

# MINUTES

February 16, 2022

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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 Alice Dietz called the regular meeting of the District 13 Board of Trustees to order at 8:31 a.m., on Wednesday, February 16, 2022. 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, and Bryanna Smith.

**3. APPROVAL OF AGENDA**

**MOTION:** By George Raiter, seconded by Liz Cattin,

That the agenda be approved as presented with the addition of moving agenda item 10C up to follow agenda item 6 to ensure that all action items are completed before any board members may need to leave the meeting.

**MOTION CARRIED unanimously**

**4. CONSENT AGENDA**

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

**4A. Minutes of the January 19, 2022 Regular Board Meeting**

**4B. HS/EHS/ECEAP Budget Revision- Equipment (Buses):** American Rescue Plan Act (ARP) funds were awarded to purchase two school buses currently estimated at \$93,000 each, totaling \$186,000. The original estimates approved in the ARP grant application in May 2021 were \$75,000/vehicle totaling \$150,000. The current available balance of

ARP funds is \$344,000 and they are available to be spent through March 2023.  
Requesting the purchase of this equipment with the revised estimate of \$186,000.

- 4C. HS/EHS/ECEAP Annual Self-Assessment Action Plan:** Annually, the program conducts a self-assessment to inform program planning and continuous quality improvement. Staff, parents, and program leadership participate in the self-assessment. It is shared with both the Policy Council and Board of Trustees for adoption.
- 4D. HS/EHS/ECEAP Strategic Plan- Annual Update:** For year 4 of 5, 2022-23, all goals and objectives listed in the Lower Columbia College Head Start/EHS/ECEAP Strategic Plan 2019-2024 will be continued in order to maintain and extend high-quality services for the community.

**MOTION:** By George Raiter, seconded by Liz Cattin,  
That the consent agenda be approved as presented.

**MOTION CARRIED unanimously.**

**5. PUBLIC HEARING**

- 5A. Public Hearing** – Rule-making hearing to amend chapter 132M-126-115, 132M-126-145, & 132M-126-155 WAC to meet new case law and guidance from the Department of Education regarding the federal regulations for Title IX of the Education Amendments of 1972 (Title IX).

**Chair Dietz opened the public hearing at 8:35 a.m. and asked if any written comments have been received.** Bryanna Smith stated that no written comments have been received.

*Background: Lower Columbia College must amend their chapter 132M-126-115, 132M-126-145, & 132M-126-155 WAC to meet new case law and guidance from the Department of Education regarding the federal regulations for Title IX of the Education Amendments of 1972 (Title IX) that specify how recipients of Federal financial assistance covered by Title IX, including postsecondary institutions, must respond to allegations of sexual harassment consistent with Title IX's prohibition against sex discrimination. Specifically, the changes include modifications to the appeal process, evidentiary procedure, and appointment of a hearing officer.*

This is the date for the public hearing on:

1. The amendment of chapter 132M-126-115, 132M-126-145, & 132M-126-155 WAC proposed and published in Washington State Register #22-04-014;

**MOTION:** By Mike Karnofski, seconded by Liz Cattin,  
That the Board amend chapter 132M-126-115, 132M-126-145, & 132M-126-155 WAC to meet new case law and guidance from the Department of Education as published.

**MOTION CARRIED unanimously.**

**Chair Dietz closed the public hearing at 8:37 a.m. following the motion and vote.**

**6. COLLEGE INPUT**

**6A. President's Report** – President Chris Bailey shared that some information is expected to be received either today or tomorrow regarding the current indoor mask rule for Washington State. LCC is currently down 6.9% in enrollments and the organization will be doing some major changes in processes to assist with enrollment efforts. Overall, LCC is trying to increase the sustainability of the college over time. A 20% increase in cash flow has been created for the college and staff will continue to work on sustainability.

