

MINUTES

July 28, 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 Alice Dietz called the regular meeting of the District 13 Board of Trustees to order at 8:30 a.m., on Wednesday, July 28, 2021. When the meeting was called to order, the following individuals were present; there was a quorum.

BOARD OF TRUSTEES: Alice Dietz
Mike Karnofski
Liz Cattin

COLLEGE PRESIDENT: Chris Bailey

2. INTRODUCTION OF GUESTS

Sue Orchard, Wendy Hall, Kristen Finnel, Nolan Wheeler, Kendra Sprague, Jennifer Mankowski (AG), Brittany Lovely (joined at 10:20), and Bryanna Smith.

3. APPROVAL OF AGENDA

MOTION: By Mike Karnofski, seconded by Liz Cattin

That the agenda be approved as presented with the addition of two five-minute breaks after item 6 and item 8.

MOTION CARRIED unanimously

4. CONSENT AGENDA

The following consent items were offered for the Board's consideration.

4A. Minutes of the June 16, 2021 Regular Board Meeting

4B. 2021-22 Tuition and Waiver Schedule

The proposed tuition and fee schedule reflect the 2.8% increase authorized by legislation effective Fall Quarter 2021. Additionally, the upper division tuition and fee schedule is included this year for BAS Programs. The waiver schedule lists the tuition waivers that will be applicable to LCC students, effective Fall Quarter 2021.

4C. Head Start Budget Revision FY2021

Requesting approval for the use of CRRSA funds for Head Start to purchase and configure cubicles totaling \$15,650.52.

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

MOTION CARRIED unanimously.

5. PUBLIC HEARING

Item 5A, B and C:

Rule-making hearing on proposed (1) repeal of WAC 132M-113 Access to Student Records and WAC 132M-160 Admission, Registration, Graduation, published at WSR 21-12-053, (2) repeal WAC 132M-104-010 Rule on Regular Meeting for Board of Trustees; published at WSR 21-12-054, and (3) amendment to WAC 132M-108-020, Brief Adjudicative Procedure; published at WSR 21-12-054.

Chair Dietz opened the public hearing at 8:37 and asked if any written comments have been received. Bryanna Smith stated that no written comments have been received.

Background: WAC 132M-113 Access to Student Records and WAC 132M-160 Admission, Registration, Graduation should be repealed as they are not required to be in WAC and are duplicative of college polices, State Board for Community and Technical College rules, and Federal Laws. WAC 132M-104-010 Rule on Regular Meeting for Board of Trustees is not required to be in WAC and is duplicative of the Open Public Meetings Act. WAC 132M-108-020, Brief Adjudicative Procedure needs minor grammatical and formatting corrections.

This is the date for the public hearing on:

1. The repeal of WAC 132M-113 Access to Student Records and WAC 132M-160 Admission, registration, Graduation proposed and published in Washington State Register #21-12-053;
2. The repeal WAC 132M-104-010 Rule on Regular Meeting for Board of Trustees proposed and published in Washington State Register #21-12-054; and
3. The amendment to WAC 132M-108-020, Brief Adjudicative Procedure proposed and published in Washington State Register #21-12-054.

MOTION: By Mike Karnofski, seconded by Liz Cattin,
That the Board repeal of WAC 132M-113 Access to Student Records and WAC 132M-160 Admission, Registration, Graduation, repeal WAC 132M-104-010 Rule on Regular Meeting for Board of Trustees, and amendment to WAC 132M-108-020, Brief Adjudicative Procedure.

MOTION CARRIED unanimously.

Chair Dietz closed the public hearing at 8:39 following the motion and vote.

6. COLLEGE INPUT

6A. President's Report – President Chris Bailey shared that the college is doing well in terms of budget projections. Enrollments continue to fall, even though they were expected to rise post-pandemic. The Executive Leadership Team will participate in a summer workshop next week to discuss the following topics: The Advising Redesign, University Center, Foundation Capital Campaign, Vocational Building Design Planning, Next Capital Project, International Program, Student Housing, New BAS Degree, Equity First Collaboration, and Strategic Planning.
Next, President Bailey asked each vice president to report on their respective areas.

