

MINUTES

September 21, 2022

4:00 – 4:45 Annual Head Start Governing Board Training

Attending: Mike Karnofski, Alice Dietz, Marc Silva, George Raiter, Chris Bailey, Sue Orchard, Kendra Sprague, Wendy Hall, Nolan Wheeler (virtually), Laurie Severson, Mindy Leasure, and Bryanna Smith.

Mindy Leasure, Director of Head Start/EHS/ECEAP, provided the training for the governing body. This training has combined the Executive Leadership Team and the Board of Trustees (see attendee names above). These groups represent two branches of the governing body--the policy council is the third branch.

Topics of the training included a brief history of Head Start/EHS/ECEAP program, locations of facilities, enrollment figures for the program, services offered, and the program governance structure. An update on "School Readiness" was also provided and current pressure points were discussed.

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, September 21, 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
George Raiter
Marc Silva

COLLEGE PRESIDENT: Chris Bailey

2. INTRODUCTION OF GUESTS

Sue Orchard, Wendy Hall, Kendra Sprague, Nolan Wheeler (virtually), Shelley Williams (AG), Alex Brehm, Richard Arquette, Jaida Barrows, Justin Core, Mindy Leasure, and Bryanna Smith.

3. APPROVAL OF AGENDA

MOTION: By George Raiter, seconded by Marc Silva,

That the agenda be approved as amended by adding item 5C, Discussion on Memorial Park Drive Homeless Center Proposal.

MOTION CARRIED unanimously

4. CONSENT AGENDA

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

- 4A.** Minutes of the July 20, 2022 Board Workshop
- 4B.** HS/EHS Governance Screener Certification- Consistent with the terms and conditions of the Notice of Award (NOA), LCC Head Start completed a screening of the governance and leadership capacity and developed a plan to address identified training needs.
- 4C.** HS/EHS Health & Safety Screener Certification- LCC HS/EHS has completed a health and safety screening of each site where children receive Head Start/Early Head Start services, consistent with the terms and conditions of the Notice of Award (NOA). The agency commits to maintaining compliance with local, state, and federal health and safety requirements.
- 4D.** HS/EHS/ECEAP Departmental Policy Change: Developmental Screening Policy- Policy update for Developmental Screening for Head Start/EHS/ECEAP EDUC.

MOTION: By Marc Silva, 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 enrollments are about flat for fall quarter compared to last year. Revenue wise, the organization is holding strong. The Running Start program, a funding revenue source, is up 16%. In addition, BAS enrollments are up 23.5%, Academic Transfer enrollments are up 1.6% and Prof-Tech enrollments are up 15.4%. Basic Skills enrollments, however, are down 29.4%, but is a continuous enrollment program. LCC recently hired Jon Kerr to do some consulting work to support targeted Basic Skills enrollments. The college also saw a lot of late enrollment activity (with about 200 students in the One Stop) on the Friday before the start of the quarter.

President Bailey also reported that the college is working on closing out negotiations with WFSE, the classified employees' union. A contract is being sent forward to be voted on with an October 1 deadline to submit the contract to OFM.

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

Vice President of Administrative Services - Nolan Wheeler

- ✓ Working with partners at Tam O'Shanter park, where the softball team plays, to discuss and find a solution for the severe drainage issues on the fields
 - The City of Kelso owns the Tam O'Shanter park property
 - Need to raise a little over \$100,000 to turf the infield to eliminate the drainage issues
- ✓ Architects in charge of the design phase of the new Vocational building recently provided a 3D walkthrough of the proposed building
 - LCC switched architects between the predesign and the design phase
 - Received a lot of feedback from faculty and staff
 - Hoping to receive funding to construct the building next biennium (July 1) and, if received, the project would go out to bid in November
- ✓ Fall sports, volleyball and soccer, have begun

Vice President of Student Services, Sue Orchard

- ✓ There is a lot of excitement on campus with faculty, staff and students starting fall quarter
- ✓ Staff served 556 students in the One Stop on the first two days of fall quarter
- ✓ Recently pushed out the first financial aid disbursement of \$2,324,959
- ✓ Guided Pathways focus this upcoming year is on student progress monitoring and retention work
 - Working to know when and why students fall off their path and supporting them with getting re-enrolled when possible