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

Vice President of Instruction, Kristen Finnel

- ✓ BAS-TE Program staff completed the 27-month review and passed, making LCC the first community college in Washington to pass on the first submission
- ✓ Karen Joiner, dean of STEM and nursing, is retiring so a department re-org is in progress
- ✓ There will be a lot of upcoming hiring in the Instruction Department

Vice President of Administrative Services - Nolan Wheeler

- ✓ Financial statements are now being audited
- ✓ Scoring should be received next week for the capital project request submitted in December for the replacement of the Applied Arts and Admissions Buildings
- ✓ Nearing completion of the pre-design for the new Vocational Building
- ✓ The cost estimate for the Vocational Building was higher than expected; balanced the budget by making cuts and finding local funding
  - Mike Karnofski asked about the cuts made to the pre-design of the Vocational Building: removed green roof, narrowed hallways, changed HVAC systems, and changed lighting
  - Alice Dietz inquired about the Vocational Building timeline: The design should be completed by June 2023 and LCC is hoping for funding in July 2023 to begin the construction process

Vice President of Student Services, Sue Orchard

- ✓ The Commencement Planning Committee has polled graduating students for preferences on commencement and, based on feedback and discussions with the EOC, some sort of recognition will be held on campus

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ LCC has four All-Washington Scholars this year who will be honored at a virtual ceremony on May 12 and will be attending the May board meeting
  - All four students will be in the running for additional honors

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

- ✓ HR remains busy with recruitment and hiring
- ✓ The HR team presents Diversity Data to the ELT annually and did so at last week's Cabinet meeting

- LCC has moved the needle in terms of diversity of applicants, hires and employees and has strategies moving forward to meet additional goals regarding diversity on campus
- ✓ The foundation is in the beginning stages of feasibility study for a potential capital campaign; currently building a study taskforce
  - Goals for the campaign could change based on feedback received during the feasibility study
- ✓ The recent Athletic Hall of Fame event was very successful
- ✓ There is an upcoming meeting with the Daily News to discuss this year's Students in Need Campaign
- ✓ The foundation has opened the scholarship application and has over \$570,000 to award to applicants

**LCCFAHE Written Report** – Brad Benjamin submitted a written report that was read by Chris Bailey. The report read as follows. “Being the President of the LCCFAHE has given me a unique perspective into LCC’s approach in dealing with the pandemic. I am cautiously optimistic that the worst of COVID is behind us and think that we will be moving to the next ‘new normal’ over the next couple of months. I wanted to take a minute to thank the following people/committees/acronyms for the extraordinary work they have done on behalf of the LCCFAHE. I want to thank the EOT. I specifically want to thank Nolan Wheeler for sending us a daily email giving us the COVID cases while providing great resources for all of us. I know it is hard to give bad news daily, but Nolan did it in a way that felt informative. His style was appreciated at all meetings while providing us with his COVID updates. I also want to thank Jason Arrowsmith for working with faculty to determine what accommodation faculty could provide to students or if we needed to move our class modality due to COVID related issues. I want to thank the ELT. I want to specifically thank Chris Bailey for guiding LCC through this difficult time and being such a good steward of LCC’s fiscal resources. I want to thank the staff in Instruction and Student Services, specifically Kristen Finnel and Sue Orchard, for helping faculty do their jobs and providing the correct instructional support to ensure student success. We look forward to collaborating with Kristen and Sue to create a class schedule that best serves our diverse student population and ensures stabilization and growth in enrollment. I want to thank the Administrative Contract Negotiating Team who worked with us to get resolution and finalize a collective bargaining agreement on ZOOM during a pandemic. I would like to specifically thank Kendra Sprague, Nolan Wheeler, and Kristen Finnel for their work during the negotiation. I think if you asked them, they would tell you it feels like we just finished negotiations and I feel the same way. All I can say to them is see you next year and let’s make this a short one. I would like to personally thank Wendy Hall for being an amazing friend, mentor and advocate for Assessment work and change at LCC. LCCFAHE officer nominations are open and I will not be running for any officer position next year. I appreciate all the interactions I have had with LCC VP’s, they all have been a pleasure to work with. Chris, I will miss our monthly meetings. I can honestly say I have enjoyed my time as President of FA and know the person who holds the position after me will probably do a better job than I have. I hope they enjoy it as much as I have. I will continue to make my monthly reports through this academic year and will hopefully see you all soon at a Board meeting in the Heritage Room.

