

MINUTES

February 15, 2023

1. CALL TO ORDER

(DETERMINATION OF QUORUM)

Chair Mike Karnofski called the regular meeting of the District 13 Board of Trustees to order at 8:31 a.m., on Wednesday, February 15, 2023, in the Administration Building Heritage Room. Due to the COVID-19 restrictions put in place by Governor Inslee, the LCC Board of Trustees meeting was also offered virtually via Zoom. When the meeting was called to order, the following individuals were present; there was a quorum.

BOARD OF TRUSTEES: Mike Karnofski
Alice Dietz
Liz Cattin
Marc Silva
Bogyong Kim

COLLEGE PRESIDENT: Chris Bailey

2. INTRODUCTION OF GUESTS

Sue Orchard, Kristen Finnel, Nolan Wheeler, Kendra Sprague, Wendy Hall (via Zoom), Shelley Williams (AG), George Raiter, Steve Vincent, and Bryanna Smith.

Past board members George Raiter and Steve Vincent were honored by the current Board of Trustees and Executive Leadership Team members. Gifts were provided to each retired member.

3. APPROVAL OF AGENDA

MOTION: By Liz Cattin, seconded by Marc Silva,

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 January 18, 2023 Regular Board Meeting

4B. HS/EHS/ECEAP Annual Self-Assessment Action Plan: Annually, the program conducts a self-assessment to inform program planning and continuous quality improvement.

Staff, parents, and program leadership participate in the self-assessment. It is shared with both the Policy Council and Board of Trustees for adoption.

MOTION: By Liz Cattin, seconded by Marc Silva,

That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report – President Chris Bailey shared enrollments are steady. State FTE enrollments are flat and overall FTEs are up about 2%. LCC is looking at a pretty good uptick in enrollment for winter quarter. In regards to budget, projected revenue and projected expenses look good for this year, but projections for next year show LCC at a deficit of about one million. Administration will have to look at some potential for cuts next year. It is projected that there will be an 83% redemption of COLAs, leaving LCC to pay 17%. Atomi students are arriving this weekend for the first time in three years.

There are 14 students in the group.

Mike inquired about the funding for the Vocational Building. LCC's project made the Governor's budget but the concern is with the House, who are considering eliminating one project (LCC) to save money. There are two members on the capital house budget committee from this local area that may advocate for LCC's project.

5B. Head Start/EHS/ECEAP Written Report – A written report was submitted to the board and no members had any questions.

6. INSTITUTIONAL MONITORING

6A. Academic Transfer Monitoring Written Report – Cycle 24 of the Academic Transfer Monitoring Report was presented by Dean Stefanie Gilberti. Academic Transfer is one of the five mission areas at the college.

7. BOARD BUSINESS/INFORMATION ITEMS

7A. Nomination of Board Officers for 2023-24 – Per policy governance, the Board annually nominates officers in February. Elections take place as the last item of Board business during the regular March meeting.

MOTION: By Alice Dietz,

That Liz Cattin be nominated for 2023-24 board chair.

MOTION CARRIED unanimously.

MOTION: By Liz Cattin,

That Marc Silva be nominated for 2023-24 board vice chair.

MOTION CARRIED unanimously.

8. **PUBLIC COMMENT** – None

9. **BOARD WORKSHOP: ANNUAL PLANNING SESSION**

9A. **Athletic Facilities-Updates and Improvements** – Vice President Nolan Wheeler provided the board a requested update on the status of updates and improvements to LCC’s athletic facilities.

Softball:

- LCC’s softball team uses four fields at Tam O’Shanter Park in Kelso
- As a result of severe flooding/drainage issues, LCC would like to turf the infields
- The Cheney Foundation and the Rose Project are willing to support the project
- Will likely start the turf project in July
- Nolan has submitted a public works request to add on to the campus services building to create a batting cage building
- The team is currently sharing a batting cage with Kelso High School
- Adding a batting cage on campus would eliminate the need for travel for the team and would allow more ideal practice times

Soccer:

- LCC shares a soccer field with Northlake/The Longview School District
- The district provided a list of improvements they would like to make to the field and LCC will likely support updates

Baseball:

- If funding can be raised through the capital campaign, LCC would like to update the baseball stadium
- Would be done in phases, with new stands and light poles being the priority
- Creating a legitimate entryway and increasing capacity are the next priorities

Volleyball:

- Work is needed under the gym floor to increase the stability of nets

Foundation Support: If the softball field turfing project comes up short on funding, it is likely that the foundation will support the project. The foundation is also in the beginning stages of the capital campaign, currently looking at LCC’s top 25 donors and starting those conversations. LCC has recently received a large gift from the Klawitter estate and will hopefully receive the remainder of the estate next year. There is also one unallocated donation that can be split between the vocational equipment needs and athletic facilities.