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ Monitoring reports have been provided to the board in written format for almost the last three years, during the virtual environment
 - Now that meetings are back in person, board members have the option of receiving monitoring report presentations again
- ✓ LCC has four "global skills" with expected outcomes that cut across the entire institution
 - Outcomes- soft skills that the organization aims for students to have
 - Have struggled to assess the locally developed Interpersonal Relations outcomes, so faculty opted to replace them with the American Association of Colleges and Universities Teamwork outcomes
 - With new outcomes, LCC exceeded goals in the initial pilot
 - Will be assessing communications outcomes this year
- ✓ There was a designated assessment day during Fall In-Service
- ✓ It is a Guided Pathways requirement to provide job market data to students
 - A job market data tool is newly available on the LCC website
 - Individuals can use the tool to search by geographical location to see types of jobs available and information on each job type
 - When students are choosing career pathways, it is important for them to be informed
 - The tool updates automatically and provides real-time data

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

- ✓ Recognized over 780 years of dedicated service to the college at last week's Staff Recognition Luncheon
 - Also recognized the summer quarterly award winners; Melissa Falter and Bryana Purdy
- ✓ The governor announced the state of emergency will be ending October 31
 - HR is looking at the impacts of the order ending on employees
- ✓ Welcoming a new Foundation Board member, Mary Spencer Howe
- ✓ Beginning the financial statement audit for FY22
 - Auditors will be visiting the college in October
- ✓ Did not receive the congressionally directed funding request for Vocational equipment funding
 - Have been encouraged to re-apply once funding is received for the construction of the Vocational building
- ✓ Foundation executive finance committee is recommending to move forward with the capital campaign and proposal for campaign counsel
 - Once approved, will get started on fundraising for the capital campaign
- ✓ "Give More 24", 24 hours of giving, will be occurring tomorrow
 - The foundation is hoping to raise \$20,000 to go towards athletic excellence and have already received \$8,000 in matching gifts

5B. ASLCC Report – Richard Arquette, Director of Student Programs and Student Housing, introduced the new ASLCC Executive Director, Jaida Barrows. Jaida provided an update to the Board on what has been happening with the ASLCC this school year. Training for new ASLCC members began September 6. Members had the opportunity to meet with several students in similar positions from other colleges for collaboration. ASLCC members also worked to build trust with the new team through various activities. In regards to campus activities, ASLCC hosted a Resource Fair this week during the first week of the quarter. The fair has been very successful so far with high attendance. ASLCC also recently hired a mental health advocacy director, Mindy Coleman.

5C. LCCFAHE Report – LCCFAHE union president Alex Brehm shared that, this fall, LCC employees and students "are taking a step out the door and onto an uncertain road" but he is excited to see where things go. As the new LCC Faculty Association President and LCC's speech and debate team coach, Alex shared that he will be joining board meetings at 5:30PM in the future, to be able to pay adequate attention to both roles.

In a general update, Alex shared that the LCC campus is buzzing. The first two days of the quarter, faculty and staff volunteers helped students get settled on campus. Finding available parking, a pre COVID problem, was once again an issue students faced. In addition, many faculty members are grappling with realities that have not had to be thought about in years, including teaching "traditional" face to face courses.

This year, there are nine new full time, tenure track faculty that each bring a new energy to the college. Faculty are thankful to HR for the lift, and that hiring is done (for now). Over the summer, new TT Nutrition Faculty Jessica Kooiman partnered with local nonprofit Hello Life, which focuses on intuitive eating, body positivity, health at every size, and disordered eating recovery. They were back on campus today for the resource fair, helping students, staff, faculty with health and nutrition. Faculty Amber

Lemiere, Natalie Tonn, and Louis Lapierre are pursuing Tree Campus certification and Bee Campus certification, to see what LCC can do to become a more environmentally conscious and sustainable campus. Coming in November, Betsy Richard and LCC Drama are putting on a production of Moliere's Tartuffe; a witty comedy in rhyming couplets. Rob Davis and the Symphonic Band will be performing the Grieg Piano Concerto with Longview native Dr. Grant Mack at the end of fall term. They are hoping that this performance will help the local music community get back into the amazing Rose Center facility in person, showcase the Bösendorfer piano, and generate some excitement about the LCC music program in general. Alex, along with faculty members Joanna Mosser, Louis Lapierre, and Michael Strayer partnered with some members of the community to work on the Civil Dialogue in Uncivil Times series of public discussions. Tomorrow night's panel will be on Homelessness at 7:30pm in HSB 101.

In conclusion, as mentioned, LCC is on an uncertain road. Faculty and staff want to meet students where they're at, but that is unknown at this time. What learning has been lost these past years? What struggles will be seen with mental health? Faculty are going to work hard and be flexible to make the most of the opportunity ahead.

