

MINUTES

June 17, 2020

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 George Raiter called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, June 17, 2020, 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
Heather Mansy
Steve Vincent
George Raiter

COLLEGE PRESIDENT: Chris Bailey

2. INTRODUCTION OF GUESTS

Sue Orchard, Wendy Hall, Kristen Finnel, Kendra Sprague, Nolan Wheeler, Bryanna Smith, Kim Witherspoon, Rosie Graff, Tracy Stanley, Paz Clearwater, Connie Ramos, Mavourneen Rister, Abbie Leavens, Michael Strayer, Mindy Leasure, Gabino Salgado, Maryanne Hirning, Corry Kile, Morgan Salisbury, Elizabeth Engel, Sarah Griffith, Danielle Casey, Jill Yates, Terry Smith, David Rosi, Klint Hull and Garry Lienhart.

2A. Introduction of Lower Columbia College's Annual Award Winners: President Chris Bailey introduced this year's annual award winners including the outstanding faculty voted on by the ASLCC, Michael Strayer and Abbie Leavens, the employees of the year, Maryanne Hirning and Sarah Griffith, and the customer service award winner Danielle Casey. All award winners commended LCC for being a great place to work and expressed their gratitude for the honor. President Bailey also gave mention to employee Kirc Roland for his earning of the Dutch Tribewasser Outstanding College Administrator Award, for the second time.

3. APPROVAL OF AGENDA

MOTION: By Heather Mansy, seconded by Alice Dietz,
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 May 20, 2020 Board Meeting
- 4B.** 2020-21 Tuition and Waiver Schedule
- 4C.** 2020-21 Quid Pro Quo Agreement with the LCC Foundation
- 4D.** 2020-21 Miscellaneous Fee Schedule
- 4E.** Head Start/EHS Request for Equipment Purchase of \$52,994.35 with Revised Supplement COVID-19 One-Time Funds

MOTION: By Steve Vincent, 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 reported that it has been a trying several months for Lower Columbia College. In addition to a COVID-19 related revenue shortfall, LCC is experiencing enrollment drops as a result of the pandemic, with enrollments down for spring, summer and fall quarters. There have also been numerous bumps in the road from the ctLink implementation. The good news is, LCC has a very collaborative team and employees have come together and done amazing things. Staff are working very hard to retain students and get them to completion. Vice President Nolan Wheeler reported that LCC went through a budget reduction exercise over the last few weeks and has identified about \$1.8 million in cuts. Nolan has created 10%, 15%, and 20% budget reduction scenarios by request. Nolan also reported that the EOC team meets daily for emergency response. Since moving to phase two, LCC has opened the transitional studies office for limited days and hours, there is a plan in the works to reopen student services, and tomorrow, NWAC will vote on a scenario for athletics. Nolan also reported that the state has given LCC some minor works capital money. This money is tied to the building fee in tuition, and with enrollments down across the state, this funding was lower than originally anticipated. Despite the decrease, LCC is able to move forward with the scheduled library project that has started and a roofing project that will begin shortly. Chair George Raiter inquired about what lab courses have been brought back to campus and Nolan listed health, machining, welding, nursing, and medical assisting. Nolan also mentioned the many safety procedures that LCC is following to run these in-person courses. Vice President Kristen Finnel began her report by giving praise to the learning commons department for their quick response in assisting students and staff with switching to an online environment. She reported that the BAS-TE program has 31 part-time students starting the second cohort in the fall. A second BAS program is moving forward at this time. Kristen also gave some information on some of the virtual performances occurring during this time and explained how the instruction department is continuing to focus on recruitment and retention.

Vice President Sue Orchard reported that nearly 600 students will be graduating on Friday. She explained how to virtually “attend” the commencement ceremony and encouraged everyone to watch and participate in celebrating students. Sue also mentioned how inspiring the innovation of the staff has been and reported on the summer bridge program, which is aimed towards getting students connected to resources and starting new students off with confidence.

