

# MINUTES

October 19, 2022

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**1. CALL TO ORDER**

(DETERMINATION OF QUORUM)

Chair Mike Karnofski called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, October 19, 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  
Liz Cattin  
Alice Dietz  
George Raiter  
Marc Silva

**COLLEGE PRESIDENT:** Chris Bailey

**2. INTRODUCTION OF GUESTS**

Nolan Wheeler, Wendy Hall, Kristen Finnel, Kendra Sprague, Sue Orchard, Alex Brehm, Jaida Barrows, Shelley Williams- via Zoom (AG), Devin Hendricks- via Zoom, Barry Walter (for tenure track) and Bryanna Smith.

**3. APPROVAL OF AGENDA**

**MOTION:** By Liz Cattin, seconded by Alice Dietz,

That the agenda be approved as amended with the addition of item 4B and item 7C, as published in the revised agenda.

**MOTION CARRIED unanimously**

**4. CONSENT AGENDA**

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

**4A.** Minutes of the September 21, 2022 Regular Board Meeting

**4B.** Minutes of the August 1, 2022 Special Meeting

**MOTION:** By Liz Cattin, seconded by Marc Silva,

That the consent agenda be approved as presented.

**MOTION CARRIED unanimously.**

## 5. COLLEGE INPUT

**5A. President's Report** – President Chris Bailey shared that enrollment is fairly flat this year; up 1.2% for fall. Running Start, International and Prof-Tech enrollments are all up. Basic Skills enrollments are down over 20%.

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

### Vice President of Administrative Services, Nolan Wheeler

- ✓ The design team for the Center for Vocational and Transitional Studies building is working on finalizing the floor plan of the proposed building
  - Acoustic consultants will be on campus tomorrow
  - Had a productive discussion today with a solar consultant out of Olympia
  - The team is working on a 3D walkthrough event for foundation board members and other community leaders as the capital campaign kicks off
- ✓ The LCC soccer team is currently ranked 1<sup>st</sup> in the west and 3<sup>rd</sup> in the NWAC
- ✓ LCC's volleyball team has had some key injuries but is still ranked 2<sup>nd</sup> in the west and 8<sup>th</sup> in the NWAC
- ✓ About \$90,000 sort of funding needed to turf both Tam O'Shanter infields
  - The softball team hit a road bump applying for grants due to nonprofit status lapsing

### Vice President of Student Services, Sue Orchard

- ✓ Seeing students come back to campus through student activities and other events on campus
- ✓ Last year, the LCC Food Pantry had 46 visits from students; this year, the food pantry is already at 250 visits
- ✓ LCC has established a relationship with the Salvation Army who bring hot meals to campus to provide to students once per week
- ✓ Washington State community and technical colleges will be launching a basic needs survey to aim to get a better sense of the needs of students
- ✓ LCC has applied for a grant through the Department of Education that would provide funding to expand basic needs supports
- ✓ LCC has also submitted for a grant to support a bilingual navigator for the Woodland School District

Trustee Liz Cattin inquired about providing students information about SNAP and other benefits when they visit the LCC Food Pantry; Sue mentioned that many resources both at LCC and in the community are provided to visitors

### Vice President of Instruction, Kristen Finnel

- ✓ LCC submitted a statement of need for a BSN to the SBCTC, no recommendations were given and the degree will move forward in the accreditation approval process

- LCC is now collecting letters of support and just received one from WSU-V
- Peace Health stated that they have 28 spots for clinical placements
- ✓ The Learning Commons Open House was held in September and was very well attended
- ✓ The eLearning department is hosting a “Tech-Check” for students to provide free assistance when personal laptops and computers are having issues
- ✓ LCC currently has 106 chromebooks and 56 laptops checked out to students
- ✓ Tutoring appointments have greatly increased this quarter
- ✓ This quarter, there is a pretty equal mix of course offerings
  - Students tell what modalities they prefer by registering for courses

