

# MINUTES

September 15, 2021

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## 4:00 – 4:45 Annual Head Start Governing Board Training

Attending: Alice Dietz, Liz Cattin, Mike Karnofski, Chris Bailey, Nolan Wheeler, Sue Orchard, Kendra Sprague, Wendy Hall, Kristen Finnel, Karen Johnson, Chelie Murphy, Laurie Severson, Erin Mattison, Mindy Leasure, and Bryanna Smith.

Mindy Leasure, Director of Head Start/EHS/ECEAP, provided the training for the governing body. This training has combined the Executive Leadership Team and the Board of Trustees (see attendee names above). These groups represent two branches of the governing body--the policy council is the third branch.

### 1. CALL TO ORDER

(DETERMINATION OF QUORUM)

Due to the COVID-19 restrictions put in place by Governor Inslee, the LCC Board of Trustees meeting was held virtually via Zoom. Chair Alice Dietz called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, September 15, 2021, virtually via Zoom. When the meeting was called to order, the following individuals were present; there was a quorum.

**BOARD OF TRUSTEES:** Alice Dietz  
Michael Karnofski  
George Raiter  
Liz Cattin

**COLLEGE PRESIDENT:** Chris Bailey

### 2. INTRODUCTION OF GUESTS

Sue Orchard, Wendy Hall, Kristen Finnel, Kendra Sprague, Nolan Wheeler, Tsering Cornell, Richard Arquette, Logan Harris, Zoie Norris, Mindy Leasure, and Bryanna Smith.

### 3. APPROVAL OF AGENDA

**MOTION:** By Mike Karnofski, seconded by Liz Cattin,

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 July 28, 2021 Board Workshop

- 4B. Head Start Departmental Policy – Confidentiality
- 4C. Head Start Departmental Policy – Code of Ethics
- 4D. Head Start Departmental Policy – Child Abuse & Neglect
- 4E. Head Start Carryover Request

**MOTION:** By Liz Cattin, seconded by Mike Karnofski,

That the consent agenda be approved as presented.

**MOTION CARRIED unanimously.**

## 5. COLLEGE INPUT

**5A. President’s Report** – President Chris Bailey shared that the fall quarter kickoff occurred on Monday, September 13. The keynote speaker, from the Cowlitz Tribe, was interesting and well received by faculty and staff. In regards to budget, there was a lot of uncertainty last year, but LCC looks to be in good financial standing at this time (despite enrollment drops). The new variants of COVID-19 have led to additional significant enrollment drops. Although LCC has been seeing steady increases in Running Start (RS) numbers over the years, RS enrollments are down about 20% this year. In good news, although many international programs are down across the state, the LCC program continues to gain students. LCC is also kicking off the Equity First Initiative this fall in partnership with Equity Works Northwest and Highline College. In addition, LCC is in the process of beginning the design phase for the new vocational building and the next capital project recommendation is due by December.

Next, President Bailey asked each vice president to report on their respective areas.

### Vice President of Instruction, Kristen Finnel

- ✓ In-Service week was held remotely last week with 19 different workshop sessions and a lot of professional development opportunities provided
- ✓ Working on a new block schedule to implement for the 2022-23 school year
- ✓ The Head Start and Early Learning Center are the two main areas of concern regarding continuity of operations after the vaccination mandate takes place
- ✓ To help support enrollment, the office of instruction has been opening additional course sections and taking students off waitlists

### Vice President of Administrative Services - Nolan Wheeler

- ✓ LCC is seeing an increase in COVID intakes since August
- ✓ The re-opening of some services has been delayed until winter quarter
- ✓ Good progress is being made on the library construction project
  - Biggest issue is lead time on the elevator
- ✓ Interviewed a number of architect firms over the summer and hired McGranahan for the capital project
- ✓ The next buildings in need of updating and on the facility master plan are the Admissions and Applied Arts buildings

### Vice President of Student Services, Sue Orchard

- ✓ Helped kickoff the training for the ASLCC
- ✓ Two ASLCC officers are international students

- ✓ Student services staff are working on onboarding new students and supporting returning students
- ✓ Continue to serve most students remotely but are offering in person services
- ✓ Launched the academic planning tool for faculty and professional advisors to help students stay on track
- ✓ Have dispersed a lot of emergency funding to students, which is primarily being used for housing/utilities followed by food and then tuition

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ Doing a lot of enrollment analysis and a comprehensive presentation has been created for a future update
- ✓ Program maps for students should be live on the web within the next few weeks
- ✓ Tomorrow is assessment day, during which faculty focus on student learning outcomes
- ✓ There will be an accreditation visit on October 25<sup>th</sup> & 26<sup>th</sup>
  - A board member interview will likely occur

