This will be in addition to our LCC Foundation Student Success grant.

Kendra Sprague, Vice President of Foundation, Human Resources & Legal Affairs

- ✓ The scholarship application process has opened and will close March 1. This timeline is earlier than usual given the planned ctcLink conversion on March 9. The Foundation will be offering over \$450,000 in scholarships.
- ✓ The Benefactor of the Year will be Joe Fischer for his contributions to the college. Joe will be recognized at the Horns and Halos Gala in the fall.
- ✓ The Foundation is in the middle of its annual giving campaign. The Hall of Fame is the next big event and will be held in February. The proceeds will go toward athletic scholarships. Four individuals and one LCC team will be inducted into the Hall of Fame.
- ✓ The Foundation submitted and was awarded a grant which will allow the college to embed a college navigator within Kelso High School. This is very similar to the program with Chehalis School District and Centralia Community College.
- ✓ The administration and faculty negotiations team are gearing up to start in January with the goal to have a contract to approve in June.

Nolan Wheeler, Vice President of Administrative Services

- ✓ Nolan reported that our Finance staff is working almost exclusively on ctcLink and the related data conversion and testing.
- ✓ He also explained that due to ctcLink calculations, student fees can no longer be calculated based on credits taken, so next month, a list of the revised fees will be brought to the Board for consideration.
- ✓ The minor works project to update the Library/Learning Commons is in the planning stage. Due to budget, one floor will be done during the first biennium and the second floor the following next year. We are currently working with the architect and users group to determine the scope of the project.
- ✓ The financial statement and 4-year accountability audits are going well. Should be wrapped up the first part of January.

**6B. ASLCC Report –**

- ✓ Angela White reported that the ASLCC finished their on-campus meetings with local legislators, and the next step is to attend legislative advocacy opportunities in Olympia to share the student's platform.
- ✓ There were a number of successful ASLCC activities this quarter, and a list of activities has been approved for Winter quarter.

**6C. LCCFAHE Report – None**

**6D. WFSE Report – None**

**6E. Head Start/ECEAP Written Report** – The written report includes the monthly status and program reports for September 2019.

**6F. Other**

- ✓ Steve reported that Karen Joiner is set to join the Hospital Board which he is excited about, as the hospital and the college are two of the county’s biggest employers, and partnerships between the two are very important.

**7. PUBLIC COMMENT** - None

**8. INSTITUTIONAL MONITORING**

**8A. Access, Support & Completion Monitoring Report** – Vice President Sue Orchard said she is pleased with the increased data points used in this report. She summarized the many actions that were brought about based on past monitoring reports, as well as discussing the KPI results and an analysis from the review team.

**8B. Guided Pathways Update** – Vice Presidents Wendy Hall, Sue Orchard, and Kristen Finnel provided an overview of the college’s guided pathways initiative. Wendy explained that Guided Pathways has been adopted all over the nation, with the aim of helping students get into an educational lane that aligns with a subsequent career. Hopefully, the pathways will help shorten a student’s time in college.

Faculty have been very involved in the process of this reform, and have refined program mapping for all courses.

**9. BOARD BUSINESS/INFORMATION ITEMS** - None

**10. EXECUTIVE SESSION** - None

**11. ADJOURNMENT**

With no further business, Chair Vincent adjourned the meeting at 6:30 p.m.

**On February 19, 2020, the Board of Trustees of Community College District 13 approved minutes of the December 18, 2019 Meeting.**

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Christopher C. Bailey, Secretary to the Board