

# MINUTES

February 17, 2021

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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 8:31 a.m., on Wednesday, February 17, 2021. When the meeting was called to order, the following individuals were present; there was a quorum.

**BOARD OF TRUSTEES:** George Raiter  
Alice Dietz (gone from 9:25-9:48)  
Mike Karnofski  
Heather Mansy (Joined at 8:33)

**COLLEGE PRESIDENT:** Chris Bailey

**2. INTRODUCTION OF GUESTS**

Sue Orchard, Wendy Hall, Kristen Finnel, Nolan Wheeler, Kendra Sprague, Tsering Cornell, Mindy Leasure (until 8:37), Marissa Heffernan, and Bryanna Smith.

**3. APPROVAL OF AGENDA**

**MOTION:** By Mike Karnofski, 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 January 20, 2021 Regular Board Meeting**

**4B. HS/EHS/ECEAP Departmental Policy Change: Enrollment of Families Policy and Eligibility Verification:** Per the Head Start Act, section 642(c)(1)(E)(II), the governing body is responsible for establishing procedures and criteria for recruitment, selection, and enrollment of children. Therefore, proposed was a revised policy and procedural form for the purposes of selecting children to be enrolled. The Head Start/EHS/ECEAP department works ensure program policies include the requirements for all of funding sources and childcare licensing code. To ensure not only compliance, but best

practice, the program sets policy and procedures based on the most stringent requirements.

- 4C. HS/EHS/ECEAP Annual Self-Assessment Action Plan:** Annually, the program conducts a self-assessment to inform program planning and continuous quality improvement. The assessment includes strengths and areas for improvement. Specifics regarding the improvement areas are included in the action plan. Staff, parents, and program leadership participate in the self-assessment.

**MOTION:** By Alice Dietz, 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 shared that state full time equivalent (FTE) enrollment is down about 19.5% for winter quarter and 18% overall. The Running Start program, however, is up 3 FTEs. Application rates are down 25% from last year. Next, President Bailey asked each vice president to report on their respective areas.

Vice President of Instruction, Kristen Finnel

- ✓ Faculty and staff have been incredibly flexible trying to maneuver around the impact of COVID while trying to meet the needs of our students, families and children
- ✓ Head Start remains mostly remote, but the ELC is held in-person 5 days per week
- ✓ Deans are working with departments to plan and prepare for fall quarter
- ✓ \$65,882 was received from Hospital Employee Education Training (HEET) grant
  - Will be used to purchase a new infant simulation trainer and virtual simulation training for the nursing program

Vice President of Administrative Services - Nolan Wheeler

- ✓ The college emergency team completed 80 intakes in January and had 18 confirmed cases of COVID-19
- ✓ Students have expressed concern with the fitness center fee, so the ASLCC has offered to pay the fee for Spring Quarter on behalf of the students
- ✓ Athletic teams have moved from the red phase to the yellow phase
  - Practices now allow 10 athletes (from 6)
- ✓ Now that the county is in phase two, more fine arts courses can be moved to a hybrid environment

Vice President of Student Services, Sue Orchard

- ✓ LCC received the second round of the higher education emergency relief fund and, once announced, many requests were quickly received
  - As of 2/16, 177 applications have been received for funding, with a total of \$326,657 requested
  - To date, 121 awards have been determined, for a total of \$190,072. The average award is \$1,570, and the maximum award is \$2,000.

Awards are still waiting to be processed by Financial Aid before they can be disbursed.

- A majority of requests are living expenses such as housing, utilities, food, and other basic needs. Most requests are due to a loss of employment or lack of work due to COVID.
- Out of the current requests, no student has requested funds for tuition, books, or other institutional fees. However, considering the timeframe in the quarter (week 6/7), this is likely to change with requests as students enroll for spring quarter.
- Students can choose to have funds applied directly to their accounts, which is unique to this round of funding
- ✓ Commencement is set for Friday, June 18 and will be virtual
  - The commencement planning committee has been meeting since December and includes several students in the planning process

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ Things are going a lot more smoothly with ctcLink at this time
- ✓ Half of Washington colleges are now live in the ctcLink system
- ✓ The implementation of the online admission application was successful
- ✓ ctcLink has helped people work remotely

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

- ✓ The virtual athletic excellence hall of fame will be available to watch on the athletics YouTube channel this Thursday
- ✓ The annual giving committee has reached out to local businesses to coordinate a silent raffle that will be occurring in downtown Longview
  - The full list of participating businesses is available on the athletic and foundation Facebook pages
- ✓ The TDN is launching the “Students in Need” campaign in March and it will run through the end of April
- ✓ The foundation is working to conduct donor relations in high touch ways, even in a virtual environment
  - Trying to be creative to keep donors connected to LCC and mission

