

MINUTES

March 17, 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 5:00 p.m., on Wednesday, March 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
Mike Karnofski
Heather Mansy
Liz Cattin

COLLEGE PRESIDENT: Chris Bailey

2. INTRODUCTION OF GUESTS

Sue Orchard, Wendy Hall, Kristen Finnel, Nolan Wheeler, Kendra Sprague, Tsering Cornell, Mindy Leasure, Merry Bond, Michal Watts, Kali Brandt, Jason Malozzi, Dana Cummings, Karen Joiner, Mary Leach, Mary Hebert, Katrina Fuller, Brad Benjamin, Jim Franz, Michael Strayer, Theresa Stalick, Holly Brewster, Becky Connolly, Connie Ramos, Dawn Draus, Joanna Mosser, Tamra Gilchrist, Terri Skeie, Jim Franz, Courtney Shah, Lori Babbick, Maggie Stuart, Stefanie Gilberti, Karen Joiner, Anita Quirk, 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 February 17, 2021 Regular Board Meeting

4B. Minutes of the March 10, 2021 Special Executive Session

- 4C. HS/EHS/ECEAP Annual Strategic Plan Update:** Requesting the board approve the priorities and additions indicated in the summary of strategic plan goals and objectives.
- 4D. HS/EHS/ECEAP Annual Community Assessment Update:** Requesting the board approve the Annual Community Assessment Update.
- 4E. HS/EHS 07/01/2021-06/30/2022 Non-Competing Continuation Funding Application for \$4,578,868:** The Head Start (Non-Competing continuation) Grant Application is for both Head Start and Early Head Start services including a partial non-federal share waiver.
- 4F. HS/EHS/ ECEAP Departmental Policy Change: Selection of Families Policy and Procedure**

MOTION: By Alice Dietz, seconded by Mike Karnofski,
That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. TENURE CONSIDERATION

Chair Raiter explained that the Board of Trustees, along with the Deans, President and Vice Presidents Kristen Finnel and Kendra Sprague, reviewed probationary faculty materials in detail during the March 10, 2021 executive session, and that he did not see a reason to go into executive session for further review. The other trustees agreed. Chair Raiter then entertained a motion for award of tenure.

MOTION: By Heather Mansy, seconded by Mike Karnofski,
That the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committees at the special executive session on March 10, 2021, do hereby grant tenure to Holly Brewster, effective with the beginning of Fall Quarter 2021.

MOTION CARRIED unanimously.

MOTION: By Mike Karnofski, seconded by Heather Mansy,
That the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committees at the special executive session on March 10, 2021, do hereby grant tenure to Kali Brandt, effective with the beginning of Fall Quarter 2021.

MOTION CARRIED unanimously.

MOTION: By Alice Dietz, seconded by Mike Karnofski,

That the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committees at the special executive session on March 10, 2021, do hereby grant tenure to Dana Cummings, effective with the beginning of Fall Quarter 2021.

MOTION CARRIED unanimously.

MOTION: By Liz Cattin, seconded by Heather Mansy,

That the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committees at the special executive session on March 10, 2021, do hereby grant tenure to Mary Hebert, effective with the beginning of Fall Quarter 2021.

MOTION CARRIED unanimously.

MOTION: By Heather Mansy, seconded by Mike Karnofski,

That the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committees at the special executive session on March 10, 2021, do hereby grant tenure to Joanna Mosser, effective with the beginning of Fall Quarter 2021.

MOTION CARRIED unanimously.

MOTION: By Mike Karnofski, seconded by Alice Dietz,

That the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committees at the special executive session on March 10, 2021, do hereby grant tenure to Anita Quirk, effective with the beginning of Fall Quarter 2021.

MOTION CARRIED unanimously.

MOTION: By Alice Dietz, seconded by Heather Mansy,

That the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committees at the special executive session on

March 10, 2021, do hereby grant tenure to Michal Ann Watts, effective with the beginning of Fall Quarter 2021.

MOTION CARRIED unanimously.

6. COLLEGE INPUT

6A. President's Report – President Chris Bailey shared that Revenue Forecast came out higher than expected and more federal money is expected to be received by colleges. Next, President Bailey asked each vice president to report on their respective areas.

Vice President of Instruction, Kristen Finnel

- ✓ Final exam week comes to a close on Friday and next week will be a much needed break for students and faculty
- ✓ LCC will be bringing some performing arts courses back to campus for spring quarter
- ✓ Working with Kelso High School on a new opportunity in the industrial trades area for all high school students
- ✓ In regards to the Medical Assisting program, the MEARB site review resulted in some recommendations and reconsideration allows another review in one year
- ✓ Introduced LCC's new Associate Dean Merry Bond

Vice President of Administrative Services - Nolan Wheeler

- ✓ The issues identifying revenue in ctLink have been worked out
- ✓ Tuition and local revenues are on track to come in close to what was forecasted last May
- ✓ Anticipate a mid-year cut in supplemental budget
- ✓ In the new supplemental CARES Act, colleges are forecasted to receive 6.4 million, half for student aid and half for institutional funding
 - Guidelines are still in question and colleges have until September 2023 to spend the funding
- ✓ So far in March, 19 COVID intakes have been completed and 0 positive cases resulted showing the clear decline in cases on campus
- ✓ The EOC team will be encouraging faculty to conduct the first two weeks of courses virtually after spring break
- ✓ Aiming to allow spectators at music concerts by the end of June
- ✓ Athletics are in the green phase which allows for scrimmages
- ✓ Some CARES funding has been used to charter larger busses so athletes can be spread out for travel
- ✓ LCC has applied to the Department of Health to be able to administer COVID testing on campus
- ✓ Faculty were not included with k-12 educators on the vaccination list

