

# MINUTES

December 16, 2020

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**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 5:10 p.m., on Wednesday, December 16, 2020.

When the meeting was called to order, the following individuals were present; there was a quorum.

**BOARD OF TRUSTEES:** Alice Dietz  
George Raiter  
Heather Mansy

**COLLEGE PRESIDENT:** Chris Bailey

**2. INTRODUCTION OF GUESTS**

Sue Orchard, Wendy Hall, Kristen Fimmel, Nolan Wheeler, Kendra Sprague, Tsering Cornell, and Bryanna Smith.

**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 November 18, 2020 Regular Board Meeting**

**MOTION:** By Heather Mansy, seconded by Alice Dietz,  
That the minutes of the November 18, 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 26.7% for winter quarter and 24% for the year. There was a lengthy meeting today during Cabinet to discuss interventions and enrollment strategies. LCC does appear to be okay financially in terms of ability to meet this challenge. The deficit has potentially been erased due to lower expenditures. Next, President Bailey asked each vice president to report on their respective areas.

Vice President of Instruction, Kristen Finnel

- ✓ The Early Learning Center received a \$20,000 grant from the department of youth and families for COVID relief
- ✓ Should find out this week if funding was received from the prof-tech restart grant
- ✓ There was a 93% increase in the use of the newly implemented online tutoring services from spring to fall quarter
- ✓ Most courses will be offered remotely the first two weeks after the break, excluding a few prof-tech courses that cannot be held online
- ✓ LCC will be offering a technology 101 course to Basic-Ed students who have reported having difficulty in the online environment

Vice President of Administrative Services - Nolan Wheeler

- ✓ In November, 43 intakes were completed and there were 8 positive cases (employees & students)
- ✓ In December there have already been 31 intakes completed
- ✓ Recommending that hybrid courses stay remote the first two weeks after winter break for quarantine/safety reasons
- ✓ Athletics had always planned to start the new quarter with a two-week quarantine and will follow that plan
- ✓ The start of the athletic season has been pushed to March and there will be no championship tournaments this year
- ✓ Will be bringing an updated budget to the January Board meeting

Vice President of Student Services, Sue Orchard

- ✓ The end of the quarter is a busy time for student services employees
- ✓ Financial Aid will be running the SAP process
- ✓ Workforce Southwest Washington (WSW) is offering to fund an annual contract for three years with guaranteed funding of \$50,000 to hire a position to work with students, faculty and staff at LCC and to identify and develop opportunities to serve the workforce needs of businesses and industry

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ Conversations continue on how to recognize the transforming lives nominees
- ✓ Will be introducing proposed changes to KPI indicators to board members in January for adoption in February
- ✓ Moving forward with Guided Pathways work

Vice President of Foundation, HR & Legal Affairs, Kendra Sprague

- ✓ The foundation is in the middle of the year-end annual appeal
- ✓ The annual giving committee met this week to discuss the hall of fame held in February-will be held virtually
- ✓ Very nearly wrapping up faculty contract negotiations

- ✓ The regular, annual Holiday Hop could not be hosted this year for safety reasons, so LCC held a Holiday Drive-in that was well received and appreciated by many staff members

**5B. ASLCC Report** –No report at this time.

**5C. LCCFAHE Report** – LCCFAHE Union President Brad Benjamin submitted a written report that was read by President Chris Bailey. The report read as follows. “LCC faculty members have pushed, pulled, prodded, and done everything in their power to help ensure the success of students. It has been an extremely challenging term for everyone and I am extremely proud of our faculty. The LCCFAHE contract negotiation team has worked feverishly with college administration on finishing the current contract and the light at the end of the tunnel is very bright! Courtney Shah has created a Zoom pub trivia game and hopes to pilot it with some faculty over winter break. Mark Gaither taught synchronous classes from Uganda all term and was able to help all of his students, even with the 13 hour time difference. The LCC Fighting Smelt held an online debate tournament 12/4-6 (46th annual) with great success due to the countless hours Alex Brehm contributed and the support of the Fighting Smelt Alumni. Jennie Castel is rocking the art gallery. Check it out! Both Rod Davis and Gina Challed, worked hard getting their Christmas musical production together. Ever trying to sync people individually recorded pieces of music? Yeah, me neither. Jennie Mynheir has worked tirelessly to revamp an Art department that had not had a full time faculty member overseeing the program in over 10 years. Numerous new classes have been created bringing classes into the digital art and graphic design space. Mavourneen Rister said the new College Success class is going amazingly. She already has new, great ideas to implement in future terms. Betsy Richard is already planning drama events for January. We wish the BOT, Admin, Staff, Faculty, and students a safe and happy holiday season. Best, Brad Benjamin, LCCFAHE President.”