LCC's ECED program wrote for and received a \$10,000.00 Responsive Pathways grant. This has been added to our Early Achiever Grant which covers tuition and books worth 18 FTEs. With this grant we are going to run a Spanish in the Workplace course through Community Ed for our Early Achiever students. Additionally, we are purchasing \$1,500.00 worth of Latinx children's books for our students to check out and use in their workplace. LCC is the only college in the state that has an apprenticeship program for paraeducators and a BAS in education. We have been working with state agencies to create a Para 3 occupation apprenticeship level and it was approved by the WSATC and the RSI Plan was approved by the SBCTC in July. The apprenticeship standards were based on our program. LCC will offer 3 apprenticeship candidate placements in our BAS-TE program. The Fighting Smelt speech and debate team was named a Northwest Forensics Conference Gold Medal Program for the third year in a row. This once again places LCC among the top community college speech and debate teams in Oregon, Washington, Idaho, Montana, Utah, and Alaska. Team Captain Penelope Anderson is the second consecutive LCC student to win the Orv Iversen Award, which is presented to the top first- or second-year student across the entire season. The team's most recent result was finishing first among community colleges and winning Division II team sweepstakes at the Fred Scheller Forensics Tournament hosted by Pacific University. The team now has three final tune-up tournaments as we prepare for nationals. Washington Science Olympiad is virtual this year, there are several LCC faculty running events for regional and state. David Rosi is one of the tournament directors. Dana Cummings is working with a faculty member from Mexico (CETYS Universidad, Ensenada, Mexico) to develop and co-teach a part of a class in fall term. Both classes will work together on an international project. Cari, the faculty member from Mexico will use either her Financial Management or her Managerial Accounting class, and the BAS-OLTM students taking the Ethics and Leadership, Managing and Leading in a Diverse Society, will collaborate on the project. More to come as it develops. Thanks, Brad Benjamin LCCFAHE President.”

- 6B. Head Start/ECEAP Written Report** – A written report was submitted to the board and no members had any questions. This month’s report included the Community Assessment Annual Update. Board member Liz Cattin asked Kristen Finnel to double check the accuracy of the funding sources from medical resources listed in the Community Assessment update.

**7. INSTITUTIONAL MONITORING**

- 7A. Academic Transfer Monitoring Written Report** –As per board request, the Transfer Monitoring Report was provided to the board in written format. Vice President Wendy Hall provided an overview of the report and answered all questions.

**MOTION:** By Liz Cattin, seconded by Mike Karnofski,

That the Mission Fulfillment and Stretch Goals for College Level Math and English in Year One for the Academic Transfer Monitoring Report be approved as presented.

**MOTION CARRIED unanimously.**

**8. BOARD BUSINESS/INFORMATION ITEMS**

**8A. Nomination of Board Officers for 2022-23** – 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 George Raiter, seconded Liz Cattin,

That Mike Karnofski be nominated for 2022-23 board chair.

**MOTION CARRIED unanimously.**

**MOTION:** By George Raiter, seconded Mike Karnofski,

That Liz Cattin be nominated for 2022-23 board vice chair.

**MOTION CARRIED unanimously.**

**9. PUBLIC COMMENT** – None

**Chair Dietz adjourned the meeting at 9:24 a.m. for a 6-minute break. The meeting resumed at 9:30 a.m.**

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

**10A. Enrollment Workshop** – Vice Presidents Kristen Finnel, Sue Orchard and Wendy Hall shared information on what is currently happening with enrollments.

The pandemic has had a huge impact on enrollment at LCC and in Washington State. In 2021, State FTE fell below 2000 for the first time in over 42 years. LCC is in the “middle of the pack” in terms of decline among the state. Academic Transfer enrollments dropped 6% over the prior year and 7% over five years, Prof-Tech enrollments dropped 15% over the prior year and 12% over five years and all other enrollment dropped 30% over the prior year and 44% over five years. LCC saw the biggest enrollment decline with American Indian and Alaskan Native populations. Full and part time students were impacted at about the same rate between 2019-20 and 2020-21.

There was a large gap, however, between low income students and students who were not low income. Between 2020-21 and the prior year, males and students 35 and over experienced the largest proportional enrollment declines.

