

MINUTES

December 15, 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 5:00 p.m., on Wednesday, December 15, 2021. When the meeting was called to order, the following individuals were present; there was a quorum.

BOARD OF TRUSTEES: Alice Dietz
George Raiter
Liz Cattin
Mike Karnofski

COLLEGE PRESIDENT: Chris Bailey

2. INTRODUCTION OF GUESTS

Sue Orchard, Wendy Hall, Kristen Finnel, Nolan Wheeler, Kendra Sprague, Tsering Cornell, Mavourneen Rister, Victoria Soladey, Byron Ford, and Bryanna Smith.

3. APPROVAL OF AGENDA

MOTION: By George Raiter, seconded by Liz Cattin,

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 November 17, 2021 Regular Board Meeting

4B. Head Start Budget Revision- Equipment Replacement- Two HVAC units at Barnes North were damaged by theft in December, 2021. Both units need to be replaced. The college insurance deductible is higher than the total cost of replacement, therefore the Head Start grant budget will cover the cost. Funds will be moved from salaries and benefits to the equipment line. This is possible due to low staffing this fall. Approval is needed for the purchase of equipment totaling \$30,835.53.

MOTION: By Mike Karnofski, seconded by George Raiter,

That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report – President Chris Bailey shared that enrollments continue to drop and are currently down about 8.4% for winter quarter and 3.2% for the year. On a brighter note, Chris mentioned that community members are beginning to re-engage with the college.

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

Vice President of Instruction, Kristen Finnel

- ✓ Based on enrollments in courses, students seem to be preferring online course offerings for winter quarter, even compared to hybrid courses
- ✓ Deans are closely monitoring course enrollments and are collapsing any sections with low enrollments
- ✓ Working with faculty on staffing and equipment needs for the year ahead
- ✓ Have been contacted by the Longview School District to discuss additional course offerings for College in the High School

Vice President of Administrative Services - Nolan Wheeler

- ✓ Student athletes have demonstrated a lot of academic success this year
- ✓ LCC's soccer coach was voted coach of the year, and the soccer team had the highest GPA of all teams this quarter with ten students reaching a 4.0 GPA
- ✓ The library minor works capital project is nearly complete
 - There has been some holdup due to supply chain issues
- ✓ Working on two major capital projects, a design for the new Vocational Building and a project proposal to get in the que for the next major project
 - The project proposal is to replace the Admissions, Applied Arts and International Center buildings and must score 70 points to be placed into the que

Vice President of Student Services, Sue Orchard

- ✓ Student Services staff are in the "mid quarter scramble" working on getting financial aid updated, making outreach to students, and more
- ✓ The Commencement Committee held meeting yesterday and are looking at ways to host a modified in-person commencement ceremony in June

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ Adopted teamwork rubric from the American Association of Colleges and Universities, which replaces the Interpersonal Relations rubric
 - Further information will be provided in the Academic Transfer Monitoring Report
- ✓ LCC now has web-based program maps posted for all degree programs
- ✓ The next Guided Pathways Evaluation is scheduled for January 20-21
- ✓ The ACT will be celebrating 6 awardees at the Transforming Lives event
 - LCC's nominee, Brittany Lovely, was selected as one of the six awardees

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

- ✓ Have begun the process of receiving bids for a potential capital campaign consultant and will be presenting options to the foundation board in January
- ✓ The Foundation has sent out the first letter of the Year-End Annual Appeal and the second letter will be going out tomorrow
 - Have already received close to \$19,000 from 31 donors and have had several new donors
- ✓ This year's Athletic Hall of Fame event will be held with an in-person component on February 2nd, at the men's basketball game, and six individuals will be inducted
 - Inductees will also be introduced and will be invited to a VIP reception during the game
- ✓ The HR team is gearing up for faculty recruitment that will be kicking off in January
- ✓ All employees under COVID accommodations were re-evaluated and new accommodation letters have been sent out

5B. ASLCC Report –Due to students being on winter break, ASLCC Executive Director Logan Harris was unable to attend the Board of Trustees Meeting. Logan submitted a written report that was later emailed to board members. The report read as follows. “Good afternoon Trustees. Since our last meeting the student government has been working hard on planning activities and events for next academic quarter. We were very pleased to end the fall quarter with a very successful “stressless event” that utilized collaboration between Student Ambassadors with their “final survival bags” along with the bookstore staff who provided hot chocolate for our therapy llama event that was held during the last week of fall quarter. Along with this event, ASLCC hosted a gift-wrapping workshop to assist students in gift wrapping for the holidays, which paired nicely with our Giving Tree event that is bring managed through our office. Our activities Board has worked hard to make finals week a good week to remember, and we have confirmed all of our events for next quarter before we broke for the break. Switching gears to the Governing Board of our group, I want to address the budget. I’m happy to share that our initial standing with the budget this year is that we have been below budget, mainly due to closures and other pandemic reasons which has cut most event planning costs. More excitingly, we have realized that our reserves account is, unconfirmed, at about a million-dollar account balance. This has opened many avenues into possible projects, one in which our group voted on a few weeks ago. Our group was proposed a remodel for the upstairs bathroom in the student center to partly fund, as most of the funding came from a state grant for homelessness. The remodel consisted of converting one side of the restroom to a laundry facility to assist the small yet very real group of our students who experience homelessness. The other side of the restroom will be converted into a gender-neutral restroom. Furthermore, we are starting to explore the idea of electronic sports or “Esports” to bring to LCC, that will also be expected to be funded from our reserves account. These projects will most likely not be realized until the next few quarters. Finally, I want to end by stating ASLCC’s gratitude towards the faculty, adjunct, admin, and other LCC staff who have supported and uplifted our fellow students and Student Government. We have had a

