

MINUTES

November 16, 2022

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, November 16, 2022, in the Administration Building Heritage Room. Due to the COVID-19 restrictions 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

Sue Orchard, Wendy Hall, Kristen Finnel, Nolan Wheeler, Kendra Sprague, Mindy Leasure, Abbie Leavens, Natalie Tonn, Melanee Evans, Laurie Severson, Devin Hendricks (via Zoom), Sally Campos (Via Zoom), Shelley Williams (AG) and Bryanna Smith.

3. APPROVAL OF AGENDA

MOTION: By Liz Cattin, seconded by Marc Silva,

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 October 19, 2022 Regular Board Meeting

4B. ASLCC Early Learning Center Reserve Budget Request- At ASLCC's June 8, 2022 executive council meeting, ASLCC approved \$9,000 to be used from the ASLCC reserves account to fund a request from the Early Learning Center (ELC) to be used for the purchase of diapering essentials for LCC student families enrolled in the program. The ELC has previously been funded by ASLCC, but the department did not receive a grant that they expected would fund these items for students. The \$9,000 would cover

the cost of all of the items related to this request that were purchased throughout the entire 22-23 fiscal year.

MOTION: By Alice Dietz, seconded by Liz Cattin,

That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. PUBLIC HEARING

Chair Karnofski opened the public hearing at 5:02 p.m.

- 5A. Rule-making hearing to amend WAC 132M-126-015, 132M-126-020, & 132M-126-030 and adopt 132M-126-036** – Sam’s Law requires Lower Columbia College to amend its Student Conduct Code to prohibit hazing both on and off campus, and revise the definition of “hazing.” To this end, Lower Columbia College must amend its Student Conduct Code, WAC 132M-126-015, 132M-126-020, & 132M-126-030; and must adopt 132M-126-036 in order to meet its obligations under “Sam’s Law” 2SHB 1751 (2022) regarding hazing prevention. Sam’s Law amends RCW 28B.10.900 and adds a new section, RCW 28B.10.904. Lower Columbia College is undergoing formal rulemaking for the changes to the Code of Student Conduct based upon the new hazing prevention law. The college received approval of emergency rule making from the Board of Trustees at a special meeting on August 1, 2022 and followed the permanent rule making process to amend the WACs. An Emergency Rule-Making Order was filed with the Office of the Code Reviser on August 3, 2022 and published in the Washington State Register #22-16-114. A Preproposal Statement of Inquiry was filed with the Office of the Code Reviser on August 3, 2022 and published in the Washington State Register #22-16-115.

Chair Karnofski asked if any written comments have been received. No comments were received.

MOTION: By Liz Cattin, seconded by, Marc Silva

That the Board amend WAC 132M-126-015, 132M-126-020, & 132M-126-030 and adopt 132M-126-036

MOTION CARRIED unanimously.

The Public Hearing was closed following the motion and vote.

6. COLLEGE INPUT

- 6A. President’s Report** – President Chris Bailey shared that enrollment numbers are essentially flat for fall quarter, largely due to Basic Skills

enrollment being down. Basic Skills is a continuous enrollment program. LCC recently hired a consultant, Jon Kerr, for Basic Skills outreach and enrollment efforts. As a result, an action plan will be created and implemented to target this population. Enrollment in most other areas across campus are up and the trend is moving in a favorable direction.

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

Vice President of Instruction, Kristen Finnel

- ✓ LCC is in week 9 of the fall academic quarter
- ✓ Hosted the first College in the High School retreat that included 6 high schools and 17 faculty and staff
- ✓ Pursuing some DEI initiatives in the nursing area
 - Looking at the petitioning process to ensure it is as equitable as possible for all students

Vice President of Administrative Services - Nolan Wheeler

- ✓ Both the soccer and volleyball teams won the West Region Championships
- ✓ Soccer and volleyball coaches have received “Coach of the Year” award for the west region
- ✓ Held a meeting with a lab consultant to get equipment placed for the proposed Vocational Building
- ✓ Bids open in December to do some upgrades on the exterior of the Administration building
- ✓ Submitted a lodging tax grant request to the county for the Tam O’Shanter turfing project
 - Was informed that the grant is not applicable to the specific project but may receive special consideration
- ✓ Will be hosting a lunch and 3D walkthrough of the proposed Vocational Building on December 13 to help increase local awareness of what LCC is hoping to do with the building
 - Board members on the Foundation Committee will be invited to attend

