

# MINUTES

May 20, 2020

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**1. CALL TO ORDER**

(DETERMINATION OF QUORUM)

Due to the COVID-19 restrictions put in place by Governor Inslee, the LCC Board of Trustees meeting was held virtually via Zoom. Due to Chair George Raiter having some technical difficulties, Board member Alice Dietz called the regular meeting of the District 13 Board of Trustees to order at 5:04 p.m., on Wednesday, May 20, 2020, virtually via Zoom. When the meeting was called to order, the following individuals were present; there was a quorum.

**BOARD OF TRUSTEES:** Alice Dietz  
Bob Gregory  
Heather Mansy  
Steve Vincent  
George Raiter (Joined at 5:15 p.m.)

**COLLEGE PRESIDENT:** Chris Bailey

**2. INTRODUCTION OF GUESTS**

Sue Orchard, Wendy Hall, Kristen Finnel, Kendra Sprague, Nolan Wheeler, Bryanna Smith, Kim Witherspoon, Rosie Graff, Alex Brehm, Tracy Stanley, Paz Clearwater, Elizabeth Engel, Eli Tovar, Joanna Mosser, Julia Mitchell, Jagger Norris, Ilina Sabu, Kaylee Florek, and Scott Houston.

**2A. Introduction of Lower Columbia College's All-Washington Academic Team** – Vice president Wendy Hall introduced Scott Houston and Brenna Kandoll (who was not able to attend the Zoom meeting). Wendy gave a brief background on each student and recognized them for their All-Washington Scholar designation. Wendy mentioned that the students were supposed to be recognized in Olympia in March at a ceremony with Governor Inslee, but the ceremony was canceled due to the COVID-19 outbreak. The board expressed their congratulations to and pride for these students and their accomplishments.

**2B. Introduction of Lower Columbia College's Fighting Smelt Forensics Team**- Chris Bailey introduced the Fighting Smelt Forensics Team and highlighted some of their accomplishments this academic year. He expressed his personal congratulations. Coach Alex Brehm also spoke on behalf of his team. In recognition of these accomplishments, Commendation Resolution 20-01 was presented by Bob Gregory.

**MOTION:** By Heather Mansey, seconded by Steve Vincent,  
That Commendation Resolution 20-01 be approved as presented.

**MOTION CARRIED unanimously**

**3. APPROVAL OF AGENDA**

**MOTION:** By Bob Gregory, seconded by Alice Dietz,  
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 March 18, 2020 Board Meeting
- 4B.** Minutes of the May 14, 2020 Special Board Meeting
- 4C.** 2020-21 Miscellaneous Fee Schedule

**MOTION:** By Steve Vincent, seconded by Heather Mansey,  
That the consent agenda be approved as presented.

**MOTION CARRIED unanimously.**

**5. COLLEGE INPUT**

- 5A. President's Report** – President Chris Bailey gave a report outlining the steps the college has taken to target the COVID-19 pandemic. He mentioned that the modality of the institution has shifted to almost entirely virtual, which will continue into summer quarter and possibly beyond. There are negotiations going on with the governor in regards to the phased reopening of courses, but the timeline of the re-opening is currently unclear. The transition to the nearly fully online environment has had some negative effects on the college, including a heavy drop in enrollment. There is also a looming reduction in state allocation funding and colleges have been asked by the Office of Financial Management to develop a 15% cut scenario. Despite all the negative news, Chris expressed his pride for the staff and instructors at LCC for putting so much work into converting the campus to becoming almost entirely virtual. In addition, the funding that has been provided to the college and students in support efforts has been a silver lining. After Chris' report, board member George Raiter commented on how seamless the transition to a virtual environment seemed to be and commended President Bailey, administration, faculty, and staff.
- Vice president Kristen Finnel reported next and mentioned that there was an initial concern on students not having the proper technology to switch to an online environment. Instructional employees pulled together and gave out over 100 chromebooks along with hot spots, cameras and microphones. Tutoring has also been transferred to an online support environment. Kristen also informed the board that she meets weekly with instructional staff, usually with an audience of about 80, to answer all questions they may have. Vice president Nolan Wheeler reported that the Emergency Operations Team was activated in early March. He commended the group for being very proactive in providing solutions for the college and informed the board that LCC may have been the only college to bring lab courses back on May 5 due to the EOC and ELT being so quick to act in creating a safety plan when guidance was received from the governor.
- Vice president Sue Orchard also expressed pride for her Student Services department for their quick thinking and ability to adapt. She gave a shout out to IT for assisting in

getting employees phones, laptops and helping set up “Zoom Rooms” for assisting students in a virtual environment. Sue also reported that LCC has been able to get almost \$250,000 in the hands of students using CARES Act funding and other funding sources have been used to support the students not eligible for the CARES funding. Finally, Sue promoted the virtual commencement video that will be streamed on commencement day, June 19.