**5D. WFSE Report** – No report at this time.

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

**5F. Other** – None

**6. PUBLIC COMMENT** – None

**7. INSTITUTIONAL MONITORING**

**7A. Access, Support & Completion Monitoring Report** –The 2020-21 Access, Support and Completion report was provided to the board for review. Board action is needed to adopt the updated mission fulfillment and stretch goals identified in the report. The State Board for Community and Technical Colleges (SBCTC) recently updated several of their data sources, and adjustments have been made to align with those updates. Those adjustments are noted in the report. Heather Mansy inquired about some specific items in the report and what LCC is doing to address this collected data.

**MOTION:** By Heather Mansy, seconded by Alice Dietz,

That the updated mission fulfillment and stretch goals identified in the 2020-21 Access, Support and Completion report be approved as presented.

**MOTION CARRIED unanimously.**

**8. BOARD BUSINESS/INFORMATION ITEMS**

**8A. Public Hearing** – Rule-making hearing on proposed new Code of Student Conduct including Supplemental Title IX Student Conduct Procedures (WAC 132M-126) and repeal of WAC 132M-300; published at WSR 20-22-094.

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 repeal and replace the Code of Student Conduct. The Board approved emergency rules in a special meeting in August and again at the regular board meeting in November. Lower Columbia College must repeal and replace chapter 132M-125 WAC to meet new 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 post-secondary institutions, must respond to allegations of sexual harassment consistent with Title IX's prohibition against sex discrimination. In addition, other revisions to the Code of Student Conduct are necessary to address changes in case law, and align with the new processes and changes in practice for Student Conduct. A model code of student conduct has been drafted by the Attorney General's Office to ensure consistent and accurate procedures across the Washington State Community and Technical College system. WAC 132M-300 Discrimination and harassment sections should be repealed as it is not necessary to address these matters through WAC and they should instead be replaced as college policies and procedures.

At 5:44 PM, Chair Raiter opened the public hearing. He explained that this is the date for the public hearing on the adoption of the new Code of Student Conduct including Supplemental Title IX Student Conduct Procedures (WAC 132M-126) and repeal of WAC 132M-300 proposed and published in the Washington State Register #20-22-094. A Notice of Proposed Rule Making was filed with the Office of the Code Reviser on November 20, 2020 and published in Washington State Register #20-24-031. The purpose of the hearing is to receive public comment on the proposed rules. No comments were made. Chair Raiter asked Kendra Sprague, Vice President of Human Resources, Foundation and Legal Affairs, if any written comments had been received on the proposed rules to which she answered, "No comments have been received."

With no comments received, Chair Raiter called for a motion on adoption of the new Code of Student Conduct including Supplemental Title IX Student Conduct Procedures (WAC 132M-126) and repeal of WAC 132M-300 as published.

**MOTION:** By Heather Mansy, seconded by Alice Dietz,

That the Board adopt the Permanent Rule Changes to the Student Conduct Code by Adopting the Supplemental Title IX Student Conduct Procedures and other revision to the Code of Student Conduct as necessary to address changes in case law, and align with the new processes and changes in practice for Student Conduct (repealing and replacing WAC 132M-125 with WAC 132M-126; repealing WAC 132M-300 and replacing with college policies and procedures).

**MOTION CARRIED unanimously.**

At 5:47 p.m., Chair Raiter closed the rule-making hearing

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 6:14 p.m.

**MOTION:** By Heather Mansy, seconded by Alice Dietz,

That the meeting be adjourned.

**MOTION CARRIED unanimously.**

On January 20, 2021, the Board of Trustees of Community College District 13 approved minutes of the December 16, 2020 regular Meeting.

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Christopher C. Bailey, Secretary to the Board