

MINUTES

November 18, 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, November 18, 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
George Raiter
Heather Mansy

COLLEGE PRESIDENT: Chris Bailey

2. INTRODUCTION OF GUESTS

Sue Orchard, Wendy Hall, Kristen Finnel, Nolan Wheeler, Bryanna Smith, Jennifer Mankowski Dixon, Eli Tovar, Nicole Faber, Kristy Gutierrez, Byron Ford and Marissa Heffernan.

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 October 21, 2020 Regular Board Meeting

MOTION: By Heather Mansy, seconded by Mike Karnofski,
That the minutes of the October 21, 2020 Regular Board Meeting be approved as presented.

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report – President Chris Bailey shared that State FTE enrollment is down about 18.4% for fall quarter and application numbers are down about 10% for winter quarter. Unemployment is increasing, which may lead to a rebound in enrollments over time. There hasn't been a lot of new budget information, but there is concern on the effect the increase in COVID cases will have on budget. Next, President Bailey asked each vice president to report on their respective areas.

Vice President of Instruction, Kristen Finnel

- ✓ There is a lot of COVID fatigue among faculty and students
- ✓ Faculty continue to work on curriculum updates
- ✓ Due to the increase in COVID cases, the spring quarter modality will look like the current quarter modality with most classes being held virtually/hybrid
- ✓ Instruction continues to work closely with the Early Learning Center and Head Start buildings
- ✓ The Head Start training for board members will be done individually online this year and is due by December 4

Vice President of Administrative Services - Nolan Wheeler

- ✓ Over the last month, LCC has been working hard to implement new guidance coming from the Department of Health and the CDC
- ✓ Working with staff, the EOC has developed plans to open specific areas on campus to support student success
- ✓ The implemented health monitor system has been fairly effective in keeping students with symptoms out of campus buildings and classrooms
- ✓ The number of intakes being done for students along with positive cases are increasing, but LCC is remaining diligent in maintaining safety protocols
- ✓ The state board reached out to the governor's office and were told that the NWAC guidance supersedes the new guidelines from the governor
 - Off season workouts will only continue until the Thanksgiving holiday

Vice President of Student Services, Sue Orchard

- ✓ Continuing to balance student needs in this mostly virtual environment
- ✓ Students who co-enroll in a title-IV eligible Integrated Basic Education and Skills Training and High School Plus program are now eligible for financial aid

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ The next accreditation visit will occur in October 25th and 26th of 2021
- ✓ The USDE has dramatically changed their regulations around accreditation
 - Regional accreditors are now national
- ✓ LCC is over the biggest hurdles in implementing the new ctCLink system, but will likely experience issues for many more months (or even years) to come

Vice President of Human Relations, Kendra Sprague

- ✓ The goal of this year's gala was to raise \$90,000 and the foundation is only about \$200 shy of that goal
- ✓ The foundation board has selected John and Cathy Natt as the benefactor(s) of the year
- ✓ The foundation decided to increase the amount of Student Success Funds from \$50,000 to \$86,000 to help students during this trying time
- ✓ The negotiation team is continuing negotiations with the faculty union

- 5B. ASLCC Report** –ASLCC President Eli Tovar was excited to announce that the ASLCC has many things in the works for the year. There was a large increase in food pantry donations this year during the Halloween event.
- 5C. LCCFAHE Report** – LCCFAHE Union President Brad Benjamin submitted a written report that was read by President Chris Bailey. The report read as follows. “The LCC faculty, some of who are Veterans, want to thank all military personnel who have served our country. The LCC Drama department continues its online series of reading with Zoom reading on Nov. 20th and Dec. 4th, both at 5:00 P.M. The Science Fiction club is back! 12 participants, some members and some soon to be members, had their first virtual meeting and event. Could NanoCon be next? Well, your guess is as good as mine! LCC faculty member Mark Gaither, who is working from Uganda, was married in Uganda Friday Nov. 6th. Mark also conducted the Nov. 5th Community Conversation. LCC faculty members continue ensure the success of our students by meeting our students at strange times and on non-traditional workdays. Faculty members persist in being positive forces of change in student’s lives and the community at large. We look forward to the day when we can be back on campus. The LCCFAHE contract negotiation team continues to work with college administration. I believe that we are getting close to finish line (look for the nods). We wish everyone a happy thanksgiving and urge you to all stay safe during the holiday season. Stay safe, Brad Benjamin, LCCFAHE President.”
- 5D. WFSE Report** – WFSE president Tracy Stanley submitted a written report that was read by President Chris Bailey. The report read as follows. “Good Evening LCC Trustees. I am saddened to be sending this report in while we are now dealing with another round of statewide restrictions due the recent increased numbers of COVID-19 cases not only in Washington, but across the country. As the classified staff are staying vigilant in their efforts to continue to safely serve the faculty and students, we have asked our members to continue to think outside of the box in ways we can keep ourselves, our family members, and our co-workers safe while still ensuring we fulfill the duties of our jobs. We know our jobs better than anyone else and we continue to look at ways we can adapt to this new environment and lessen exposure possibilities. Hearing about the positive COVID-19 test of an LCC employee is not only frightening for the individual, but it makes one worry about those essential workers that are on campus every single day. I often find it concerning when people are surprised to hear that there are LCC staff coming to work on campus, many every day. Security, IT, maintenance, custodial, shipping and receiving, safety monitors, instructional techs, and Head Start staff just to name a few. On other business, the classified staff Union continues to work with the administration on policies and staff issues. Our focus is to ensure equity and that the Collective Bargaining Agreement is being adhered to. We work hard to ensure our members from all areas of the college are represented, have a voice, and are heard. Have a wonderful evening and stay safe!”
- 5E. Head Start/ECEAP Written Report** – Due to complications running budget reports in the ctclink system, reports will be provided at next month’s meeting.

