

MINUTES

Date July 15, 2020

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. Chair George Raiter called the regular meeting of the District 13 Board of Trustees to order at 8:30 a.m., on Wednesday, July 15, 2020, virtually via Zoom. At 8:31 a.m., Chair Raiter called a five-minute recess to give all trustee members and members of the public a chance to enter the “Zoom Room”. When the recess ended, the following individuals were present; there was a quorum.

BOARD OF TRUSTEES: Alice Dietz
George Raiter
Michael Karnofski
Steve Vincent
Heather Mansy

COLLEGE PRESIDENT: Chris Bailey

2. INTRODUCTION OF GUESTS

Kristen Finnel, Wendy Hall, Sue Orchard, Nolan Wheeler, Kendra Sprague, Kim Witherspoon (arrived at 10:30 for executive session), and Bryanna Smith.

3. APPROVAL OF AGENDA

Chair George Raiter requested that a 10-minute break be added to the agenda before item 8 and suggested that if any board member needs to be out of audio range that a break be requested.

MOTION: By Steve Vincent, seconded by Heather Mansy,
That the agenda be approved as amended.

MOTION CARRIED unanimously

4. CONSENT AGENDA

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

4A. Minutes of the June 17, 2020 Regular Board Meeting

MOTION: By Heather Mansy, seconded by Mike Karnofski,

That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. COLLEGE INPUT

5A. President's Report –

President Chris Bailey reported that enrollment numbers are not looking great at LCC in the current environment. At this time, there are no fall numbers to report but enrollments are down about 14% for spring quarter and about 10.6% for summer quarter. For fall quarter, some classes will be done with a face-to-face component. Some students cannot survive in an online environment and these types of courses could assist these students with getting to completion. The list of courses to go "hybrid" is being created based on student need and then will be presented to faculty for input. The finalized list should be completed by the end of this week. The intent is for LCC to remain primarily remote, while still serving students who are falling through the cracks. The prof-tech classes that have been offered on campus since spring will continue to run as scheduled and general education courses will be added as well. A lot of the decision making depends on what is happening with the pandemic in the area.

Board member Mike Karnofski inquired about science lab courses coming back to campus for face-to-face instruction. President Bailey explained that each course is being evaluated on a case by case basis. There are also numerous international students waiting to come to campus. Bringing some courses back as hybrid courses provides an opportunity for those students to attend LCC.

Vice President of Instruction, Kristen Finnel

- ✓ Working with the Deans to determine which courses would be most necessary and beneficial to students to be brought back to face-to-face instruction
- ✓ Some faculty have been having discourse about courses returning to campus
- ✓ Met with the union president to clear up some concerns that faculty are having

Vice President of Administrative Services - Nolan Wheeler

- ✓ Emphasized that the governor, in his "safe start" plan, has asked higher education institutions to identify their critical service shortfalls
- ✓ The EOC team has been working diligently to identify these shortfalls and to create plans to bring back these critical services (some of which include courses)
- ✓ The current renovation projects happening on campus are going very well
- ✓ There are a lot of moving pieces involved in trying to estimate the budget for next year

Vice President of HR and Legal Affairs, Kendra Sprague

- ✓ The ctclink conversion has affected scholarship awarding ability, but the foundation team is hopeful that awarding will start no later than next week
- ✓ The delay in scholarship awarding may have an impact on fall enrollment numbers
- ✓ The Students in Need Campaign is continuing and is at \$30,000 raised
- ✓ Voluntary furloughs for employees were instituted in early July and about 70 employees are participating
- ✓ If the unemployment federal supplement benefits end July 25, like currently expected, many employees will likely discontinue their voluntary furloughs

Vice President of Student Services, Sue Orchard

- ✓ There is a really strong team in the student services department who are working diligently to assist students and many can effectively do so online
- ✓ There is a gap for students who do not have proper access to technology so the one stop is now open, by appointment only, to aid students with enrollment
- ✓ Emergency CARES Act funding is being distributed this week
- ✓ There are some new Title IX regulations that go into place in August, meaning some changed to WACS will be coming soon

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ The effectiveness and college relations team have been very focused on enrollment promotions
- ✓ Online time and leave reporting has been very beneficial during the pandemic
- ✓ There are some very helpful student tools in ctclink

5B. Head Start/ECEAP Written Report –

- ✓ The written report includes the program reports for April and May 2020
- ✓ The board members had no questions on the report

6. PUBLIC COMMENT - None

7. BOARD BUSINESS/INFORMATION ITEMS

7A. Emeritus Consideration

The Emeritus and Sabbatical Review Committee met to review documentation from the Communication Studies Department recommending Emeritus status for retired faculty member, Rhonda Meyers. The Committee unanimously supported the request, which is being brought forth for Board consideration. President Bailey read the letter submitted by the committee.

MOTION:

By Steve Vincent, seconded by Alice Dietz,

That the title of Faculty Emeritus be conferred to Rhonda Meyers as recommended by the Emeritus and Sabbatical Review Committee, and in accordance with administrative policy 319.

MOTION CARRIED unanimously.

