

MINUTES

May 19, 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. Vice Chair Mike Karnofski called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, May 19, 2021. When the meeting was called to order, the following individuals were present; there was a quorum.

BOARD OF TRUSTEES: Mike Karnofski
George Raiter
Heather Mansy
Liz Cattin

COLLEGE PRESIDENT: Chris Bailey

2. INTRODUCTION OF GUESTS

Sue Orchard, Wendy Hall, Kristen Finnel, Nolan Wheeler, Kendra Sprague, Tsering Cornell, Marie Boisvert, Paz Clearwater, Kaylee Florek, Eli Tovar, and Bryanna Smith.

3. APPROVAL OF AGENDA

MOTION: By Liz Cattin, seconded by George Raiter,

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 April 21, 2021 Regular Board Meeting

MOTION: By George Raiter, seconded by Liz Cattin,

That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report – President Chris Bailey shared that enrollments are down about 3.4% for spring quarter but Running Start enrollments are up. A no-cut operating budget with additional guided pathways and proviso monies was received. Funding was also received in the capital budget for the design of the new vocational building. LCC received accreditation for the second BAS degree, the BAS-OLTM, and there are about 7 students currently enrolled.

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

Vice President of Instruction, Kristen Finnel

- ✓ Completed initial work with faculty on building a new block schedule for students that will be implemented the 22-23 school year
- ✓ A College Success course is being implemented this upcoming year in hopes of retaining students by giving them the resources and strategies they need to be successful in higher education
- ✓ Faculty and staff are working on building winter course schedules
- ✓ Melinda Harbaugh, Dean of Instruction and Learning Resources, is resigning at the end of May

Vice President of Administrative Services - Nolan Wheeler

- ✓ The ELT had a very productive budget meeting this morning and are very close to having a balanced budget
- ✓ The financial statement audit is nearly finished and the IRS audit is still in the works with no new updates at this time
- ✓ LCC hosted a vaccine clinic on May 11 and vaccinated 34 students
- ✓ The emergency team is working on providing similar vaccine services to Running Start students with the Pfizer vaccine (only vaccine approved for individuals 12+)
- ✓ COVID intakes for LCC students/employees have significantly decreased
- ✓ The emergency team is working with employees across campus to assist with LCC having a safe re-opening on July 19
- ✓ The third round of the CARES Act funding was received over the weekend; this funding can be used to reimburse lost revenue
- ✓ LCC has had no positive test results among student athletes since the last board meeting
- ✓ There are a number of student athletes being recognized by the NWAC this year for academic achievement

Vice President of Student Services, Sue Orchard

- ✓ Working with students who have dropped out during the pandemic
- ✓ K-12 partnerships have been particularly strong this year
- ✓ A second navigator, who is bilingual in English and Spanish, will be starting soon and will work specifically with Longview School District students
- ✓ Working on specific outreach for the adult population
- ✓ So far, there have been 50 applicants for the student success scholarship geared toward the high school graduating classes of 2020 & 2021 who have not yet started college
- ✓ LCC will be continuing the summer bridge program to provide additional resources to students
- ✓ Looking at re-opening critical student services to support student need

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ Marketing campaigns for summer and fall are in full swing
- ✓ Targeted marketing is being done to address gaps in enrollment
- ✓ Wrapped up filming for this year's commencement video
- ✓ The mid-cycle evaluation is coming up in October; it will most likely be done virtually but the college does have to prepare for the meeting to be in person
- ✓ Engaged in a number of projects to lead to an improvement in the student experience in regards to the LCC website

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

- ✓ The Daily News Students in Need Campaign recently came to a close and was very successful; the goal was to raise \$30,000 and the campaign raised nearly \$34,000
- ✓ This scholarship season, LCC implemented many new scholarship review methods to better address diversity, equity and inclusion
- ✓ Will be kicking off the employee giving campaign at next week's All-Staff meeting on May 25th
- ✓ HR has offered many trainings to employees this quarter

5B. ASLCC Report –Kaylee Florek presented the ASLCC S&A Budget for 2021-22. The committee evaluated each individual request to comprehend what each department, club, and organization was requesting. This process was undertaken with the guidelines outlined in RCW 28B.15.045 and was student-driven by the ASLCC student officers with support from the LCC Finance Office.

MOTION: By George Raiter, seconded by Liz Cattin,

That the fiscal year 2021-22 ASLCC Student & Athletics Budget of \$697,569.00 be approved as presented.

