

MINUTES

May 25, 2022

1. CALL TO ORDER

(DETERMINATION OF QUORUM)

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, May 25, 2022, in the Heritage Room in the Administration Building of Lower Columbia College. Due to the COVID-19 regulations put in place by Governor Inslee, the LCC Board of Trustees meeting was also offered virtually via Zoom. When the meeting was called to order, the following individuals were present; there was a quorum.

BOARD OF TRUSTEES: Mike Karnofski (Via Zoom)
Liz Cattin
Alice Dietz
George Raiter
Marc Silva

COLLEGE PRESIDENT: Chris Bailey

2. INTRODUCTION OF GUESTS

Sue Orchard, Wendy Hall, Kristen Finnel, Nolan Wheeler, Michael Shin (AG Via Zoom), Marie Boisvert (Via Zoom), Sarah Griffith, and Bryanna Smith.

- ❖ Wendy Hall introduced LCC's All-Washington Academic Team members Vanessa Davis, Christina Jurado and Yuuki Matsunari. Students were congratulated and Wendy presented checks to the students on behalf of the LCC Foundation.

3. APPROVAL OF AGENDA

MOTION: By Alice Dietz, seconded by Liz Cattin.

That the agenda be approved as presented with the addition of a presentation of the financial report by Nolan Wheeler under Item 8, Board Business/Information Items.

MOTION CARRIED unanimously

4. CONSENT AGENDA

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

4A. Minutes of the April 20, 2022 Regular Board Meeting

4B. 2022-23 Tuition and Waiver Schedule

The tuition and fee schedule reflects the 2.4% increase authorized by legislation effective Fall Quarter 2022. 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 2022.

- 4C. Head Start/Early Head Start: Budget Revision – Non-Federal Share Waiver FY2022**
Requesting the approval of the submission of the 2022-23 Head Start/Early Head Start (Non-Competing Continuation) Grant Funding application with a revised NFS waiver of \$0.
- 4D. Head Start/Early Head Start: Supplement – COLA and Quality Improvement FY2022**
Requesting the approval of the submission of the 2022-23 Head Start/Early Head COLA and Quality Improvement Supplemental Funding application.

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 he recently returned from an international relations trip to Japan. He noted that the trip was a huge success in terms of building relationships, strengthening partnerships and adding enrollments. He met new leadership, met with potential new partners, established programs, recruited Atomi students for a variety of programs, connect with Japanese alumni, met parents of current international students, met with several local advocates, met with individuals at Wako High School, and held an information session at Wako International High School. Time was also spent at Atomi University and a reunion was held with 11 attendees. Commitments made by students during the trip are very promising with at least ten confirmed future prospective students.

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

Vice President of Instruction, Kristen Finnel

- ✓ Nearing the end of spring quarter
- ✓ Hiring faculty for fall with a number of new positions due to retirements
- ✓ LCC is working on a collaboration with Perry Technical Institute
- ✓ Working with Castle Rock to find alternative options for Head Start classrooms

Vice President of Administrative Services - Nolan Wheeler

- ✓ Architect interviews were recently held to begin the design phase for the Center for Vocational and Transitional Studies
 - MSGS was the architect firm chosen to complete the design
 - Hopeful a change in architect firms will not delay the process
- ✓ Updates will also be made to the Administration building
- ✓ Finalizing the FY23 budget and will be presenting at next month’s meeting for approval

- ✓ Pleased that the Head Start Castle Rock location will allow Head Start students to use at least one classroom and stated that a mutual solution will be found for the long term
- ✓ The LCC softball team tied for 7th place in the recent NWAC tournament
- ✓ The LCC baseball team will participate in the NWACS hosted at LCC tomorrow evening at 7:30
- ✓ COVID rates are increasing a little on campus, but are nowhere near how the rates have been in the past
- ✓ The EOC continues to monitor COVID cases on campus

Vice President of Student Services, Sue Orchard

- ✓ Received more information on how to use legislative funding for additional support for Running Start students with the main intent being to assist with credit recovery and to support running start students in prof/tech programs
- ✓ Attended the ACT Spring Conference to represent LCC and honor Brittany Lovely in the Transforming Lives Panel
- ✓ Commencement will be held on the LCC campus and more details regarding roles will be communicated soon

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ LCC is running “LCC Cares” campaign, with a goal to try and help students whose college going plans have been derailed by the pandemic
 - Local advertising will be rolling out next week
 - Will hopefully assist with the current enrollment woes
- ✓ LCC will be hosting a community open house event on July 22 in conjunction with the Black Bears game
- ✓ LCC does not name a single valedictorian but instead names three scholastic achievement award winners who have been selected and will be celebrated at commencement

5B. ASLCC Report –Sarah Tran provide an update. ASLCC has been focusing on three main areas; activities/events that help promote diversity and equity, mental health trainings/positions/opportunities and a large event, LCC Red Carpet Days, with a goal of bringing individuals to campus and engaging students.