7B. Board Self-Evaluation

The Board took time to reflect on their individual performance as trustees, and completed a self-evaluation instrument. Results will be compiled and shared at the next meeting. Vice President Wendy Hall thanked the Board of Trustees for taking the evaluation process seriously from an accreditation standpoint.

7C. Report of Annual Accomplishments 2019-20

President Bailey explained that the annual report encapsulates information that the Board has been apprised of throughout the year. He did expect this to be a dismal report, especially in the current pandemic environment. The report, however, reflected the many accomplishments LCC had this year, despite everything negative that has come from the COVID-19 pandemic situation.

Board member Steve Vincent commented on how impressed he was with all of the accomplishments listed in the report. Board member Heather Mansy mentioned that LCC hit the mark on many goals that had been previously set. She mentioned that LCC has great leadership and it shows.

Chair George Raiter called for a ten minute break at 9:43.

8. SETTING DIRECTION/VISION

8A. Review Monitoring Report Dashboard & Recommended KPI Revisions

Wendy Hall provided an executive summary of the data contained in the 2019-20 Key Performance Indicator Dashboard. There were no major changes to data performance. Under core theme one, all areas either met stretch goal achieved or mission fulfillment goal achieved. Under Core theme two, some areas did display the mission fulfillment goal was not achieved. An additional document was provided to the board providing an action plan for the KPIs falling below mission fulfillment. Under core theme three, all areas either met stretch goal achieved or mission fulfillment goal achieved. Under core theme four, only one area displayed the mission fulfillment goal was not achieved. As mentioned, the action plan for this is provided in the additional document.

KPI Revisions – This year, there are no KPI revisions.

Board member Steve Vincent mentioned that this report displayed exceptional performance for this year, especially with the COVID-19 pandemic occurring.

8B. 2019-20 Strategic Plan (including Strategic Initiatives and Annual Priorities)

The Strategic Plan now incorporates the strategic initiatives, the annual priorities and the KPIs. In addition, categories have been added to help illustrate the connectivity between different planning processes that occur throughout the college. Board members were provided the 2019-20 Strategic Plan for reference due to the decision to delay finalizing the 2020-21 plan until September. President Bailey explained that the plan was updated last year and usually has a 3-5 year shelf life. Board member Steve Vincent mentioned that when you are focused on short term survival it is hard to focus on strategic planning.

MOTION:

By Mike Karnofski, seconded by Alice Dietz,

That the word “learners” be changed to “students” under core theme two in the strategic plan.

MOTION CARRIED unanimously.

8C. 2020-21 Draft Annual Priorities

The Executive Leadership Team (Cabinet) has updated the document based on reviews and input by the campus community. Due to the COVID-19 Pandemic and the uncertainty of budget and enrollments at this time, final action for approval will be delayed until September.

8D. Strategic Visioning

President Bailey started this discussion by explaining that LCC has been primarily focused on the short term and reopening safely in the current environment. In the long term, a main focus will be improvements on the Vocational building. There is a possibility of LCC being in the running for design funding in the next biennium, holding spot number 8 on the capital list. President Bailey will be requesting support from the board with advocacy efforts to support this cause. Board member Heather Mansy asked if it is a possibility that funding will be deducted from capital projects due to the pandemic. President Bailey mentioned that, since capital funding is separate from the tax funded operating funding, it would likely not be affected.

9. EXECUTIVE SESSION

9A. President's Contract

At 10:33, Chair Raiter called for the Board to go into executive session pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee. The executive session will last for 20 minutes. **Action anticipated.** At 10:53 (as per email request by Kim Witherspoon) Chris Bailey publicly announced a fifteen minute extension (11:08), and at 11:08, he announced an additional 12 minute extension (11:20).

10. ADJOURN EXECUTIVE SESSION

Chair Raiter re-opened the public meeting at 11:21 a.m.

11. ACTION as a RESULT of EXECUTIVE SESSION

MOTION:

By Heather Mansy, seconded by Steve Vincent,

That an addendum to **Christopher C. Bailey's** employment contract to extend the appointment of September 1, 2011 through midnight **August 31, 2023** be approved. The annual salary shall be maintained at two hundred eleven thousand three hundred sixty-two dollars (\$211,362), effective September 1, 2020, with economic openers for future salary and benefit adjustments.

MOTION CARRIED unanimously.

Chair Raiter mentioned that the Board members are very pleased with President Bailey's performance and the non-increase in salary is a reflection of the current environment and pandemic and not a reflection of performance.

12. ADJOURNMENT

With no further business, Chair Raiter called for a motion to adjourn the meeting at 11:25 a.m.

MOTION: By Mike Karnofski, seconded by Heather Mansy.

To adjourn the regular meeting of the District 13 Board of Trustees to order at 11:25 a.m., on Wednesday, July 15, 2020, virtually via Zoom.

MOTION CARRIED unanimously.

On September 16, 2020, the Board of Trustees of Community College District 13 approved minutes of the July 15, 2020 Workshop.

Christopher C. Bailey, Secretary to the Board