challenging few years and past quarters, yet we have survived due to the remarkable staff and faculty in our institution that have always worked with us, and those actions have bettered the college. I can't wait to see what ASLCC can continue to provide to our students and campus, and I'm excited to see where we can work on improving in the quarters to come. Logan Harris, Associated Students of LCC, Executive Director."

- 5C. LCCFAHE Report** – LCCFAHE Union President Brad Benjamin submitted a written report that was read by President Chris Bailey. The report read as follows. "Faculty have successfully completed another term of instruction during COVID. LCC faculty are dedicated to the college and have done all they can to ensure student success during such a difficult period. I can also safely say with certainty, faculty and students are happy to have this break to recharge before we enter winter term. The BAS-TE program just completed its virtual field visit by the PESB review team for our 27-month review. We will know the results in January. HUGE shout out to Michaela Jackson who is the lead on this endeavor. She supplied the review team with close to 4,000 files of evidence and 135 pages of narratives. Lucas Myers was given the honor of Educator of the Year Award from Instructure (our learning management platform). Betsy Richards had three sold out live performances of Steven Dietz's Private Eyes! She also put on The Importance of Being Earnest from Oscar Wilde Thursday December 9th. The Fighting Smelt speech and debate team ended a very successful fall quarter by hosting the 49th Annual Michael Dugaw Smelt Classic on December 4th-6th. The tournament was attended by ten colleges and universities from Oregon, Washington, Idaho, Utah, and Montana. Every LCC student who competed advanced to elimination rounds in at least one of their competition categories. The team is proud of their results so far this season, and is looking forward to more competition after break. Rob Davis and Southwest Washington Symphony and Chorale presented free Christmas concerts December 11th at the Longview Community Church. Mark Gaither was re-elected as a Board Member for Cowlitz Family Health Center, is currently serving as the Chairperson for the Quality Committee and appointed as Chairperson for the Substance Use Disorder Review Committee and was the only higher-education faculty member and single representative for Southwest Washington serving on the state-wide Community Health Worker Leadership Team. Additionally, he was recently appointed to serve on the state-wide Diversity, Equity, and Inclusion (DEI) Standards Skill Standards Focus Group tasked to revise and create DEI focused outcomes for Professional-Technical programs. Mark is also collaborating with Corporate & Continuing Education to provide workshops for small businesses and healthcare organizations. Abbie Leavens and Amber Lemiere were selected to be part of the State Board's anti-racist curriculum initiative project. There were many more amazing and wonderful things the faculty have been doing! Happy Holidays! Stay safe, Brad Benjamin, LCCFAHE President."
- 5D. WFSE Report** – WSFE Union President Tracy Stanley submitted a written report that was read by President Chris Bailey. The report read as follows. "Good Evening LCC Trustees. As we are winding down 2021 and another year of dealing with the consequences of the pandemic, I am reminded of all of the classified staff that have continued to diligently work through these trying times to carry on the mission of the college serving our students and our community. I am thankful for the opportunity to

be able to work with such an amazing and dedicated group of individuals. While we continue to deal with staffing and workload issues, I am at times immensely impressed and conversely sadly disappointed at how some situations are handled by the administration. We understand difficult decisions must be made; however, I implore the college administration to remember that their decisions not only effect the college programs that are supported by classified staff, but also affect the lives and the futures of those classified staff involved. Along with the stresses created by the environment due to the pandemic, we must also consider the added stresses that exist during this time of year. Our dedication to public service is evident in the mission and values of the college. As classified staff, we take pride in the vital services we provide to our community. Our hope is the college administration focuses on the fact that we are all in this together, and the ability to retain and attract qualified staff serves not only the mission of the college, but also enables the prospect of more realistic workloads and work life balances for those fulfilling that mission. Stay safe. Tracy Stanley President, WFSE.”

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

5F. Other – None

6. PUBLIC COMMENT – None

7. INSTITUTIONAL MONITORING

7A. Student Access, Support & Completion Monitoring Report –The 2021-22 Access, Support and Completion report was provided to the board for review. No board action is needed. Trustee member Mike Karnofski inquired about current Running Start enrollment numbers and Chair Dietz inquired about the final page of the report and if it needs to be submitted back to Wendy.

8. EXECUTIVE SESSION – None

9. ADJOURN EXECUTIVE SESSION – N/A

10. ACTION AS A RESULT OF EXECUTIVE SESSION – None

11. GOOD OF THE ORDER – Alice Dietz wished everyone happy holidays.

12. ADJOURNMENT – With no further business, Chair Dietz adjourned the meeting at 5:43 p.m.

On January 19, 2022, the Board of Trustees of Community College District 13 approved minutes of the December 15, 2021 Regular Meeting.

Christopher C. Bailey, Secretary to the Board