Vice President of Student Services, Sue Orchard

- ✓ Many student activities are occurring on campus
- ✓ The Student Services department is gearing up for winter registration
- ✓ Continually working on strategic enrollment management efforts
- ✓ The outreach team will begin hosting evening support sessions for families with meals provided
- ✓ The second quarterly Rock Enroll event will be held on November 30th
- ✓ Washington State is ranked at 49th in the nation for FAFSA completion
 - LCC will be hosting a Financial Aid Roundtable with college and community partners with an intent to showcase the Washington College Grant and look at what other initiatives can be done to improve FAFSA application rates
- ✓ LCC has been selected by the Department of Veterans Affairs for the Fiscal Year Compliance Survey (audit)
- ✓ LCC is moving away from printed refund checks and towards Bank Mobile, a company that will disburse aid to students through their choice of direct deposit or mail

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

- ✓ Sams Law requires employee and student training on hazing prevention, which the college has provided in-person as well as online
- ✓ A hazing prevention committee has been formed, with Sue Orchard as the chair, along with a web page for hazing prevention requirements
- ✓ LCC won the Walktober challenge against WSU-V and Clark College
- ✓ Progressing rapidly with the capital campaign; meeting with consultants tomorrow to work on the branding for the campaign
- ✓ In the past, the Board of Trustees entered into a resolution that gave the Foundation Executive Committee naming rights
 - Will be asking for a similar resolution at the December or January meeting
- ✓ The Foundation Donor Wall Reception event had nearly 100 individuals in attendance this Monday
- ✓ The annual year-end giving campaign will begin soon and will hit mailboxes right after Thanksgiving with a second mailing right around Christmas
- ✓ This year's Hall of Fame Ceremony will be held on February 15 during the men's and women's basketball game

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ This year's monitoring report review cycle will begin next month
 - During the pandemic, board members received written reports in lieu of presentations from committee chairs
 - Now that meetings are in person once again, the board opted to begin receiving the presentations during board meetings, as done previously
- ✓ The enrollment article, featuring LCC, mentioned at last month's meeting will be in the TDN on Sunday
- ✓ LCC's Transforming Lives nominee has been selected and will be introduced to the board at the January meeting
 - The ACT conference in January includes a Transforming Lives Awards Dinner that board members are encouraged to attend
- ✓ The ELT has begun preparation for the next accreditation report that will be due in summer of 2024 with the next full review in October 2025
 - In the process of making some significant changes to the curriculum and program review process

6B. ASLCC Report –ASLCC Executive Director Jaida Barrows mentioned that the ASLCC hosted many programs/activities in October and November. Members of the ASLCC also attended the National Association for Campus Activities Conference and have many new ideas for future activities. Last week, the ASLCC hosted an elder from the Cowlitz Tribe to present the “Forever People” a lecture on the Cowlitz History. As seen in the consent agenda earlier in the meeting, the ASLCC has also submitted a budget request for \$9,000 for the Early Learning Center to support supply purchases for the upcoming year. Lastly, Jaida reported that finals week is approaching and then students have a three-week winter break.

6C. LCCFAHE Report – LCCFAHE Union Communications Officer, Mark Gaither, reported that faculty have been adapting to the new paradigm of teaching and learning. Faculty are making adaptations as the college works to increase enrollments. Faculty also

serve as extracurricular club advisors and are trying to bring clubs back after being suspended during the pandemic. The Curriculum Committee, who meet every quarter to make adjustments to courses, will be meeting on Friday to review about 300 requested changes. The Business Technology program is adopting a program for community health workers. Northwest Equity Group project participants will be meeting in person this week. The Fighting Smelt Speech and Debate Team recently had a great tournament. Faculty member Morgan Salsbury recently did a presentation on study abroad and will be leading a group of 15 students to study in Peru. Faculty member Chris Tower is hosting a Northwest Voices presentation today. Faculty member Abbie Leavens has done great work with College in the High School. LCC's symphonic band will be having a concert this Friday. The Drama department held opening weekend for "Tartuffe" last weekend that has over 20 LCC student participants including 5 international students, as well as staff and faculty, including Adam Wolfer.

