

MINUTES

April 20, 2022

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 Mike Karnofski called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, April 20, 2022. When the meeting was called to order, the following individuals were present; there was a quorum.

BOARD OF TRUSTEES: Mike Karnofski
Liz Cattin
George Raiter
Marc Silva

COLLEGE PRESIDENT: Chris Bailey

2. INTRODUCTION OF GUESTS

Sue Orchard, Kristen Finnel, Nolan Wheeler, Kendra Sprague, Tsering Cornell, Mindy Leasure, Angie Rogers, Melanee Evans, Jennifer Houge, Laurie Severson, Michelle Murphy, Leszek Cromwell, Sydney Brown (TDN), and Bryanna Smith.

3. APPROVAL OF AGENDA

MOTION: By Liz Cattin, seconded by Marc Silva,

That the agenda be approved as presented with the addition of an action item added as Board Business between Item 7 and Item 8.

MOTION CARRIED unanimously

4. CONSENT AGENDA

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

4A. Minutes of the March 16, 2022 Regular Board Meeting

4B. 2022-23 Miscellaneous Fee Schedule: The board reviewed the proposed new and revised fees. Increases were based on the growth rate factor established by the State of Washington's Office of Financial Management (OFM) if an increase in the fee was required based on course spending levels. This year's growth factor is 5.86%.

4C. Head Start/ECEAP/EHS New Departmental Policy: Reflective Supervision

MOTION: By George Raiter, seconded by Luiz 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 15% for Spring quarter. LCC is working on making several changes for summer and fall quarter with the goal to increase enrollment. President Bailey also mentioned that there has been a request to move from physical books to digital packets for the tenure track review process, and all board members will be contacted for their preferences. Lastly, President Bailey commended LCC coach Lucas Meyers for winning coach of the year through the NWAC.

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

Vice President of Instruction, Kristen Finnel

- ✓ The Learning Commons re-opened on April 4 and has had a lot of student use
- ✓ In nursing, 18 out of 18 NCLEX RN first time testers passed, resulting in a 100% pass rate for Quarter 1
- ✓ Hired three nursing faculty for next year and a BAS-OLTM faculty member
- ✓ Staff are meeting with the local high schools to share the new College in the High School course offerings, timelines and updated handbook

Vice President of Administrative Services - Nolan Wheeler

- ✓ The women's basketball team were 26/1 and ended their season on a 16-game winning streak
- ✓ Student athletes earned a cumulative GPA of 3.8 this quarter
- ✓ The financial audit is nearly complete and the exit meeting will be scheduled for late next week
 - The full report will be sent to all board members once received
- ✓ The predesign for the Center for Vocational and Transitional Studies has been completed and some comments have been received from OFM
 - Next step is to hire an architect firm for design of the building

Vice President of Student Services, Sue Orchard

- ✓ The first phase of the CRM will be launched stating Monday
- ✓ Staff are actively looking at onboarding process for new students and how students can best be supported in that process
- ✓ Looking at building on retention through a retention committee
- ✓ Although international enrollment has been down nationally and across the state of Washington, LCC currently has 25 international students representing 11 different countries for spring quarter

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

- ✓ The Daily News is running the "Students in Need" campaign and have reached the \$20,000 mark as of today
 - The campaign will be extended through the end of May
- ✓ Mark McCrady has been selected for LCC's Alumni of the Year

- ✓ The capital campaign feasibility consultants will be scheduling interviews with local leaders and donors regarding the campaign and the case prospectus
- ✓ HR will be launching a search advocate program to assist hiring search committees with freeing searches from bias ensuring equity in the process

5B. ASLCC Report – Due to scheduling conflicts, no report was provided.

5C. LCCFAHE Report – LCCFAHE Union President Brad Benjamin submitted a written report that was read by President Chris Bailey. The report read as follows. “The LCCFAHE wants to thank all the people that made it possible to open the buildings and make campus feel more normal. Many faculty have been spending time on ZOOM watching teaching demonstrations and dean interviews. We have some great candidates and are looking forward to having new hires join the LCC family. I know faculty have been doing really amazing stuff this term, but everyone is very busy now, so I really do not have anything else to report at this time. Thanks for all that each of you do for the college, Brad Benjamin, LCCFAHE President.”

5D. 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. Classified staff continue to be extremely busy serving our college community and doing our part in helping with student enrollment and retention. As President Bailey mentioned in our Union Management Communications meeting yesterday, people are not sitting around relaxing. We are all busy and though progress is being made in some areas, there are still areas that are understaffed. We all realize the difficulty in recruitment and are impressed with HR’s hard work in the seemingly endless job postings and interviews. However, we all also have to face the fact that rooms do not clean themselves, deans and faculty need administrative assistant support, and all the new technology being purchased does not get inventoried, configured, installed and maintained without trained staff. Many of us are not only exhausted, but we also see what is not getting done, only adding to the stress level. We take pride in our jobs, and we want to make sure we are serving our students as best we can, so we are hoping that those areas that are understaffed will be addressed. In other areas, we continue to train more individuals on our collective bargaining agreement, how to resolve issues at the lowest level, and the importance of protecting the integrity of our contract. Our bargaining team is meeting with management for the first time in this round of bargaining next week, April 27 and 28. We look forward to positive negotiations that will benefit both sides of the table. Stay safe. Tracy Stanley, President, WFSE Local 1400, Chief Shop Steward.”

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

- ✓ Bi-Annual Head Start Report: Mindy Leasure, Laurie Severson, Michelle Murphy and Melanee Evans presented the bi-annual Head Start report to the board and guests. The presentation included information on school readiness, family services, enrollment, personnel, recruitment, facilities, and advocacy.

5F. Other – None.

6. INSTITUTIONAL MONITORING

6A. Preparation for College Level Studies Monitoring Report – Board members were provided Cycle 23 of the Monitoring Report in written format for review and discussion. No action is needed after review of this report and no board members had any questions.

7. PUBLIC COMMENT – None

8. (ADDED ITEM) BOARD BUSINESS/INFORMATION ITEMS

8A. Review Proposed Changes to the 2022 Board of Trustees Meeting Schedule –Due to scheduling conflicts, President Bailey and Executive Assistant Bryanna Smith recommended updating the 2022 meeting schedule to reflect moving the May meeting date from May 18 to May 25.

MOTION: By Liz Cattin, seconded George Raiter,

That the updates to the 2022 Board of Trustees Meeting Schedule be approved as presented.

MOTION CARRIED unanimously.

9. EXECUTIVE SESSION – None

10. ADJOURN EXECUTIVE SESSION – N/A

11. ACTION AS A RESULT OF EXECUTIVE SESSION – None

12. GOOD OF THE ORDER – Board member Liz Cattin was able to attend the DEI open session held by consultants and expressed appreciation for board inclusion in DEI work.

13. ADJOURNMENT – With no further business, Chair Karnofski called for a motion to adjourn the meeting at 6:05 p.m.

MOTION: By George Raiter, seconded by Liz Cattin,

That the meeting be adjourned.

MOTION CARRIED unanimously.

On May 25, 2022, the Board of Trustees of Community College District 13 approved minutes of the April 20, 2022 Regular Meeting.

Christopher C. Bailey, Secretary to the Board