LCC recently started working with a marketing firm specializing in higher education to build an annual strategic marketing plan and place and purchase ads. The marketing firm’s industry discount helps LCC stretch marketing dollars by 2.5%. Ads are performing well above industry averages in all categories except internet radio, which is just under. Organic social media presence is way up and applications are currently up over 12% from the prior year. Next steps include implementing and utilizing the Customer Relations Management tool and increasing the use of video ads.

LCC is working to meet students where they are, taking an equity centered approach to serving students that is collaborative, data-informed and tech supported. LCC is also following the SSIPP model; strategic, sustained, integrated, proactive, and

personalized. LCC is working to improve K-12 alignment by increasing the number of high school students participating in dual credit and increasing the number of high school graduates enrolling in higher education directly after high school. LCC is also working to support adult reengagement by increasing enrollment and adult reengagement for students who have not enrolled in college and for students who have some college credits but no credential. In addition, LCC is working on onboarding and entry processes and retention and persistence with specific goals and objectives in mind.

Within instruction, there are a lot of internal and external strategies in place to support strategic enrollment. Some examples of internal strategies are TEAS and WEST-B test prep opportunities, the newly formed Para-Educators Apprenticeship Program, BAS/BS degrees, the implementation of the Associate in Pre-Nursing, Continuing Ed opportunities, the completion of the 2022-23 annual schedule, monitoring waitlists, course modalities and course schedules, and bringing a presence of culture back to campus. Some examples of external strategies include Industrial Trades Foundations and many collaborations with external partners.

Overall, LCC is working hard to be very proactive regarding onboarding, enrollment and retention.

**Chair Dietz adjourned the meeting at 10:45 a.m. for a 5-minute break. The meeting resumed at 10:50 a.m.**

**10B. Review Budget Parameters and Priorities (per PG section 2-5), including a budget forecast for 2022-23** – Vice President Nolan Wheeler discussed the current financial position of the college.

- The impact of COVID can really be seen in the fund equity position of the college
- There has been a decline in revenue collected
- Revenue remained pretty steady in summer and fall; most of the decline happened in winter quarter
- The operating budget is pretty much even, with a slight deficit
- Nolan will begin forecasting for the next fiscal year
- The decline in enrollment has negatively affected budget
- A final revenue forecast should be completed in the next couple of weeks

**10C. Proposed Changes to the LCC Key Performance Indicator Structure**– During LCC’s fall 2018 comprehensive evaluation visit, a recommendation was received in regard to assessment of general education outcomes (at LCC they are called “Global Skills”) in the professional/technical area. The evaluation team accurately assessed that LCC’s professional/technical programs were not participating in the annual summer assessment institute at a minimally acceptable level. The Instructional Assessment Committee determined that the two processes needed to be separated, which has occurred. The addition of a parallel KPI under the Workforce area (the same KPI exists under Academic Transfer) will simply provide a mechanism to report the data already being collected. LCC administration are proposing an additional Key Performance Indicator (KPI), “Demonstration of General Education Outcomes,” under the

“Workforce” mission area. For accreditation purposes, it is now necessary to report data separately for Academic Transfer and Professional/Technical programs.

**MOTION:** By Mike Karnofski, seconded by Liz Cattin,

That “Demonstration of General Education Outcomes” be added as a KPI to the Workforce and Economic Development monitoring report, as presented.

**MOTION CARRIED unanimously.**

**10D. 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. President Bailey mentioned that LCC will be taking a look at the strategic plan and the board will be involved in the process.

**10E. Review Draft Annual Priorities for 2022-23** –Planning meetings for drafting the annual priorities are held with five teams of people. 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. Items in red have been completed and are ready to be removed, items in blue are still being completed and items in green are added items.

**11. EXECUTIVE SESSION** – None

**12. ADJOURN EXECUTIVE SESSION** – N/A

**13. ACTION AS A RESULT OF EXECUTIVE SESSION** – None

**14. GOOD OF THE ORDER** – None

**15. ADJOURNMENT** – With no further business, Chair Dietz called for a motion to adjourn the meeting at 11:25 a.m.

**MOTION:** By Mike Karnofski, seconded by Liz Cattin,

That the meeting be adjourned.

**MOTION CARRIED unanimously.**



**On March 16, 2022, the Board of Trustees of Community College District 13 approved minutes of the February 16, 2022 Regular Meeting.**

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Christopher C. Bailey, Secretary to the Board