**5B. 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 continue to engage students with creative strategies to ensure student success. We are trying to reach the students who are not succeeding through Academic Early Warning. We are accommodating students that have been impacted by COVID, the weather, power outages, technology issues and other various issues by being as flexible as possible with students on a case-by-case basis. I am incredibly proud of the tremendous work faculty continue to do in and out of the classroom to ensure students get an authentic college experience. The Fighting Smelt Speech and debate team has adapted remarkably well to online competition. LCC students have now participated in nine virtual forensics tournaments over the course of the academic year. The Smelt were honored as a Division III Gold Medal Program in the Northwest Forensics Conference, making LCC co-conference champions for the second year running. The team is now setting its sights on larger aspirations and is preparing for a series of highly competitive national tournaments. Ann Williamson is serving on a

Professional Educators Standards Board Teacher Preparation program review team. We are reviewing Yakama Valley's program for permanent approval. She believes that this will help us get ready for our August review. The Math Department and BEdA are being recognized by the state board in aligning math between the two departments. The Math Department also continues to work on finalizing more accurate placement measures and their curriculum to ensure that LCC can meet the benchmarks for student's attaining college level math in their first year at the college. The BAS in Organizational Leadership was approved by the State Board. Faculty are volunteering to host events at both the regional and statewide Science Olympiad which will be held via ZOOM. ELC students are placed in face-to-face classrooms giving them the necessary skills to either work for a preschool or daycare or possibly progress to our BASTE program. IT students continue to receive tickets daily for the tech check they provide to all LCC students. This quarter, the Act One Drama Club has four projects we are working on that will happen over the course of the term. Lastly, the LCC faculty are excited to join the March Board Meeting to welcome the faculty that will be granted tenure this academic year. This group is amazing and has some remarkably innovative and collaborative members joining the LCC family. I hope you are well, safe, and warm! Brad Benjamin, LCCFAHE President."

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

6. **INSTITUTIONAL MONITORING**

- 6A. **Transfer Monitoring Written Report** –As per board request, the Transfer Monitoring Report was provided to the board in written format. Vice President Wendy Hall mentioned that some new information was added as a result of the Guided Pathways Initiative.

**MOTION:** By Alice Dietz, seconded by Mike Karnofski,

That the updated mission fulfillment and stretch goals identified in the report be approved as presented.

**MOTION CARRIED unanimously.**

7. **BOARD BUSINESS/INFORMATION ITEMS**

- 7A. **Workshop Nomination of Board Officers for 2021-22** – 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 Heather Mansy, seconded George Raiter,

That Alice Dietz be nominated for board chair and Mike Karnofski be nominated for board vice chair.

**MOTION CARRIED unanimously.**

8. **PUBLIC COMMENT** – None

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

**9A. Review Budget Parameters and Priorities (per PG section 2-5), including a budget forecast for 2021-22** – Vice President Nolan Wheeler discussed the current financial position of the college. Nolan mentioned that action was taken anticipating a financial cut and no cut has come yet. Therefore, LCC is likely well suited to not have to take any mid-year cuts. However, LCC used GEERS funding to backfill operating budget and that funding will not be offered next year, which is something to keep an eye on. Revenues to date are higher than expenses to date, despite COVID. At this time, Nolan is unable to provide a draft of next year’s budget due to invoicing issue in ctclink. This information will be provided to the board at a later date. Nolan also shared that, in the past, it was not allowed to reimburse lost expenses with CARES funding, but it may be allowed with the second round of CARES funding.

**9B. Proposed Changes to Institutional Effectiveness Framework (KPIs and Core Themes)** – Vice President Wendy Hall explained that a modest update to KPI structure is being proposed to bring Lower Columbia College into better alignment with national trends, accreditation changes and Guided Pathways. The number of monitoring reports will remain the same and the number of KPIs will increase by one. The language around Core Themes will be taken out and will instead be focused on the student lifecycle. Wendy mentioned that the plainer language used, the more helpful reports can be.

**MOTION:** By Heather Mansy, seconded by Mike Karnofski,

That the proposed changes to Institutional Effectiveness Framework (KPIs and Core Themes) be approved as presented.

**MOTION CARRIED unanimously.**

**9C. Review College Mission (Per PG section 2-5)** –Board Policy recommends review of the College Mission statement annually. After review, the board members had no recommended changes.

**9D. Review Draft Annual Priorities for 2021-22** –Vice President Wendy Hall explained that planning meetings for drafting the annual priorities are held with five teams of people consisting of about 135 members. Members are diverse and include faculty, staff, cabinet members, etc. After recommendations from all members and extensive note taking, a draft of annual priorities is created. The draft created from the planning meetings was reviewed by the Executive Leadership Team and is now being presented to the board. This is a preliminary draft that will go out for campus comment next and will be brought back to the board 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** – Board member Mike Karnofski mentioned that it may be important for LCC to draft guidelines for public comment including timelines, who should be addressed, etc. AG Tsering Cornell mentioned that other colleges are also looking into creating this policy and will assist with the creation.
14. **ADJOURNMENT** – With no further business, Chair Raiter called for a motion to adjourn the meeting at 10:46 a.m.

**MOTION:** By Mike Karnofski, seconded by Heather Mansy,  
That the meeting be adjourned.

**MOTION CARRIED unanimously.**

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

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Christopher C. Bailey, Secretary to the Board