

# MINUTES

March 18, 2020

---

**1. CALL TO ORDER**

(DETERMINATION OF QUORUM)

Due to the COVID-19 restrictions put in place by Governor Inslee, the LCC Trustees participated via Zoom as did several other individuals. Chair Steve Vincent called the regular meeting of the District 13 Board of Trustees to order at 5:01 p.m., on Wednesday, March 18, 2020, 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 – Via Zoom  
Bob Gregory – Via Zoom  
Heather Mansy – Via Zoom  
Steve Vincent – Via Zoom  
George Raiter – Via Zoom

**COLLEGE PRESIDENT:** Chris Bailey

**2. INTRODUCTION OF GUESTS**

**In Person:** Sue Orchard, Wendy Hall, Kristen Finnel, Kendra Sprague, Nolan Wheeler, Bryanna Smith, and Linda Clark.

**Via Zoom:** Kim Witherspoon, Kyle Hammon, Rosie Graff, Jennie Mynhier, Marisa Heffernan of TDN, Lindsay Keevy, and Melinda Harbaugh.

**2A. Introduction of Lower Columbia College’s All-Washington Academic Team** – The students were not in attendance due to safety concerns. They will be recognized at a later date.

**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 February 19, 2020 Board Meeting
- 4B.** Minutes of the March 11, 2020 Special Executive Session
- 4C.** HS/EHS (Non-Competing Continuation) Funding Grant Application for FY2020 for \$4,407,466 with a 20% local match of \$1,101,867.
- 4D.** HS/EHS/ECEAP Strategic Plan 2019-2024 Goals/Objectives Summary

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

**MOTION CARRIED unanimously.**

**5. TENURE CONSIDERATION**

Chair Vincent explained that the Board of Trustees, along with the Deans, President and Vice President Kristen Finnel, reviewed probationary faculty materials in detail during the March 11, 2020 executive session, and that he did not see a reason to go into executive session for further review. The other trustees agreed. Chair Vincent then entertained a motion for award of tenure.

**MOTION:** By Bob Gregory, seconded by Heather Mansy,  
  
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 11, 2020, do hereby grant tenure to Jennie Mynhier effective with the beginning of Fall Quarter 2020.

**MOTION CARRIED unanimously**

**MOTION:** By Steve Vincent, seconded by Heather Mansy,  
  
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 11, 2020, do hereby grant tenure and David Pittsley effective with the beginning of Fall Quarter 2020.

**MOTION CARRIED unanimously**

**6. COLLEGE INPUT**

- 6A. President's Report** –President Bailey explained that the two big issues facing the college are ctclink and the Coronavirus pandemic (which will be discussed in detail later in the meeting). The vice presidents will forgo their reports tonight.  
**Ctclink:** President Bailey reported that the ctclink conversion is going relatively well. There were a couple of issues in the payroll area, but those are either resolved or are in the process of being resolved. There are also some issues around student financials. This delays our ability to get access codes to students, which could affect registration, but we're hopeful those issues will be resolved within the next few days.
- 6B. ASLCC Report** –Rosie Graff, via Zoom, reported that all student activities have been cancelled due to the COVID-19 virus, and legislative issues have been put on hold; however; they did have a very successful legislative day in January. The ASLCC has continued to meet remotely and are looking forward to getting back to full force.
- 6C. LCCFAHE Report** – N/A
- 6D. WFSE Report** – N/A
- 6F. Head Start/ECEAP Written Report** – January 2020 monthly budget status and program report.

**7. PUBLIC COMMENT** – None

**8. BOARD BUSINESS/INFORMATION ITEMS**

- 8A. COVID-19 Update** – Chair Vincent said it is obvious how hard the community and the college have been working to respond to this unprecedented issue and to comply with the ever-changing regulations that are being put in place. Officials are making the best decisions with the information they have at hand. Both Steve and Bob Gregory expressed their appreciation for the updates from President Bailey and the quick response from the college administrators.

President Bailey said that Vice President Nolan Wheeler will be providing a more detailed update on LCC's response to COVID-19. He also explained that the following Resolution will be seeking authority from the Board to use local funds for emergency expenditures relating to the virus.

Vice President Nolan Wheeler provided the following update:

- The college activated an Emergency Operations Center on March 12. The EOC team is meeting daily, as well as meeting with Cabinet every other day.
- The college is open through tomorrow (3/19) so students can complete their finals—most finals were offered online but there were a few that needed to be delivered face-to-face.
- Campus will be closed to students and the public for the period of March 20 – April 14. There will be some staff presence on campus during that time, but many staff will be working remotely.

- Campus will re-open on April 15 allowing for students to buy books, pay for tuition, etc.
  - Spring quarter will be condensed by two weeks and is scheduled to start on April 20 utilizing a mostly online delivery of courses.
  - The college is tracking all costs associated with its COVID-19 response for possible reimbursement from the government.
  - We have applied for a grant to purchase Chromebooks and hotspot equipment for students who don't have computers or technology available at home.
  - Kendra Sprague explained that the Foundation has emergency money available for students through the Student Success Funds. Also, the Community Foundation of Southwest Washington has released emergency funds, so the LCC Foundation has applied for a grant asking for Chromebooks for students.
  - Rosie Graff said that the ASLCC is looking at utilizing Tech fees to also help students with technology needs. Sue said there may also be some S & A fees that may be utilized.
  - The resolution may be utilized to purchase technology for some staff to work remotely.
- ▶ Resolution 79 – Authorization for a one-time budget adjustment up to \$100,000 for expenses relating to COVID-19 expenditures, and delegating certain emergency powers to the president relating to the pandemic.

**Board Action Required**

**MOTION:** By Bob Gregory, seconded by Heather Mansy,  
That Resolution 79 be approved as presented.

**MOTION CARRIED unanimously.**

**8B. ACT Election of Officers – Nomination Form**

Heather said that the ACT's recommendations over the years have been very thoughtful and she looks forward to the new people coming onboard.

**8C. Election of Officers** – Chair Vincent explained that the nomination for Board officers occurred at the February 18, 2020 Board workshop, and he would entertain a motion to elect officers for next year.

**MOTION:** By Heather Mansy, seconded by Bob Gregory,  
Based on nominations from the February 18, 2020 Board meeting, I move that George Raiter be elected Chair, and Alice Dietz as Vice Chair, for the period March 2020 to March 2021.

**MOTION CARRIED unanimously.**

**9. EXECUTIVE SESSION - None**

**10. ADJOURNMENT**

Before adjourning the meeting, Heather Mansy had a question about the quarter ending dates. Chris said we are condensing (removing 2 weeks off of the quarter with approval from the NWCU), but the end date will be the same. The commencement ceremony is still in question due to the uncertainty of the pandemic restrictions, but a decision will be made well in advance allowing for adequate arrangements to be made. The revised schedule should be going out to students within a couple of days containing all of the new dates and information.

Heather said the information coming out from the college has been very timely and informative, and has been very much appreciated by students.

With no further business, the meeting was adjourned at 5:32 p.m.

**On May 20, 2020, the Board of Trustees of Community College District 13 approved minutes of the March 18, 2020 Board of Trustees Meeting.**

---

Christopher C. Bailey, Secretary to the Board