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ Currently in the mid-teens in percentage of students who live outside Cowlitz County
- ✓ On October 27, Oregon Public Broadcasting will be hosting a congressional debate on campus at 6PM and will be taking questions from the live audience
- ✓ Currently awaiting a Daily News article regarding enrollment at LCC
  - Overall enrollments are down about 24% since before the pandemic, which is about average for the system as a whole
  - In FY 2021-22 three groups had significant enrollment decrease compared to 2018-19; the American Indian/Alaska native population, male student population and low-income students
- ✓ In regard to ctclink, the state as a whole has moved to the post go-live environment and the SBSTC is working on overall improvements for the system
- ✓ This year, LCC is conducting the PACE survey for the fourth time
  - This year’s survey has equity and inclusion components
  - Components of the survey will be included in monitoring reports
- ✓ The second DEI student survey will be going out soon
  - Will be looking at both surveys to determine which will be used long term
- ✓ Two new KPIs, that have to do with a sense of belonging, will be brought to the board this year to be added as official KPIs (per the college’s diversity strategic plan)

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

- ✓ HR has officially launched the Search Advocate Program to enhance the equity of LCC’s recruitments and hiring
  - 36 LCC staff were trained as Search Advocates at the end of August and 6-10 more will go through training at the end of this week
- ✓ The overtime eligible threshold has increased and many exempt employees will become overtime eligible starting January 1
- ✓ The annual Walktober challenge has begun and LCC is competing against WSU-V and Clark College
- ✓ The foundation board approved the Barsness Group as campaign counsel for the capital campaign that will be run in four phases over 3-4 years
  - Currently in phase one working on messaging and major lead gifts
- ✓ The Give More 24 event raised \$19,534 for athletic excellence
- ✓ The foundation has received about \$22,000 from athletic booster mailing
- ✓ Foundation auditors were on campus for an audit last week and everything went very well

- ✓ The upcoming Lifetime Donor Wall Reception event will honor all of the new lifetime donors who will be receiving a plate on the lifetime wall and will honor the alumni of the year

- 5B. ASLCC Report** –ASLCC President Jaida Barrows reported that fall quarter began in September and there were an estimated 1385 student attendees at ASLCC hosted welcome back events. ASLCC also held Open Student Forums with an estimated 50 student attendees to collect student opinions regarding a recently raised question on the inclusiveness of the school mascot. The group is now working on putting together a poll to collect further information and feedback from various parts of the student body regarding the mascot. There are many ASLCC hosted events coming up, including the second annual Harvest fest on campus tomorrow. The group is actively working to restart club participation on campus and currently has 21 active clubs compared to 8 last year, with an additional three new clubs just approved. ASLCC will be holding a mental health first aid instructor training on campus and is working to get updated furniture in the student center, specifically in the Diversity and Equity Center.
- 5C. LCCFAHE Report** – LCCFAHE Union President Alex Brehm reported that, in week five of the fall academic quarter, campus continues to be buzzing with activity. LCC brought in a great cohort of nine new tenure track faculty members who are starting to have classroom observations and student evaluations for the first time. Tenure track meetings will begin soon. The Learning Commons has been thriving and a lot of faculty members are taking advantage of newly remodeled space. Full time faculty member of the year, Jason Malozzi, is even offering consistent math office hours in the Learning Commons. After a couple of COVID years, routine is starting to return to campus. Geology & Earth Science faculty Morgan Salisbury has been selected to lead a study abroad program in Cusco, Peru next fall through the Washington State Community College Consortium for Study Abroad. He’s already prepping and getting his lesson plans in order, and is excited to lead students in geological field studies in the Andes Mountains. Vocal Music faculty Gina Challed has been singing with a professional choir, Chor Anno, which is entirely comprised of music educators in Washington. She’s really excited about the connections that she has built through the experience, and the attention that she has been able to draw to LCC’s performing arts programs. History faculty Courtney Shah spent the first week of fall quarter working remotely while she was in L.A. recording Jeopardy! Tournament of Champions. Although exact dates have not been released, LCC staff should be excited to watch Jeopardy! in early November. The Fighting Smelt speech and debate team finished third in the community college division at the recent Steve Hunt Classic tournament hosted by Lewis & Clark College. LCC has a large team this year with a lot of demonstrated potential, and the team will be back at it this weekend with the McPherson Classic at Whitworth University in Spokane.
- Midterms are fast approaching and a lot of advising and mentoring is occurring at this time. It is important to meet students where they are and, in order to do soon, really identify where students are. Faculty are now “bunkering down for challenging work”. Faculty remain busy, are looking forward to some really exciting things and are preparing for a challenging stretch of weeks.