Vice President Kendra Sprague thanked Tracy Stanley, WFSE union president, for her support and suggestions during the challenging layoffs LCC faced. On the foundation side, Kendra reported that the TDN campaign is continuing to hopefully meet the \$50,000 goal for the Students in Need Campaign. The foundation has raised over \$1.8 million this year which is a testimony to the support the college has. President Bailey thanked Kendra and the foundation for all of the support provided to the college. Lastly, Vice President Wendy Hall mentioned that LCC has been named the college with the smoothest transition into the ctLink system. Wendy thanked staff for putting in thousands of hours in troubleshooting to make this transition as smooth as possible. In addition, Wendy mentioned that, during the last recession, it took about nine months to see a spike in enrollment. The situation LCC is in currently could follow a similar pattern, but it is unknown at this time.

- 5B. ASLCC Report** –ASLCC president Rosie Graff reported that this is a hard time financially for students. The food pantry has remained open, with limited hours, and ASLCC has given funding to the food pantry to assist students. Rosie mentioned that the summer quarter fitness center fee has been reduced as a response to student requests and thanked administration for that decision. Virtual student events have also remained successful. Lastly, Rosie mentioned that the ASLCC governing board has been selected for next year and five out of the ten members are returning, which will help with continuity during these challenging times.
- 5C. LCCFAHE Report** – LCCFAHE Union President Brad Benjamin submitted a written report that was read by President Chris Bailey. The report read as follows.
“Spring Term 2020 is one that no faculty member will ever forget. There have been many challenges but I am truly amazed at how dedicated and focused the faculty have been on helping their students succeed. I speak for all faculty members when I say we are glad for the term to almost be over. It is still bitter sweet, watching students grow and learn through Zoom and knowing we will not be able to give them the standard congratulatory hand shake or hug at commencement. To me it feels surreal...this week faculty would usually be talking about which restaurant we were going to hang out in before commencement or if there are secret ways to get to Kelso’s football field and avoid the traffic. The faculty are so proud of the hard work our students put in during this tremendously trying term. We wish the graduates success with whatever direction their lives take and hope they know they will always have a place in our heart”.
- 5D. WFSE Report** – WFSE Union President Tracy Stanley reported that LCC’s temporary and permanent layoffs have had a very large emotional impact on classified staff. She mentioned that the classified staff are urging higher education institutions to look at the governor’s new directive which suggests no COLA increases for exempt employees

who make over \$53,000 and furlough days for employees. The board and administration thanked Tracy for all of her efforts to support classified staff.

- 5E. Head Start/ECEAP Written Report** – The Head Start/ECEAP/EHS Budget Status and Program Report was provided to the board in written format. The Board of Trustees had no questions on the report.

6. INSTITUTIONAL MONITORING

- 6A. Institutional Excellence Monitoring Report** – Due to the virtual meeting environment, the Cycle 21 Institutional Excellence monitoring report was provided in written format. The Board agreed by consensus to make one adjustment. Under the "Cash and Investments to Operating Expenditures Ratio" KPI, mission fulfillment will shift from 30% to 25%, and the stretch goal will shift from 40% to 33%. Vice President Wendy Hall mentioned that extra time will be spent on KPI data discussion at the July workshop due to the monitoring reports being submitted in writing over the past few months.

- 7. PUBLIC COMMENT** – None

8. BOARD BUSINESS/INFORMATION ITEMS

- 8A. Agenda for July Summer Workshop** – Chair George Raiter requested the July workshop be held in person if at all possible. Kim Witherspoon, the college AG, mentioned that a possible extension of the restrictions on Open Public Meetings could limit this possibility. Kim will keep the board apprised on any extensions. In addition, President Bailey suggested that the discussion on Annual Priorities be moved to the September agenda to better align with the budget scenario. Board members agreed with this recommendation.

- 9. EXECUTIVE SESSION** – None

- 10. ADJOURN EXECUTIVE SESSION** – N/A

- 11. ACTION AS A RESULT OF EXECUTIVE SESSION** - None

- 12. ADJOURNMENT** – Heather Mansy expressed that staff should reach out through President Bailey if they feel the need for additional support and thanked everyone for all of their hard work during the challenging times.

With no further business, Chair Raiter adjourned the meeting at 6:22 p.m.

On July 15, 2020, the Board of Trustees of Community College District 13 approved minutes of the June 17, 2020 meeting.

Christopher C. Bailey, Secretary to the Board