Vice president Kendra Sprague reported that there have been about 100 fraudulent unemployment claims using the names of LCC employees. LCC is not the only institution affected however, it is happening across the nation. Kendra also reported that LCC was in the middle of faculty contract negotiations when COVID-19 hit, and it was agreed by the contract negotiation teams to roll the contracts to October/November. In addition, The Daily News has agreed to extend the Students in Need Campaign to August first, the foundation is having a very good year despite the global pandemic and Kim O’Neil has been selected as the 2020 alumna of the year.

- 5B. ASLCC Report** –ASLCC president Rosie Graff shared the ASLCC overview presentation which provided a recap on the year that the organization has had. Rosie explained some Legislative work done by the ASLCC including helping pass the HB 1702. She also recapped on some events the ASLCC has hosted this year, including virtual events after the “Stay Home” order was implemented. Paz thanked Rosie for a great year and informed the board that Rosie has been selected for ASLCC student of the year. Paz gave the floor to student Kaylee Florek who introduced the 2020-21 ASLCC budget proposal. Kaylee informed the board on the process the ASLCC followed to create the budget proposal.

**2020-21 ASLCC S & A Budget**

**MOTION:** By Bob Gregory, seconded by Steve Vincent,  
  
That the fiscal year 2020-21 ASLCC Student & Athletics  
Budget of \$696,500.09 be approved as presented.

**MOTION CARRIED** unanimously.

- 5C. LCCFAHE Report** – Faculty member Alex Brehm presented a report on behalf of faculty, calling attention to the fact that all faculty have different challenges during this time. Faculty do feel that their support systems have been very strong through the transition, with the E-Learning team doing an especially incredible job. Most faculty are experiencing some pretty heavy concerns in the current environment, some around building relationships with students and some around equity concerns in regards to technology, childcare and food security. The online format is also proving to be time consuming and many faculty members are very strapped for time. There is additional concern around what clubs, extra-curricular activities and athletics will look like and what that means for student success if these things cannot happen in the foreseeable future. Some final concerns are around budget and contracts.

- 5D. WFSE Report** – Classified employee Tracy Stanley reported that classified staff are remaining extremely busy, both on and off campus during this trying time. Teleworking is going well for most classified staff and other employees, such as maintenance and security staff, continue working on campus.
- 5F. Head Start/ECEAP Written Report** – The February 2020 monthly budget status and program report was provided to the board in written format. The Board of Trustees had no questions on the report.

**6. INSTITUTIONAL MONITORING**

- 6A. Professional/Technical Monitoring Report** – Due to the virtual meeting environment, the Cycle 21 Professional/Technical monitoring report was provided in written format. The Board of Trustees had no questions on the report. The board approved adopting the same KPI mission fulfillment and stretch goal targets for licensure rates of Medical Assistant students that is used for licensure rates of nursing students included in this report.
- 6A. Basic Skills and Pre-College Monitoring Report** – Due to the virtual meeting environment, the Cycle 21 Basic Skills and Pre-College Education monitoring report was provided in written format. The Board of Trustees had no questions on the report.
- 6C. Quarterly Budget Status/ Financial Statement Audit/Accountability Audit Reports-** Vice president Nolan Wheeler explained that there is not a budget report for this quarter due to the transition to the ctcLink system and not being able to access that information at this time. Nolan also presented copies of the Financial Statement Audit and the Accountability Audit results. Board member Bob Gregory gave his kudos to Nolan and the finance team for the clean and exemplary audits.

**7. PUBLIC COMMENT** – None

**8. BOARD BUSINESS/INFORMATION ITEMS**

**8A. Authorizing**

**Continuing Operations of the District** – Vice president Nolan Wheeler provided background on the current budget situation. He mentioned that it is uncertain at this time on what the State Reduction number will be and highlighted the concern surrounding the reduction in enrollment numbers. Nolan presented Resolution 80 to the board to request a continuation of the 2019-20 Operating Budget until more information on the budget situation is available.

- ▶ Resolution 80 – Authorization for a continuation of the 2019-20 Operating Budget through September 30, 2020.

**Board Action Required**

**MOTION:**

By Alice Dietz, seconded by Steve Vincent,

That Resolution 80 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. **ADJOURNMENT** – Chair George Raiter recognized Bob Gregory for his service to the Board of Trustees and many comments were made to thank Bob. To conclude, Steve Vincent thanked all members of the college for all of the effort being put forth during this challenging time.

With no further business, Chair Raiter adjourned the meeting at 6:27 p.m.

**On June 17, 2020, the Board of Trustees of Community College District 13 approved minutes of the May 20, 2020 meeting.**

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Christopher C. Bailey, Secretary to the Board