6D. WFSE Report – WFSE president Tracy Stanley submitted a written report that was provided to trustees. The report read as follows. "Good evening LCC Trustees. As fall quarter is winding down, classified staff are staying busy and preparing for winter quarter. There continue to be concerns with staffing levels in some areas and staff turnover in other areas, but we remain hopeful that our concerns are being heard and addressed. We are also continuing to work with HR on various other issues as they arise and strive to obtain mutually acceptable resolutions for our members and the college. As well as keeping busy with our duties as staff, our members are also busy with their union activities with three LCC members recently being re-elected to WFSE Local 1400 officer positions, and one to a WFSE AFSCME Council 28 statewide officer position. As we get closer to the new year, we are also looking at the legislative lobbying opportunities to not only lobby on behalf of State workers and funding our ratified contracts, but also on behalf of the community college system and higher education as a whole. Have a good evening, Tracy Stanley, Chief Shop Steward President, WFSE Local 1400."

6E. Head Start/ECEAP Written Report – Head Start/EHS/ECEAP monthly program and budget reports were provided in written format. No board members had any questions.

6F. Other- None

7. PUBLIC COMMENT – None

8. INSTITUTIONAL MONITORING

8A. Quarterly Budget Status Report – Vice President Nolan Wheeler presented the quarterly budget status reports to provide an update of the College's financial status for review and discussion. The LCC Funds Equity Summary reflects the fund balances at period's end based upon the net activity for the first three months of FY 2022. The local discretionary fund balance provides a solid foundation for the college's operating needs. The fund balance in Fund 148 includes the Board's contingency reserve. Historically, fund revenue lags behind expenditures throughout the fiscal year due to

the reimbursable nature of higher education, particularly in Financial Aid, Grants and Contracts, which rely on monthly reimbursements. Additionally, the ongoing impact of a reduced on-campus class schedule continues to impact revenue amounts in Enterprise Services. LCC is focused on reducing expenditures through efficiencies to improve financial position.

At the first three month point in the fiscal year, overall YTD operating revenues of \$7.4MM are at nearly 26% of budgeted year-to-date. Annualized FTE enrollments are currently running a little over 2.3% lower than the prior year. The team will continue to monitor revenue collections throughout the year and adjust spending as necessary. In regards to expenditures for the first three month point in the fiscal year, LCC is running YTD at 21.5% of budgeted totals. YTD revenue collections are running approximately \$1.2MM above YTD expenditures. Expenditures by major program are mostly consistent with budgeted levels. Expenditures will continue to be closely monitored and resources managed as effectively as possible moving forward. Overall, Nolan mentioned that the college budget is on track for a typical budget year.

- 8B. Bi-Annual Head Start Report** – Mindy Leasure, Melanee Evans and Laurie Severson provided the bi-annual update on the Head Start Program. Topics included updates on current enrollment, the program planning timeline, early learning advocacy, program goals progress, program child outcomes and goals, and school readiness next steps.

9. BOARD BUSINESS/INFORMATION ITEMS

- 9A. Review Proposed 2023 Board of Trustees Meeting Schedule** – The 2023 proposed meeting schedule was reviewed for potential conflicts. No conflicts were presented.

MOTION: By Marc Silva, seconded by Liz Cattin,

That the 2023 Board of Trustees Meeting Schedule be approved as presented.

MOTION CARRIED unanimously.

- 10. EXECUTIVE SESSION** – Chair Karnofski announced that the board will go into executive session for two reasons, to be addressed in this order. The first purpose is to receive and evaluate complaints or charges brought against a public officer or employee. The second purpose is to discuss with legal counsel pending litigation. The Board anticipates executive session lasting for 20 minutes. The Board will reconvene in open session at 6:30 p.m., unless the executive session is extended at that time by further announcement.
- 11. ADJOURN EXECUTIVE SESSION** – The Executive Session under RCW 42.30.110 ended at 6:30 p.m. The regular meeting reconvened at 6:30 p.m.
- 12. ACTION AS A RESULT OF EXECUTIVE SESSION** – None
- 13. GOOD OF THE ORDER** – None

- 14. ADJOURNMENT** – With no further business, Chair Karnofski called for a motion to adjourn the meeting at 6:30 p.m.

MOTION: By Liz Cattin, seconded by Marc Silva,
That the meeting be adjourned.

MOTION CARRIED unanimously.

On December 14, 2022, the Board of Trustees of Community College District 13 approved minutes of the November 16, 2022 Regular Meeting

Christopher C. Bailey, Secretary to the Board