Vice President of Student Services, Sue Orchard

- ✓ Still waiting on regulations as far as eligibility for the third round of CARES Act funding
- ✓ \$41,000 was also received, specifically dedicated to undocumented students
- ✓ WACTC hosted a seminar today on k-12 alignment and LCC was one of four panelists highlighting work being done with k-12 alignment and the navigator system
- ✓ The team continues to monitor enrollment on a daily basis

- ✓ Looking at detailed re-engagement strategies for fall quarter specifically
Vice President of Effectiveness and College Relations, Wendy Hall
- ✓ Statewide, over the last five years, the male student population has dropped from 45% to 42% and from 36% to 30% at LCC
- ✓ Messaging that is landing most thoroughly with male students is in regards to time and how fast they can get through college
- ✓ Governor Inslee has declared April 15 as “All Washington Academic Team Day”
 - LCC hopes to introduce the winning All-Washington students to the board at the April meeting
- ✓ Received no corrective actions from College Spark during the evaluation visit
- ✓ Diversity work across the state is pointing to land acknowledgements
 - After approval from the Cowlitz County Tribe, LCC will now begin major meetings with a land acknowledgement
- ✓ An elder of the Cowlitz Indian Tribe will be presenting at the kickoff event in the fall

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

- ✓ LCC has over \$500,00 of scholarships to award this year; a record number for the college
- ✓ The foundation has been conducting successful scholarship workshops in a virtual environment
- ✓ Looking at scholarship applicant and awarding data to identify gaps and if any additional targeted marketing needs to be done
- ✓ The Athletics Hall of Fame event was held virtually, successfully raising nearly \$18,000
- ✓ The Daily News launched the 6th annual Students in Needs Campaign which raises money for the Student Success Fund
- ✓ Shared foundation net assets from FY2011 to current, which have almost doubled in the displayed time frame
- ✓ Shared foundation unrestricted & college success funds from FY2021 to current
- ✓ ELT is starting the process of systematically reviewing WACs to ensure they are up-to-date
- ✓ Recruiting for two full-time tenure track faculty

6B. ASLCC Report – None

6C. LCCFAHE Report – LCCFAHE Union President Brad Benjamin thanked the board and administrators for all of the hard work being put in by all. Many faculty members are happy to see spring break ahead and spend some time revising courses to prepare for the upcoming quarter. Faculty are staying productive and successful in both professional and personal lives. Brad also thanked the board, on behalf of all faculty, for reviewing full-time temp positions and making the decision to move them to tenure track positions.

6D. 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. It is a busy time of year for everyone and classified staff are looking forward to an exciting spring quarter. We are looking at the last quarter of another academic

year of new experiences and new working conditions. The classified staff has continued to adapt to the needs of our students, our faculty, and our community. This last year has seen an environment few of us could have imagined; but the classified staff have stepped up and done everything possible to ensure our college community has been provided with every possible opportunity to succeed in this new world we face. Looking at the changing environment and the new protocols and issues we face, classified staff is looking forward to working with the college administration in shaping our new normal. We are aware we need to address the factors involving our work environment. We know this involves telework, re-design of our on-campus work spaces, looking at how we interact with others in respect to physical distancing and social contact, and the technologies we must incorporate to continue to serve our students, faculty and staff. This must all be accomplished while we continue to be safe in order to protect not only ourselves and co-workers, but also our families. It is a challenge, but just like the challenges we have faced and conquered, we have complete confidence in our success. Have a wonderful evening and stay safe! Tracy Stanley, WFSE Chief Steward”.

6E. Head Start/ECEAP Written Report – A written report was submitted to the board and no members had any questions. Mindy Leasure mentioned that the program has now tipped the scale by going over 80% in enrollment. Team members are preparing for spring by updating the operating plan following the Department of Health guidelines.

7. PUBLIC COMMENT – None

8. BOARD BUSINESS/INFORMATION ITEMS

8A. Election of Board Officers for 2021-22 – Per policy governance, the Board annually nominates officers in February and elects officers in March. At the February 17, 2021 Board Workshop, Alice Dietz was nominated as incoming Chair and Mike Karnofski as incoming Vice Chair.

MOTION: By Heather Mansy, seconded Liz Cattin,

That based on nominations from the February 17, 2021 Board meeting, I move that Alice Dietz be elected Chair, and Mike Karnofski as Vice Chair for the period March 2021 to March 2022.

MOTION CARRIED unanimously.

9. EXECUTIVE SESSION – The Board convened in Executive Session under RCW 42.30.110(1)(i) at 6:07 p.m. for the purpose of discussing with legal counsel representing the agency matters relating to agency enforcement actions or litigation or potential litigation. Executive session lasted until 6:17 p.m.

11. ADJOURN EXECUTIVE SESSION – The Executive Session under RCW 42.30.110 ended at 6:17 p.m. The regular meeting reconvened at 6:18 p.m.

12. **ACTION AS A RESULT OF EXECUTIVE SESSION** – No action was taken by the Board during or as a result of Executive Session.
13. **GOOD OF THE ORDER** – Mike Karnofski represented LCC by participating in the Risk Assessment Survey with the auditors and is working on guidelines for public comment during future board meetings. Alice Dietz participated in the ACT Trustee Tuesday and the topic was budget. Heather Mansy inquired about resources provided to parents and President Bailey explained that LCC is open to having a partner to ensure that adequate childcare is extended into the region.
14. **ADJOURNMENT** – With no further business, Chair Dietz called for a motion to adjourn the meeting at 6:22 p.m.

MOTION: By Heather Mansy, seconded by Mike Karnofski,

That the meeting be adjourned.

MOTION CARRIED unanimously.

On April 21, 2021, the Board of Trustees of Community College District 13 approved minutes of the March 17, 2021 regular Meeting.

Christopher C. Bailey, Secretary to the Board