Vice President of Instruction, Kristen Finnel

- ✓ Continue to utilize the WiFi hotspot in the Student Center to provide technology and internet to students
- ✓ Looking at enrollments and wait lists for fall quarter
- ✓ The reduction to three feet social distancing has allowed for a higher capacity for in-person classes
- ✓ Experiencing failed searches in higher levels of employment such as the new faculty for the BAS-OLTM and the open dean position

Vice President of Administrative Services - Nolan Wheeler

- ✓ Spending a lot of time wrapping up fiscal year end
- ✓ Library phase two has begun and the project should be completed by November/December
- ✓ Only one COVID intake this month which turned out to be a negative case
- ✓ Updated the college safety plan based on the governor's new guidance for higher education
- ✓ Anticipate some changes regarding mask wearing on campus based on the guidance released by the CDC yesterday
- ✓ Some athletics teams start practices August 1st

Vice President of Student Services, Sue Orchard

- ✓ Opened almost all student services areas starting July 19 to provide in-person services for students and the public
- ✓ Most efforts are aimed towards gearing up for fall enrollment

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ Lots of communications support is occurring at this time
- ✓ ctclink will be offline this Saturday for a major security update that will require action from every ctclink user by October 1st

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

- ✓ The Foundation Board Retreat will be held on campus on Monday
- ✓ Some foundation board members will be involved in monitoring teams, which have not had community involvement in the past
- ✓ LCC will participate in the Give More 24 campaign September 23rd
- ✓ The Horns and Halos event will be virtual again this year
- ✓ HR is in a hiring frenzy that is progressing very well, but seeing some challenges with applicant pools
- ✓ HR is conducting verifications of employee vaccinations for those wishing to not wear a mask on campus

6B. 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 made it to summer break, and I hope they are getting some much-needed rest before they gear up for fall term. We are very appreciative of the faculty members who are teaching summer classes and helping our students to attain their educational goals. We hope you are all able to enjoy some much-deserved time off and relaxation this summer. Stay safe and I am looking forward to seeing you all soon. Brad Benjamin, LCCFAHE President.”

6C. Head Start/ECEAP Written Report – A written report was submitted to the board and no members had any questions.

6D. Other – None

7. PUBLIC COMMENT – None

8. BOARD BUSINESS/INFORMATION ITEMS

8A. Board Self-Evaluation

The board annually conducts a self-evaluation; both individually and collectively. A part of the accreditation standards requires the Board’s self-evaluation. The Board took time to reflect on their individual performance as trustees, and completed a self-evaluation instrument. Bryanna will prepare a compiled document based on board members individual responses; then, that information will be provided for accreditation and shared at the next meeting. The evaluation process provides an opportunity for regular monitoring of Board process and performance as described in the Governance Process section of the Board’s policy governance document.

8B. Report of Annual Accomplishments

President Bailey has prepared the annual report of accomplishments. This narrative report is a wrap-up of the data contained in the yearly monitoring reports. This report provides information to assess the performance of the College to expected outcomes or core themes.

President Bailey expressed his pride in the many successes of this year, despite the pandemic and the day-to-day emergencies the college has faced. Some highlights mentioned:

- The library renovation project is near completion
- Capital funding was received for the design of the 55,000 square foot Vocational Building
- LCC has been commended by Guided Pathways coaches
- The first graduation for BAS Teacher Education degree occurred this year
- Hired a second school navigator which is a way to plant an LCC employee in the high school to help students with many enrollment processes and assist with getting students to LCC earlier
- Held a second Summer Bridge Program with 99 students enrolled
- The speech and debate team continue to be one of the top teams in the country

- Athletic programs continue to shine with two undefeated teams this year and two student athletes earning national All-American status
- The foundation had a fantastic fundraising year raising around 1.5 million and are working on what could be the largest gift in the history of LCC
- Added to reserves this year despite enrollment issues and budget cuts faced
- Able to negotiate a significant pay raise for faculty within budgetary limitations and convert at least 10 full-time faculty contracts to tenure track positions
- Overcame significant challenges in the international program
- Began some significant effort to close equity gaps with many equity projects planned for the upcoming months

Mike Karnofski commended the leadership team on the success of the year despite the challenges presented by the pandemic situation and inquired about the college relationship with the Cowlitz Tribe. Chris explained that an elder from the tribe will be presenting at the Fall In-Service event and some artwork from the tribe will be included on campus. Liz Cattin mentioned that she is excited to see how the college addresses equity gaps innovatively and effectively.

8C. 2020 Financial Report

Board members were provided an overview of the financial position and activities of Lower Columbia College for the fiscal year ended June 30, 2020 (FY 2020). The board is presented an audited version of financial statements. The audit was opinion free. Mike Karnofski, who participated in audit exit conference meetings, commented on how complimentary the auditors were of the college following through with the audit this year and having no findings.

8D. Internal Revenue Service Audit Report

Board members were provided final details regarding the Internal Revenue Service Audit. A lot of information was requested from payroll and HR from the IRS and the finding was Lower Columbia College properly paid all taxes.

