

MINUTES

January 20, 2021

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 5:06 p.m., on Wednesday, January 20, 2021. When the meeting was called to order, the following individuals were present; there was a quorum.

BOARD OF TRUSTEES: Alice Dietz (until 6:12 PM)
George Raiter
Heather Mansy
Mike Karnofski

COLLEGE PRESIDENT: Chris Bailey

2. INTRODUCTION OF GUESTS

Sue Orchard, Wendy Hall, Kristen Finnel, Nolan Wheeler, Kendra Sprague, Tsering Cornell, Jill Yates, Eli Tovar, Taylor Kissinger, Mark Gaither, Marie Boisvert, Jill Yates, and Bryanna Smith.

Also present was the Transforming Lives Nominee for Lower Columbia College, Adelina Machuca Santiago. Jill Yates, LCC Transitional Studies Program Director and nominator, introduced Adelina to the board of trustees. Vice President Kendra Sprague presented a \$500 check to Adelina on behalf of the Lower Columbia College foundation.

3. APPROVAL OF AGENDA

MOTION: By Heather Mansy, seconded by Mike Karnofski,
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 December 16, 2020 Regular Board Meeting

MOTION: By Mike Karnofski, seconded by Heather Mansy,

That the minutes of the December 16, 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 19% for winter quarter. However, Lower Columbia College has made a lot of improvement in enrollment numbers this past month thanks to all of the effort being put in across campus.

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

Vice President of Instruction, Kristen Finnel

- ✓ Most courses were held remotely the first two weeks after the holiday break to assist with reducing the spread of COVID-19 on campus
- ✓ LCC received over \$170,000 from the GEERS funded Professional-Technical Restart grant
- ✓ The first course of the CDL program will begin running again next week
- ✓ A technology student survey was sent out to get an idea of/assist with the technology needs of students
- ✓ The WIFI hotspot has had a large increase in use during winter quarter
- ✓ Over 150 students are using online tutoring services provided
- ✓ The instructional spring schedule is being finalized
- ✓ The BAS-OLTM is in the process of getting final approval and will be presented to the SBCTC on February 4

Vice President of Administrative Services - Nolan Wheeler

- ✓ The college emergency team has been keeping up with contact tracing, although the county has abandoned efforts
 - On campus in November, 7 intakes were completed and no positive cases were reported. In December, there were 43 intakes and 8 positives. So far in January, 44 intakes have been completed and 10 positive cases have been reported.
- ✓ There have been no reports of close contact on campus which shows that staff and students are continuing to follow safety measures the college has in place
- ✓ The college emergency team is working on communicating up-to-date vaccine distribution information to staff
- ✓ LCC is waiting on more specific guidance before spending/disbursing the second round of CARES Act funding
- ✓ There will be a financial statement audit in mid-February
- ✓ The NWAC has several draft guidelines that would be affective for winter quarter, but no final updates have been provided so LCC is moving forward with the plan followed in fall quarter
- ✓ Due to the Longview School District facilities being closed, there has been some issues finding available practice facilities for some sports teams
- ✓ If there are athletic seasons this year, they will start in April and there will be no championship tournaments

Vice President of Student Services, Sue Orchard

- ✓ The same amount of funding was received for student support as the last package from the Higher Education Emergency Relief Fund
 - Waiting on additional guidance for eligibility, although there is other funding support for students who do not qualify for this funding thanks to the support of the foundation
- ✓ TRIO just submitted their annual report and they have exceeded expectations

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ Things are going a lot more smoothly in ctcLink, including the distribution of financial aid
- ✓ LCC is in the process of implementing a new online admission application (OAA), which would be very beneficial to students
- ✓ There will be a Guided Pathways Evaluation visit on February 5
- ✓ Applications for the next cohort of the BAS-TE program are now open and will be accepted through the second of April

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

- ✓ The foundation has completed financial statement audits for FY20 and there were no findings
- ✓ The Daily News will continue to partner with LCC for the Students in Need Campaign that will begin in March
- ✓ The year-end appeal raised record amounts this year for the College Student Success Fund
- ✓ The scholarship application season opened yesterday and will run through April
- ✓ The Athletics Excellence Hall of Fame will be held virtually on February 18
- ✓ The annual report to the community will be sent to print in February and will hit thousands of mailboxes by the end of the month
- ✓ HR has analyzed data on employee demographics and will present to the Diversity and Equity Committee and Executive Leadership Team
- ✓ A Workforce Diversity Plan has been created based on the governor's directive

5B. ASLCC Report –ASLCC President Eli Tovar updated the board on the ASLCC. The Activities Board hosted a successful event at the beginning of the quarter and are planning events for the rest of the quarter. The Governing Board is currently working to evaluate fees imposed by the student body. Lastly, the ASLCC has begun looking at the S&A budget for next year.

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 get ready for another term of varied learning modalities. It continues to be a challenge for most, but all faculty keep student success at the center of their work. The true collaboration between the LCCFAHE contract negotiation team and the college administration negotiating team was a great success. The LCCFAHE members ratified the Faculty Contract through online survey. The IT department has helped numerous students with their ‘tech check’ help over the last two terms. The Library is

providing amazing help to students in need of resources. David Rosi will continue to help lead LCC's effort in the Science Olympiad this year as they move to the online environment. Armando Herbelin is helping students in the Chemistry Society and helps to coordinate the USNCO (U.S. National Chemistry Olympiad). Hiedi Bauer recently had a poem published. Courtney Shah leads another term of Community Conversations and I believe they start next Thursday. Best, Brad Benjamin, LCCFAHE President."