9B. **Dual Credit Workshop** – Vice President Sue Orchard explained that LCC provides various dual credit opportunities including Running Start, College in the High School and CTE Dual Credit.

Through Running Start, LCC works with junior and senior high school students to complete their high school diploma while also working towards a transfer degree. These students take courses through the college campus tuition free, but they do pay for fees, books and transportation unless they qualify for waivers. It is called out specifically in new legislation (that will likely pass) that high schools not dissuade students from Running Start programs.

CTE dual credit is available for students in 9th-12th grade. These students take courses at their high schools that count for credit at LCC if completed with a B grade or better. Credits do apply only to professional-technical certificates and the high school instructors must be certified through OSPI. LCC's Dual Credit Navigator is connected to all local high schools and LCC faculty meet with high school teachers and students.

College in the High School is also available for students in 9th-12th grade. Through this program, high school instructors teach college level courses at the high school. This program is based on the credentials of the high school instructor because they have to be certified to teach at a college level. The high school instructor has to be observed and the course has to be assessed to ensure that it is meeting the level of a college course. Instructors must have a Master's degree in the specific area they are teaching on. This program requires a lot of involvement from the faculty at LCC. College in the High School supports students in particular who are low income by eliminating the need to find transportation.

Funding sources look different for each program. For Running Start, LCC invoices the school districts based on FTE. High schools keep 7% for administrative costs. For College in the High School, students pay a fee. Currently, students who qualify can get fees waived for Running Start, but the per credit fee for College in the High School is not waived.

- 9C. Update on Bachelors of Science in Nursing**— Merry Bond and Michaela Jackson provided a requested update on the status of the Bachelors of Science in Nursing at LCC. The report included a background, an assessment of need, prospective students, what the program would include, the accreditation process, and resources and stakeholders.
- 9D. Review Budget Parameters and Priorities (per PG section 2-5), including a budget forecast for 2023-24** – Vice President Nolan Wheeler discussed the budget forecast for 2023-24 and the current financial position of the college.
- LCC starts the budget process in December in Instruction with a list of full-time faculty needs and finishes the process in June with the board for approval
 - When doing projections for next year's budget, Nolan assumed a 7% increase in local revenue which is tuition and Running Start, some of which will be an increase in reimbursement rates which have not been finalized yet
 - During projections, Nolan assumed that the legislature will shortfall colleges 17% of COLA amounts, which is not yet finalized
 - After projections were entered in, next year's budget appears to be at a deficit of \$1.1M, most of which being positions that had to be moved into operating
 - In regards to the current budget, LCC is to the good as far as revenue and expenditures are almost exactly where they were last year
 - LCC is funded on a reimbursement basis for most things
 - Will be a struggle to make money in food services and the bookstore until most students are back on campus; may have to assess the business model
- 9E. Review College Mission (Per PG section 2-5)** –Board Policy recommends review of the College Mission statement annually. President Bailey explained that, the ELT planned

to review the entire strategic plan this year, but with the ample amount of workload coming out of the pandemic, processes have been delayed. Instead, the team will begin some of the preliminary work this summer. The intention is to open the strategic planning process up to a campus and community wide process. About 150 faculty and staff are involved in monitoring teams and the same individuals will be asked to participate in this process. The process will likely not include changing the college mission areas because those have evolved over time, but the committee will be looking at the mission statement and objectives that fall under the mission areas. Wendy has also introduced the idea that the board will be asked to adopt two new KPIs during the summer retreat.

- 9F. Review Draft Annual Priorities for 2023-24** –Planning meetings for drafting the annual priorities are held with five teams of people. Members are diverse and include faculty, staff, ELT members, etc. After recommendations from all members and extensive note taking, a draft of annual priorities is created. This year, with the new block schedule, not all monitoring committee meetings were able to be completed before this workshop. Therefore, the draft version provided at this meeting is not as complete as usual at this time of year.
- Once the draft created from the planning meetings is more complete, it will be reviewed by the Executive Leadership Team and will be presented to the board again as the schedule allows. This preliminary draft will go out for campus comment next and will be brought back to the board again for approval in July.

- 10. EXECUTIVE SESSION** – None
- 11. ADJOURN EXECUTIVE SESSION** – N/A
- 12. ACTION AS A RESULT OF EXECUTIVE SESSION** – None
- 13. GOOD OF THE ORDER** – Trustee Bogyong Kim recently attended campus tours along with students visiting from South Korea. The first group had 20 students and three have already committed to LCC.
- 14. ADJOURNMENT** – With no further business, Chair Karnofski called for a motion to adjourn the meeting at 11:47 a.m.

MOTION: By Liz Cattin, seconded by Alice Dietz,

That the meeting be adjourned.

MOTION CARRIED unanimously.

On March 15, 2023, the Board of Trustees of Community College District 13 approved minutes of the February 15, 2023 Regular Meeting

Christopher C. Bailey, Secretary to the Board