MOTION CARRIED unanimously

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 can just see the end of another academic year in sight. It has not been an easy year, but I am continually amazed at how faculty are working with students to help them reach their academic goals. The LCC Speech & Debate Team competed at five different national collegiate speech and debate tournaments, and finished among the top five community colleges at every one of them. Highest placements were 2nd place at Pi Kappa Delta Nationals, 2nd place at the National Forensics Association tournament, and 2nd place in IPDA Debate Season Long Sweepstakes. (Basically, by almost any metric, we are one of the top-5 community college speech/debate programs in the country). The Speech & Debate Team also held a fundraiser for the Mike Dugaw Forensics Endowment (managed by the LCC Foundation). Between the 72 sweatshirts sold, excess shirts that will be sold in the LCC Bookstore, and generous additional donations, we were able to raise over \$1,000 for the Dugaw Forensics Endowment. Between our various fundraising efforts this academic year, the Dugaw Forensics

Endowment is now funded enough that we can start to offer modest scholarships to students who participate in speech and debate at Lower Columbia College! On May 3, LCC Drama held a very successful playwriting workshop webinar with award winning playwright Sue Mach. Sue has received the Oregon Book Award, fellowships from Literary Arts, and grants from the Oregon Council for the Humanities. LCC Drama has also been filming Runners Telephone, an original play by LCC Student Casey Halleck. Working with former LCC Student, Akitora Ishii, the filming wrapped on Sunday and will be released on June 16th on the Rose Center for the Arts YouTube! LCC Drama will record a Radio Production of Susan Glaspell's Trifles, a short one act play based on a true story, which will be released on June 11th on the Rose Center for the Arts YouTube! Hiedi Bauer was just interviewed for a podcast, Your Shelf or Mine, for National Poetry Month. It should be out now, through the Longview Public Library. The Community College Humanities Association (CCHA) Review issue that contains Hiedi Bauer's most recently published poem was just released. Chris Tower, Abbie Leavens, and Hiedi Bauer are rocking it as students of a creative writing class, taken through Literary Arts. I hope you are well and safe, Brad Benjamin, LCCFAHE President."

5D. WFSE Report – WFSE Union President Tracey Stanley submitted a written report that was read by President Chris Bailey. The report read as follows. "Good Evening LCC Trustees. Classified staff are continuing to work hard during the last few weeks of spring quarter and the end of another, if not unique academic year at Lower Columbia College. While many of our members have been working remotely for over a year in this modified work environment, others have continued to show up at their regular duty stations on campus. Classified staff doing their jobs, enables others in our campus community to do theirs. Whether working remotely or on campus, we have been working hard to stay safe and maintain the services needed to keep the campus operational. Though we have adapted well, working effectively and efficiently during the pandemic; we look forward to a new academic year in an environment that resembles something closer to normal. Classified staff are excited at the possibility of having more students, faculty and staff return to campus in a safe and productive manner. Being fully aware that our environment may never go back to what it was, we continue to strive for increased enrollment while continuing to fulfill the college's mission and commitment to the community. While the classified staff union continues to work with the administration on issues that arise, ensuring that the collective bargaining agreement is followed and the integrity of the language is maintained; we are fully confident that we can reach a mutual goal of advocating for our members, our students and our campus community. Thank you, have a wonderful evening and stay safe! Tracy Stanley, WFSE Chief Steward."

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

5F. Annual International Program Report – Along with a provided written report, Marie Boisvert presented an update on the International Program including information on current students in the program and new programs being offered.

6. **INSTITUTIONAL MONITORING**
 - 6A. **Professional/Technical Monitoring Report** – Board members were provided Cycle 22 of the Monitoring Report in written format for review and discussion.
 - 6B. **Quarterly Budget Status** – Vice President Nolan Wheeler presented the quarterly budget report, which is reflective of the first nine months of the fiscal year.
7. **PUBLIC COMMENT** – None
8. **BOARD BUSINESS/INFORMATION ITEMS**- None
9. **EXECUTIVE SESSION** – None
10. **ADJOURN EXECUTIVE SESSION** – N/A
11. **ACTION AS A RESULT OF EXECUTIVE SESSION** – None
12. **GOOD OF THE ORDER** – Mike Karnofski inquired about the board of trustees returning to in-person meetings in the near future. As of this time, meeting restrictions put in place by Governor Inslee prevent the return of in-person meetings. When restrictions are lifted, the board will re-evaluate. Alice Dietz attended the ACT Spring conference and Mike Karnofski shared some things of note Alice provided.
14. **ADJOURNMENT** – With no further business, Vice Chair Karnofski called for a motion to adjourn the meeting at 6:19 p.m.

MOTION: By Liz Cattin, seconded by Heather Mansy,

That the meeting be adjourned.

MOTION CARRIED unanimously.

On June 16, 2021, the Board of Trustees of Community College District 13 approved minutes of the May 19, 2021 regular Meeting.

Christopher C. Bailey, Secretary to the Board