

# MINUTES

December 14, 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 5:01 p.m., on Wednesday, December 14, 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, Nolan Wheeler, Kendra Sprague, Shelly Williams (AG), Jaida Barrows (via Zoom), Richard Arquette (via Zoom), and Bryanna Smith.

**3. APPROVAL OF AGENDA**

**MOTION:** By Alice Dietz, 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 November 16, 2022 Regular Board Meeting

**4B.** 2022-23 Foundation Quid Pro Agreement- Previously approved in June. A change has been made to support the upcoming capital campaign. The change can be found on page 3, section B, 3-IV and 3-V. The LCC Foundation Board has approved.

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

That the consent agenda be approved as presented.

**MOTION CARRIED unanimously.**

**5. COLLEGE INPUT**

**5A. President's Report** – President Chris Bailey shared that the Governor released the proposed state operating and capital budgets this afternoon. The Governor's capital budget funded down to item 15, the LCC Vocational Building, which is promising for the construction of the building. Yesterday afternoon, LCC provided a 3D virtual walkthrough of the proposed Vocational Building for local leaders and community members. Three legislatures from the 19<sup>th</sup> district attended the presentation. Since the presentation, inquiries have been received regarding how to help with the project. LCC is starting to see all the work that has been done reflect in winter quarter enrollments. State FTE is up almost 5% and overall FTEs are up 7.7%. Basic Skills enrollments are down 24% and that is a major area of focus. Chair Karnofski noted that Running Start is also up 10% and it is clear that recent efforts are effective.

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

Vice President of Administrative Services - Nolan Wheeler

- ✓ Have moved from schematic design to design development of the Vocational building
  - Trustee George inquired about where the design funding came from for the Vocational building and Nolan clarified that it is from the state, funded in the last biennium
- ✓ About \$90,000 short of having the funding for the Tam O'Shanter turf project
- ✓ Soccer and Volleyball teams won the west region
- ✓ The team with the highest overall GPA this quarter was women's soccer with a team GPA of 3.75 and twelve 4.0s for the quarter
- ✓ The overall GPA for all athletic teams this quarter was a 3.38 and not one team scored below a 3.0 GPA
- ✓ 30 athletes received a 4.0 grade

Vice President of Student Services, Sue Orchard

- ✓ The recent Financial Aid Roundtable held on campus had about 50 attendees and focused on strategies on how to collectively improve completed financial aid applications in the area
- ✓ Building on strategic enrollment management systems and looking at some longer-term strategic planning

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ Currently at the heaviest data reporting period of the year
- ✓ At the start of the cycle for developing annual priorities
- ✓ LCC fact books are being updated and will be out in early in 2023
- ✓ A number of paid and organic media campaigns are occurring
- ✓ Helping admissions-based programs get cohorts ready for the year
  - Have had some trouble filling the medical assisting program for the last couple of years

- ✓ All colleges are now live in ctLink and the system has entered the enhancement phase
  - Projects that have been put on hold can now be addressed

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

- ✓ HR has begun the busy faculty recruiting season
- ✓ Began the process for recruitment for five new tenure track faculty positions
- ✓ Will be kicking off faculty contract negotiations in January
- ✓ The foundation is in the middle of the annual appeal for year-end giving
- ✓ The Foundation Board approved the selection of benefactor of the year; the Wollenberg Foundation
- ✓ The scholarship application will be opening February 1 with over \$550,000 available to disburse to students
- ✓ The capital campaign steering committee will convene January 23
- ✓ Currently holding the “Thank-a-thon” where student athletes call donors to thank them for their donations to athletic scholarships

- 5B. ASLCC Report** –ASLCC Executive Director Jaida Barrows provided an ASLCC update.
- ASLCC hosted 25 programs in the fall term with 2,929 participants
  - The student government has approved funding for the purchase of furniture for the Student Center Lounge
  - A new executive board position is open for applications
  - The Holiday Giving Tree program, supporting students with a need for holiday gifts, was the largest event this month
    - All families were sponsored through the program
  - Due to a significant reduction in revenue, ASLCC will be doing a values-based program to develop a budget
- 5C. LCCFAHE Report** – Due to faculty not being on contract at this time, no faculty report was provided.
- 5D. WFSE Report** – WSFE Union President Tracy Stanley submitted a written report that was provided to trustees. The report read as follows. “Good Evening LCC Trustees. Classified staff are continuing to keep busy during the break between fall and winter quarters with regular and seasonal work projects, duties, community volunteerism, participating in holiday charitable events, and other activities that are more prevalent during the holidays. Additionally, we are preparing for winter quarter while remaining hopeful that staffing recruitment, retention, and workload levels will improve. As the legislative season nears, we are continuing to plan our legislative lobbying. This includes various trainings for our members and scheduling dates to go to Olympia to talk to our legislators about funding our ratified contracts, supporting the community college system, higher education, and State workers. Happy Holidays! Tracy Stanley, Chief Shop Steward President, WFSE.”
- 5E. Head Start/ECEAP Written Report** – A written report was submitted to the board and no members had any questions.

5F. **Other** – None

6. **PUBLIC COMMENT** – None

7. **INSTITUTIONAL MONITORING**

7A. **Student Access, Support & Completion Monitoring Report** –The 2021-22 Access, Support and Completion report was provided to the board for review. Sue Orchard presented.

8. **BOARD BUSINESS/INFORMATION ITEMS**

8A. **Resolution 82- Delegation of Authority to Name Facilities** –As part of the ongoing comprehensive campaign, the need arises to promote naming opportunities for the project. It is requested that delegation of authority be given to the President—in conjunction with the LCC Foundation—to act as negotiator of and exercise naming authority for College facilities consistent with established Board policies. This resolution duplicates the Resolution from November 2013 for naming rights during the Building Healthy Futures Campaign.

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

That Resolution 82 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** – Alice Dietz wished everyone happy holidays.

13. **ADJOURNMENT** – With no further business, Chair Karnofski adjourned the meeting at 6:08 p.m.

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

That the meeting be adjourned.

On January 18, 2023, the Board of Trustees of Community College District 13 approved minutes of the December 14, 2022 Regular Meeting

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Christopher C. Bailey, Secretary to the Board