5F. Outreach and Enrollment Report – Nicole Faber updated the board on the many outreach strategies that have been occurring at LCC to help counteract enrollment decreases. The report covered the benefits of the Kelso navigator, constant contact methods and the Summer Bridge Program. Nicole also updated the board on outreach efforts including weekly outreach campaigns and admissions follow up emails. Next, Kristy Gutierrez, manager of the One-Stop Center, explained some of the on-boarding processes. One-Stop and Financial Aid have been combined on Zoom, and the pairing of these two departments has led to students being served faster. The number one reason students need assistance is in relation to financial aid, so more information on financial aid has been implemented into the onboarding process by including it into the new student orientation. Next, Byron Ford presented some facts and figures on enrollment numbers and how new processes are assisting in raising these numbers.

6. PUBLIC COMMENT – None

7. INSTITUTIONAL MONITORING

7A. 2020-21 Strategic Plan – The 2020-2021 Strategic Plan included updated Annual Priorities.

MOTION: By Heather Mansy, seconded by Alice Dietz,

That the 2020-21 Strategic Plan be approved as presented.

MOTION CARRIED unanimously.

8. BOARD BUSINESS/INFORMATION ITEMS

8A. Review Proposed 2021 Board of Trustees Meeting Schedule – The 2021 proposed meeting schedule was reviewed for potential conflicts. No conflicts were presented.

MOTION: By Heather Mansy, seconded by Alice Dietz,

That the 2021 Board of Trustees Meeting Schedule be approved as presented.

MOTION CARRIED unanimously.

8B. Supplemental Title IX Student Conduct Procedures (WAC 132M-125-300 through 132M-125-340) –The U.S. Department of Education released final regulations governing how institutions that receive federal financial assistance covered by Title IX must respond to allegations of sexual harassment. To comply, Lower Columbia College must amend the Code of Student Conduct. The Board approved the emergency rules in a special meeting in August and those rules are good for 120 days which will expire before the permanent rulemaking can take effect. Therefore, there is a need for the board to adopt the emergency rules again. The College will continue the permanent rule making process to amend the Code of Student Conduct which will be on the December Board agenda. A model code of student conduct has been drafted by the

AAG's office to ensure consistent and accurate procedures across the Washington State Community and Technical College system.

MOTION: By Heather Mansy, seconded by Mike Karnofski,

That the Board adopt the emergency rule changes to chapter 132M-125 WAC to add the Supplemental Title IX Student Conduct Procedures at WAC 132M-125-300 through 340 as drafted.

MOTION CARRIED unanimously.

- 8C. HS/EHS/ECEAP Family Engagement Policy Approval Request** –Both ECEAP and Head Start standards have entire sections dedicated to parent/family engagement that are rooted in the parent(s) being the first and most important educator and direct staff to respect and approach parents with this ideal in mind. The attached department policy has been reviewed and approved by the ELT and is being brought to the board for review.

MOTION: By Alice Dietz, seconded by Heather Mansy,

That the HS/EHS/ECEAP Family Engagement Policy be approved as presented.

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 Raiter called for a motion to adjourn the meeting at 6:18 p.m.

MOTION: By Heather Mansy, seconded by Mike Karnofski,

That the meeting be adjourned.

MOTION CARRIED unanimously.

On December 16, 2020, the Board of Trustees of Community College District 13 approved minutes of the November 18, 2020 Regular Meeting.

Christopher C. Bailey, Secretary to the Board