5D. WFSE Report – WFSE union president Tracy Stanley submitted a written report that was provided to the board and guests. The report read as follows. “Good Evening LCC Trustees. I just have a brief report as the classified staff are all extremely busy this time of year and our main focus has been preparing the campus and various departments for welcoming students back for fall quarter. Along with the normal preparation of having our facilities, classrooms, and labs prepared, classified staff have been busy with all the other functions tied to supporting our students and faculty in financial aid, registration, the University Center, the One Stop, eLearning, the Learning Commons, course prep, and food services just to name a few areas. In addition to the departments and duties I just stated, classified staff are also preparing to vote on the results of our current Collective Bargaining Negotiations. We are hoping that the members will be able to vote on whether or not to ratify a current contract sometime before the middle of next week. Stay safe. Tracy Stanley, President, WFSE Local 1400 Chief, Shop Steward.”

5E. Head Start/ECEAP Written Report – May, June and July monthly Head Start/ECEAP/EHS Budget Status and Program Reports were provided to the board in written format. No board members had any questions.

5F. Other – None.

6. PUBLIC COMMENT – None.

7. INSTITUTIONAL MONITORING

7A. Fiscal Year 2021 Year-End Budget Status Report –Vice President Nolan Wheeler shared the LCC Funds Equity Summary and Operating Budget Summary for review and discussion. The Funds Equity Summary reflects the fund balances at period's end based upon the net activity for FY 2022. Overall, the college posted a net increase in fund equity fiscal year-to-date of \$8.5MM. An increase in Local General Operating (Fund 148) of \$3.8MM allows for an increase in college reserves. The balance in Fund

148 includes the Board Reserve of \$2.7MM. Transfers covering lost revenue were made during the fiscal year from federal COVID-19 relief funds and made a significant impact to this report. College Funds receiving these relief funds were Local General Operating (Fund 148), Book Store (Fund 524) and Food Services (Fund 569). All institutional COVID-19 relief funds were expended by the end of the fiscal year. The deficit in Fund 846 is a payment timing issue, as we bill other state and federal agencies, payments are delayed due to staff working from home. Total operating revenues collected for FY 2022 were \$908K higher than budgeted. This is due to a higher than anticipated state allocation and additional allocations from the state earmarked for specific purposes. These earmarks of around 640K caused the expenditure line item to appear over budget. However, these additional expenditures were covered by the earmarked allocations. Despite an annualized decline in enrollment of 8.2%, the fiscal year ended right at budget (when the budget is adjusted for the additional earmarks). Increased costs due to inflation and utility increases, as well as continued declining enrollment, will require a more thorough analysis of goods and services expenditures throughout FY 2023.

8. BOARD BUSINESS/INFORMATION ITEMS

8A. Committee Assignments for Trustees – With two board members not in attendance at the meeting, Chair Karnofski recommended that committee assignments be moved to next month’s board agenda.

8B. Review Board Self Evaluation – The Board reviewed and discussed the collective results of their self-evaluation which was done during the July workshop. Bryanna noted an error made on Section 2, that will be corrected for record keeping. Overall, results were anticipated, with lower scores resulting in areas affected by the Pandemic environment, such as naming new facilities.

8C. Memorial Park Drive Homeless Center Proposal – President Bailey informed the board that he was very recently informed of a proposal to create a homeless center on Memorial Park Drive, near one of LCC’s Head Start locations. Head Start staff, the Longview School District and LCC administration have high concern with this proposal. Trustee Raiter expressed how important it is for the Head Start families to have a sense of safety, and a center close to the school location would not align with safety needs. There is a very important discussion occurring in the community regarding the new location of a homeless center and action does need to be taken. The Board recommended that President Bailey draft a letter of concern to be presented to the Longview City Council. President Bailey mentioned that a letter has already been drafted by Dan Zorn, Longview School District Superintendent, that can be used as a template. There is a very short timeframe, with the proposal being addressed at tomorrow’s City Council Meeting. Chair Karnofski confirmed that President Bailey has the direction and support of the board in expressing the organization’s concerns.

9. EXECUTIVE SESSION – None

10. ADJOURN EXECUTIVE SESSION – N/A

- 11. ACTION AS A RESULT OF EXECUTIVE SESSION** – None
- 12. GOOD OF THE ORDER** – Trustee Raiter noted that faculty union president Alex Brehm provided a very engaging presentation at the recent Civil Discourse series held on campus.
- 13. ADJOURNMENT** – With no further business, Chair Karnofski adjourned the meeting at 5:54 p.m.

On October 19, 2022, the Board of Trustees of Community College District 13 approved minutes of the September 21, 2022 Regular Meeting

Christopher C. Bailey, Secretary to the Board