Vice President of HR, Legal Relations and Foundation, Kendra Sprague

- ✓ Th foundation is gearing up for participation in the “Give More 24” on September 23<sup>rd</sup>, raising funds for athletics excellence
- ✓ The Horns and Halos Gala will be held virtually on October 7<sup>th</sup> and the goal is to raise (or exceed) \$90,000, which was exceeded last year
- ✓ The first foundation board meeting of the year will be Monday, September 20<sup>th</sup>
- ✓ Honored over 710 years of service, including adjunct faculty, during the President’s Welcome last week
- ✓ Recognized quarterly award winners for the sunshine award last week
- ✓ The HR team is working with employees to verify vaccination status or apply for exemptions/accommodations before the October 18<sup>th</sup> deadline

**5B. ASLCC Report** – New ASLCC members have been training since the first of September. This year’s ASLCC members include, Logan Harris - Executive Director, Zoie Norris - Chief Justice Director, Lydia Shaw - Activities Director, Eleni Shini - Diversity & Equity Director, Taylor Madden - Fitness Activities Director, and Yuuki Matsunari - Clubs & Organizations Director. There are four additional spots to be filled during fall quarter. Vacant spots include Finance Director, Student Affairs Director, Graphic Design Director, and Public Relations Director.

**5C. LCCFAHE Report** – LCCFAHE Union President Brad Benjamin submitted a written report that was read by President Chris Bailey. The report read as follows. “Faculty are excited to be back on campus/Hybrid and meet their new students. Hopefully with four terms under our belt we can really help all students achieve their academic goals. The LCC Faculty hope that we have a safe term and minimize the COVID-19 cases from campus. Special thanks to Nolan for increased MERV filters and UV lights. We hope you all had a relaxing summer and are ready to guide us through the ups and downs of COVID. Be Safe, Brad Benjamin, LCCFAHE PRESIDENT.”

**5D. WFSE Report** – The WFSE president Tracy Stanley was scheduled for another meeting and was not able to attend the board meeting. Therefore, the Classified staff union had no report.

**5E. Head Start/ECEAP Written Report** – Monthly Head Start/ECEAP/EHS Budget Status and Program Reports were provided to the board in written format. No board members had any questions.

**6. PUBLIC COMMENT** – None.

**7. INSTITUTIONAL MONITORING**

**7A. Fiscal Year 2021 Year-End Budget Status Report** –Vice President Nolan Wheeler shared the Fund Equity Summary and Operating Budget Summary for review and discussion. Nolan mentioned that federal funding helped with staying on budget.

**8. BOARD BUSINESS/INFORMATION ITEMS**

**8A. Committee Assignments for Trustees** – Board members held a discussion regarding board representation on various college and state committees. After discussion, it was decided that Mike Karnofski will take the primary role on the TACT Legislative Action Committee with Alice Dietz as support. All other committee assignments will remain the same as the previous year with Liz Cattin taking over for Heather Mansy on the Audit Exit Committee. President Bailey mentioned that it is proving difficult to secure new board members in the current environment. Committee assignments can be re-visited when a new board member joins the Board of Trustees.

**8B. Review Board Self Evaluation** – The Board reviewed and discussed the collective results of their self-evaluation which was done during the July workshop. Board members mentioned that results were straightforward. Some questions were answered with the “don’t know/can’t judge” option because those situations have not been occurring in the pandemic environment.

**8C. Emergency Rule to Amend WAC 132M-126-115, 132M-126-145, & 132M-126-155-** Lower Columbia College must amend their chapter 132M-126-115, 132M-126-145, & 132M-126-155 WAC to meet new case law and guidance from the Department of Education regarding the federal regulations for Title IX of the Education Amendments of 1972 (Title IX) that specify how recipients of Federal financial assistance covered by Title IX, including postsecondary institutions, must respond to allegations of sexual harassment consistent with Title IX’s prohibition against sex discrimination. In order to amend these WACs, and emergency rule change must be filed. Upon approval of emergency rule making, the College will follow the permanent rule making process to amend the WACs. Attorney Generals Office helped provide templates for amendments.

**MOTION:**

By Mike Karnofski, seconded by Liz Cattin,

That the Board adopt the emergency rule changes to WAC 132M-126-115, 132M-126-145, & 132M-126-155 as drafted.

**MOTION CARRIED unanimously.**

9. **EXECUTIVE SESSION** – None
10. **ADJOURN EXECUTIVE SESSION** – N/A
11. **ACTION AS A RESULT OF EXECUTIVE SESSION** - None
12. **ADJOURNMENT** – With no further business, Chair Dietz called for a motion to adjourn the meeting at 6:00 p.m.

**MOTION:** By Mike Karnofski, seconded by Liz Cattin,  
That the meeting be adjourned.

**MOTION CARRIED unanimously.**

On October 20, 2021, the Board of Trustees of Community College District 13 approved minutes of the September 15, 2021 Regular Meeting.

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Christopher C. Bailey, Secretary to the Board