- 5D. WFSE Report** – WFSE Union President Tracy Stanley submitted a written report that was read by President Chris Bailey. The report read as follows. "Good Evening LCC Trustees. Classified staff continue to be very busy, both on campus and off. Staff have adapted well to this current new normal and are still able to serve our students, faculty and other staff in an outstanding manner. It's an honor to be able to work alongside so many dedicated individuals that have adapted in a manner that has allowed other college employees to continue to fulfill the duties of their job and to enable students to safely further their education, whether that is from on campus or remotely. Classified staff have continued to be involved with their Union. Recent elections of new officers for our Local that represents state agencies in the Kelso/Longview area has resulted in Lower Columbia College staff being elected in all the officer positions. Our members also continue to participate in online trainings and legislative lobbying opportunities as everyone continues to adjust and evolve to the current situation while continuing their participation. Happy New Year, and here's to hoping we can all return to some sort of normalcy in 2021. Have a wonderful evening and stay safe!"
- 5E. Head Start/ECEAP Written Report** – A written report was submitted to the board and no members had any questions.
- 5F. International Program Written Report** – Marie Boisvert, director of LCC's international program, provided a written and verbal report to update the board members on the status of the program. Students have proven to be very resilient in this challenging time. There are currently 28 students in the international program representing 14 different countries. The program has remained steady, although many programs are down across the nation. Strong partnerships have been developed with Atomi University and Wako International High School, which has contributed to the program staying strong.
- 5G. Other** – None
- 6. PUBLIC COMMENT** – None
- 7. INSTITUTIONAL MONITORING**
- 7A. Review Proposed Changes to Institutional Effectiveness Framework (KPIs and Core Themes)** –Vice President Wendy Hall explained that this is a preview for an item that will be on the agenda at the February workshop. LCC's institutional effectiveness framework, initially adopted by the board in 1999, was based on a set of Core Indicators of Effectiveness developed by the Association of American Community Colleges (AACC). Several things have changed since then. A modest reorganization of

the Key Performance Indicator (KPI) structure is proposed in order to bring LCC into better alignment with the updated NWCCU standards and the rest of the higher education community. Board members can bring any questions/suggestions they have to the February board workshop.

- 7B. Review Fiscal Year FY21 Budget Revision** – Vice President Nolan Wheeler explained that the FY 2021 budget revision provides an increase of \$102,500 in worker retraining allocation from SBCTC. LCC received an increased worker retraining allocation based on the number of worker retraining students served during last fiscal year. Also included in this budget revision is a reduction in estimated mid-year budget cuts from the state in the amount of \$460,551 for our Guided Pathways Allocation. The revision will allow LCC to spend those funds on guided pathways efforts before the end of the fiscal year. Additionally, tuition revenue was decreased by \$48,964 to reflect the most recent tuition revenue forecast based on enrollment. Combined, these revisions reflect an increase to LCC's Operating Budget of \$514,087.

MOTION: By Heather Mansy, seconded by Mike Karnofski,

That the Fiscal Year FY21 Budget Revision be approved as presented with an increase to LCC's Operating Budget of \$514,087.

MOTION CARRIED unanimously.

8. BOARD BUSINESS/INFORMATION ITEMS

- 8A. Review Draft Agenda for February 17, 2021 Board Workshop** – The draft agenda for the February 17, 2021 Board Workshop was provided to board members for review. No suggestions/corrections were made and the draft will be finalized for the February workshop.
- 8B. Ratification of 2020-2023 Faculty Contract** – Vice President Kendra Sprague noted to the board that the 11 months of faculty contract negotiations went smoothly. It was collaborative and productive even though we were faced with new challenges conducting ZOOM sessions.

Highlights of substantive changes include:

- 1) Guaranteed pay-out of 36 earned salary increments that are on the books this year; up to 25 increments FY 22 and up to 25 increments FY 23
- 2) Workforce Education investment Act (WEIA) and Salary Increases:
FY 21 Nurse faculty get 26.5% increase; FY 21 High demand and general faculty get 6% increase; If WEIA is funded in FY 22 and FY 23 - the same percentages of increases will apply. If WEIA is not funded then a 3% increase will be given to all faculty.
- 3) The Workload articles were revised to remove higher credit workload for basic skills faculty - evening the playing field for all faculty.
- 4) The basic skills adjunct pay rates were eliminated and all faculty will be paid on the regular course rates beginning FY 22.

- 5) Updated eLearning course language to better align with current instructional practices.
- 6) Clarified and tightened how Professional Development Units (PDUs) are earned and added the requirement that they be tied to the teaching effectiveness plan. Faculty can no longer earn PDU's for personal enrichment.
- 7) Updated legal changes such as Title IX, Paid Family Medical leave etc.
- 8) No course modality changes will be compensated for the current academic year due to the pandemic, but faculty can apply for course modality revision compensation beginning FY 22.
- 9) Contract is retroactive to July 1

Faculty member Mark Gaither mentioned that this was a very collaborative round of negotiations and thanked the administration team on behalf of faculty.

MOTION: By Mike Karnofski, seconded by Alice Dietz,

That the 2020-2023 LCC Faculty Association contract 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 6:19 p.m.

MOTION: By Mike Karnofski, seconded by Heather Mansy,

That the meeting be adjourned.

MOTION CARRIED unanimously.

On February 17, 2021, the Board of Trustees of Community College District 13 approved minutes of the January 20, 2021 regular Meeting.

Christopher C. Bailey, Secretary to the Board