9. SETTING DIRECTION/VISION

9A. KPI Dashboard

Board members were provided the year-end summary of the College's key performance indicators, also known as Core Indicators of Effectiveness (LCC Dashboard). This document provides an opportunity to look at current KPIs as well as a starting point to planning for next year. The document is a summary of the five monitoring reports that have been provided over the last academic year and assists with the board evaluation process. There are three categories in the report; met stretch goal, met target and fell short of the target. 49% of KPIs met stretch goal, 43% met mission fulfillment, and 8% fell short of target. Wendy provided a summary of the areas that fell below mission fulfillment and mentioned that this structure is very useful for pointing out things that need to be addressed moving forward.

9B. 2021-22 Strategic Plan

The Strategic Plan incorporates the strategic initiatives, the annual priorities and the KPIs. In addition, categories have been added to help illustrate the connectivity between different planning processes that occur throughout the college. President Bailey mentioned that it is time to put more focus on the long-term strategic plan. As the pandemic hopefully comes to an end, the model around enrollment management will look different than it did before. Wendy mentioned that the college updates the strategic plan annually. One thing that changes significantly every year is the list of annual priorities which are developed based on input from monitoring review teams. The teams extensively review the data and conduct a SWOT analysis on the data. They also participate in operational planning with President Bailey. The five monitoring teams total to about 140 individuals. It is a very inclusive process that involves faculty, staff, students and now community members. It will be critical to incorporate diversity in the next long-term strategic planning process. President Bailey mentioned that the involvement in the monitoring process has improved campus climate.

MOTION: By Mike Karnofski, seconded by Liz Cattin,
To adopt the 2021-22 Strategic Plan.

MOTION CARRIED unanimously.

9C. Strategic Visioning

Provides an opportunity to discuss strategic visioning and direction of the college for next year, as well as in years to come.

Guided Pathways

- An integrative way for institutions to transform how students are served
- Four pillars of Guided Pathways: Create clear curricular pathways to employment and further education, help students choose and enter their pathway, help students stay on their path, and ensure that learning is happening with intentional outcomes
- Equity is at the core of Guided Pathways
- The onboarding experience has been redesigned for students
- Intervening and redirecting students is key to the process
- A collaborative approach across all entities for students during their educational journey
- The college success course and an exploratory course are part of the process
- All students must complete a college level math and English course within the first year, as a part of Guided Pathways
- Converted to a block schedule to help ensure that students can complete a two-year degree in two years
- Used funding to conduct a research project on web navigation

Shared Athletics Facilities

- There are six sports teams at Lower Columbia College
- Lost the ability to use state funding for athletic facilities a few years back

- The baseball grandstands need remodeled and LCC does not own the soccer or softball fields
- Looking at a foundation fundraising opportunity to support these needs
- Board member Mike Karnofski is assisting with exploring opportunities
- Story Field may need to be converted to a multi-purpose field

10. EXECUTIVE SESSION – At 11:22 a.m., Chair Dietz called for the Board to go into executive session pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee. The executive session will last for 30 minutes. No final action will be taken during this executive session. At 11:53 a.m. Chair Dietz publicly announced a ten-minute extension, until 12:03 p.m.

11. ADJOURN EXECUTIVE SESSION – Chair Dietz adjourned the executive session and re-opened the public meeting at 12:03 p.m. Chair Dietz commended President Bailey for the perseverance he has displayed in the pandemic environment. Mike Karnofski and Liz Cattin commented on the collaborative leadership team. Mike also commended President Bailey for his positive representation among the public.

12. ACTION AS A RESULT OF EXECUTIVE SESSION

MOTION: By Liz Cattin, seconded by Mike Karnofski,

That this addendum to Christopher C. Bailey’s employment contract extends the appointment of September 1, 2011 through midnight August 31, 2024. The annual salary shall be, two hundred twenty-eight thousand, two hundred seventy-one dollars (\$228, 271), effective September 1, 2021, with economic openers for future salary and benefit adjustments.

MOTION CARRIED unanimously.

13. GOOD OF THE ORDER – Mike Karnofski shared that the KLOG radio station mentioned an LCC connection with the Olympics and that the LCC soccer team got a lot of positive recognition in the Daily News.

14. ADJOURNMENT – With no further business, Chair Dietz called for a motion to adjourn the meeting at 12:09 p.m.

MOTION: By Mike Karnofski, seconded by Liz Cattin,

That the meeting be adjourned.

MOTION CARRIED unanimously.

On September 15, 2021, the Board of Trustees of Community College District 13 approved minutes of the July 28, 2021 Board Workshop.

Christopher C. Bailey, Secretary to the Board