**5D. WFSE Report** – WFSE president Tracy Stanley submitted a written report that was provided to trustees. The report read as follows. “Good Evening LCC Trustees. Classified staff continue to be extremely busy serving our students, supporting the faculty and the administration, and maintaining the environment in which we all work; both physically and virtually. We continue to work with the administration on various issues related to classified staff. Some of these issues we are resolving at lower levels, some we are not. As fall quarter progresses, we see staff leaving, and new staff being hired. Onboarding and training take time, and many of the individuals in the departments that have new staff are working double duty in order to maintain services while new team members acclimate and learn our processes. While it is encouraging to see new staff being hired, we ask that the administration be cognizant of the time it takes to train new employees to the positions in which they are now employed, and the various systems and processes that are unique to the community college system and to LCC. In addition to all the activities of normal day to day business on campus, classified staff have ratified the collective bargaining agreement that was negotiated for the contract term of 2023-2025, and continue to be active off campus in various legislative and union activities. We are in the process of scheduling lobby days for the next legislative session and hope to lobby not only for the betterment of community college classified staff, but all community college employees, higher education, and all state workers. Have a good evening. Tracy Stanley President, WFSE Local 1400 Chief Shop Steward.”

**5E. Head Start/ECEAP Written Report** – The Head Start/ECEAP/EHS Budget Status and Program Report was provided to the board in written format. No board members had any questions.

**6. PUBLIC COMMENT** – None

**7. BOARD BUSINESS/INFORMATION ITEMS**

**7A. Review Proposed 2023 Board of Trustees Meeting Schedule** – The 2023 proposed meeting schedule was reviewed for potential conflicts. No conflicts were presented and action will be taken at the November meeting, providing time for board members to submit any conflicts to Bryanna Smith.

**7B. Committee Assignments for Trustees** – Board members held a discussion regarding board representation on various college and state committees. After discussion, it was decided that Mike Karnofski will remain the primary on the TACTC Legislative Action Committee and Marc Silva will replace Alice Dietz as the secondary. Liz Cattin will take the place of George Raiter as the primary for the LCC Foundation Board and Alice Dietz will remain the secondary. Mike Karnofski and Liz Cattin will remain on the audit exit committee and Aluce will remain on the Staff of the Year Committee. Marc Silva will take the place of Alice Dietz on the Transforming Lives Committee and George Raiter will remain on the Facilities Naming Committee.

**7C. Authorizing the Adoption of the 2022 Hazard Mitigation Plan** – Nolan Wheeler informed the board that LCC Administrative Services worked with Cowlitz County Emergency Management for several years on the updated (2022) Cowlitz County

Hazard Mitigation Plan and is included as an annexed jurisdiction in the plan. After nine years, the old Plan was reviewed and updates were made to the natural hazards, risks, and possible mitigation efforts that could increase resilience in the face of these hazards. By being annexed and having formally adopted the Cowlitz County Hazard Mitigation Plan the annexed jurisdiction has the opportunity to request FEMA funding for mitigation efforts/projects such as seismic retrofitting and securing, erosion control and slope stabilization, flood mitigation such as storm water drainage, maintenance of culverts and flood control devices, protection of powerlines and utilities infrastructure, generators, defensible space creation & fuel management, etc. In order to qualify for such funding, LCC must formally adopt the Cowlitz County Hazard Mitigation Plan during a Board meeting. The County Board of Commissioners has already adopted the Plan.

- ▶ Resolution 81 – Authorization for the Adoption of the 2022 Hazard Mitigation Plan

**Board Action Required**

**MOTION:** By George Raiter, seconded by Liz Cattin,  
That Resolution 81 be approved as presented.

**MOTION CARRIED unanimously.**

8. **EXECUTIVE SESSION** – None
9. **ADJOURN EXECUTIVE SESSION** – N/A
10. **ACTION AS A RESULT OF EXECUTIVE SESSION** – None
11. **GOOD OF THE ORDER** – Chair Karnofski mentioned that the CEDC has been working hard on the Harvest Festival that will be held this Saturday in downtown Longview and invited all trustees and ELT members to attend.
12. **ADJOURNMENT** – With no further business, Chair Karnofski adjourned the meeting at 5:52 p.m.

**On November 16, 2022, the Board of Trustees of Community College District 13 approved minutes of the October 19, 2022 Regular Meeting**

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Christopher C. Bailey, Secretary to the Board