Sarah and Y Ta presented the ASLCC S&A Budget for 2022-23, which includes funding for clubs and organizations, student activities, athletics, and other initiatives. With all budget allocations included the current year’s budget for comparison. 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 S&A Budget Committee, made up primarily of students, with budget projections provided by LCC’s VP of Administration.

MOTION: By Liz Cattin, seconded by Alice Dietz.

That the 2022-2023 S&A Fee Budget be approved as proposed by the ASLCC S&A Budget Committee.

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 continue to try to meet students where they are as we make a push for the end of the academic year. The last two years have been difficult for everyone and I hope we have learned and grown as we all have adapted to meet competing needs of students, faculty, and staff. The future feels somewhat unpredictable and our student population is ever evolving. I look back at the lives that we have collectively changed and look forward to the challenge of serving our community and continue to change lives for years to come. I am confident that the collaborative and innovative spirit of the college will serve us well. This will be one of my last correspondences I send as the LCCFAHE leadership changes on July 1, 2022. I am proud to announce that our last election was filled with highly contested position races with great candidates. I know the transition will be smooth as the next generation of faculty leaders continue to grow in their new positions. Here is a list of the new LCCFAHE Officers: President- Alex Brehm, Vice President-Michal Ann Watts, Vice President of Adjunct Affairs-Catie Graham, Secretary (two-year term, year one)- Trey Batey, Treasurer (two-year term, year two)- Dana Cummings, Communications Officer- Mark Gaither, Executive Council Members- Brad Benjamin (couldn't get rid of me that easily:), Lesh Cromwell, Lucas Meyers, David Rosi, and Adam Wolfer. We are still in the thick of hiring new faculty and a new Dean. We have some amazing candidates for all the positions and we are looking forward to greeting the new LCC family members soon. It is sad to see members of our LCC community retire, but we are excited for all of them to start the next chapter in their lives. They know being part of the LCC family is a lifelong endeavor and are always welcome back with open arms. LCC faculty are looking forward to seeing many of our students graduate this June. A big thanks to Sue and all that have provided the opportunity for graduation to take place on the college campus! Thanks for all that each of you do for the college! 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. As we approach the end of another academic year, rather than winding down, classified staff are diligently working as hard as we can to support our campus community. We are doing this while continuing to deal with heavy workloads, staffing issues, concerns over low enrollment, and new cases of COVID being detected in our community. As I stated last month, we take pride in our jobs, and we want to make sure we are serving our students as best we can, so we continue to hope that those areas that are understaffed will be addressed. While some classified staff duties shift during the summer months, by no means does that mean workloads lessen. For many of our departments, summer is a time where additional projects take place that cannot be completed as easily during the regular school year. Deep cleanings, maintenance, remodeling, construction, and technology upgrades are all ramping up during this time of year. These additional projects are all taking place along with the continued focus of working towards increased enrollment and retention of students. In regards to the status of the negotiations for our 2023-2025 Collective Bargaining

Agreement, a tentative agreement was reached on 1 Article. Both the employer and WFSE's lead negotiators noted progress was made. Everyone on both teams has more research to accomplish. The classified staff team met again today to conduct research and prepare for the next bargaining meeting tomorrow, Thursday, May 26. 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.

5F. Annual International Program Report – Along with a provided written report, Marie Boisvert presented an update on the International Program. The presentation included information on campus internationalization, study abroad, international student enrollment and support, current and new programs, improvements and updates, and challenges and opportunities.

5G. Other – None.

6. INSTITUTIONAL MONITORING

6A. Workforce & Economic Development Monitoring Report – Board members were provided Cycle 23 of the Monitoring Report in written format for review and discussion. Two action items were included in the report.

MOTION:

By Liz Cattin, seconded by George Raiter,

That the Mission Fulfillment and Stretch Goals for MAERB and NES Licensure Rates, and College Level Math and English in Year One for the Workforce & Economic Development Monitoring Report be approved as presented.

MOTION CARRIED unanimously

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. Nolan mentioned that this is a typical third quarter report. The report included a Funds Equity Summary and Operating Revenue & Expenditure Activity. Nolan mentioned that, comparatively, LCC is in good shape financially. Forecasting an increase in enrollment for next year's budget.

7. PUBLIC COMMENT – None

8. BOARD BUSINESS/INFORMATION ITEMS-

8A. (Added Item) FY21 Financial Statement – Board members were provided the Financial Statement for Fiscal Year 2021, created from a recent financial audit. Nolan Wheeler mentioned that all financial statements can be found on the LCC website on the public disclosure page.

9. EXECUTIVE SESSION – None

10. **ADJOURN EXECUTIVE SESSION** – N/A
11. **ACTION AS A RESULT OF EXECUTIVE SESSION** – None
12. **GOOD OF THE ORDER** – None
14. **ADJOURNMENT** – With no further business, Chair Karnofski called for a motion to adjourn the meeting at 6:15 p.m.

MOTION: By Alice Dietz, seconded by Liz Cattin,

That the meeting be adjourned.

MOTION CARRIED unanimously.

On June 15, 2022, the Board of Trustees of Community College District 13 approved minutes of the May 25, 2022 Regular Meeting.

Christopher C. Bailey, Secretary to the Board