

# MINUTES

September 16, 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. Chair George Raiter called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, September 16, 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  
Michael Karnofski  
Heather Mansy  
George Raiter

**COLLEGE PRESIDENT:** Chris Bailey

**2. INTRODUCTION OF GUESTS**

Sue Orchard, Wendy Hall, Kristen Fimmel, Kendra Sprague, Nolan Wheeler, Bryanna Smith, Kim Witherspoon, Ray Byers, Mindy Leasure, Debbi Burzynski, Terry Smith, Amber MacLaren, Jill Yates, and Marissa Heffernen.

**3. APPROVAL OF AGENDA**

**MOTION:** By Heather Mansy, seconded by Mike Karnofski,  
  
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 July 15, 2020 Board Workshop

**4B.** Minutes of the August 13, 2020 Special Board Meeting

**4C.** Early Head Start Expansion Grant FY20

Chair Raiter requested that this agenda item be moved out of the consent agenda for further discussion and questions.

**MOTION:** By Alice Dietz, seconded by Heather Mansy,  
  
That the consent agenda be approved as modified.

**MOTION CARRIED unanimously.**

**4C. Early Head Start Expansion Grant FY20**

Chair Raiter requested that this agenda item be moved out of the consent agenda for further discussion and questions. Mindy Leasure noted that The Administration of Children and Families has opened the funding application for the purpose of expanding access to high-quality, comprehensive early learning services for low-income infants, toddlers, and their families. As explained in the background statement provided to the board in advance, the LCC Head Start/EHS/ECEAP program has identified the need for Early Head Start expansion within its annual community assessments and this request is aligned with the program's strategic goals. This funding request includes the addition of a total of five EHS center-based classrooms intended to serve 35 infants and toddlers over a 5-year project period. The program is also requesting approval for an in-kind match waiver for the start-up funds requested in this application.

**MOTION:**

By Heather Mansy, seconded by Alice Dietz,

That the EHS Expansion funding request for \$2,872,083 as well as in-kind waivers for start-up funds totaling \$263,250 and a 50% in-kind waiver request for the first annual operating budget totaling \$155,584 be approved as presented.

**MOTION CARRIED unanimously.**

**5. COLLEGE INPUT**

**5A. President's Report** – President Chris Bailey shared the presentation given during the all-staff meeting for Fall In-Service week. He noted what the FY 2018-19 and 2019-20 budgets were and touched on the proposed FY 2020-21 budget that will be discussed later in the meeting. He mentioned enrollment numbers being down and the many strategies LCC staff have been implementing to increase these numbers. Despite low enrollment numbers, President Bailey shared good news in relation to application progress and overall headcount at LCC. President Bailey also highlighted facilities work and academic progress happening at LCC, lining up well with students not being on campus at this time. Next, President Bailey asked each vice president to report on their respective areas.

Vice President of Instruction, Kristen Finnel

- ✓ Faculty and staff have been feverishly preparing for the start of fall quarter next week
  - Faculty are working to convert courses to an online modality
- ✓ A survey has been sent to students to determine technology needs across campus
  - Technology will be disbursed to students at end of this week/beginning of next week

- Heather Mansy inquired about students who live in areas where there is no service and Kristen mentioned that students can request hot spots or can apply for CARES funding to purchase their own hot spots
- Nolan mentioned that the parking lot WIFI is also available to students
- ✓ The ELC and Head Start opened with a “soft launch” that went very smoothly
  - Head Start opened some transportation to families who have no other transportation opportunities

Vice President of Administrative Services - Nolan Wheeler

- ✓ The EOC has been working hard to develop all COVID safety plans to have in place for fall quarter
- ✓ The athletics teams are now returning to off-season workouts
  - All athletics seasons will be held January-May

Vice President of Student Services, Sue Orchard

- ✓ Staff in student services have been very busy preparing for the start of fall quarter next week
  - Primary questions from students seem to be around financial aid and/or registration
- ✓ The TRIO services grant was renewed for another five years.

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ LCC is scheduled to start providing monitoring reports to the board in December
  - Wendy asked if the board would like to continue to receive written reports only, with no presentation, while meetings are remote. Board members indicated that they would like to continue with written reports only
- ✓ Fall Quarter Assessment Day is tomorrow. The area of focus for the quarter is closing equity gaps, specifically in regard to course success.

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

- ✓ The foundation has awarded nearly \$470,000 in scholarships
- ✓ LCC will be participating this year in the Give More 24 campaign
- ✓ The Horns and Halos Gala will be hosted as a “no-contact” event
- ✓ LCC received a few significant gifts over the summer
- ✓ Faculty contract negotiations will be resuming soon
- ✓ Classified contract negotiations are in process
- ✓ Another Emergency Rule will be presented at the November board meeting

**5B. ASLCC Report** –No report provided at this time.

**5C. LCCFAHE Report** – LCCFAHE Union President Brad Benjamin submitted a written report that was read by President Chris Bailey. The report read as follows. “In these uncertain times, LCC faculty members are ready to do what it takes to ensure the success of our students. We will use the lessons we learned in spring term and summer term to ensure our students get the best possible educational experience. Faculty continue to examine their classes and curriculum through the lens of equity to provide every student opportunities to succeed in whatever career pathway they choose. The Instructional administrators and staff have done a wonderful job creating a meaningful in-service week. The mini-conference sessions were wonderful

professional development opportunities. The Guided Pathways overview brought all faculty members up to speed with what work has already been done and the breakout sessions gave us the time and space to continue to move forward with a clear direction. We really appreciate administrator's being mindful of our time this week as many of us are still moving traditionally taught face-to-face classes into the online environment and/or tweaking the online classes that we moved last spring. Faculty members are excited to be 'back' for another school year and we appreciate all the efforts LCC has provided to keep us safe during the pandemic. I think I speak for everyone in saying I hope next year's in-service week is on campus. Stay safe, Brad Benjamin, LCCFAHE President."

**5D. WFSE Report** – Due to a scheduling conflict, WFSE president Tracy Stanley was unable to attend to provide a verbal or written report.

**5E. Head Start/ECEAP Written Report** – The June 2020 Head Start/ECEAP/EHS Budget Status and Program Report was provided to the board in written format. Mike Karnofski inquired about the long term effects of under enrollment and Vice President Kristen Finnel mentioned that agencies are hoping for state leniency.

**6. PUBLIC COMMENT** – Faculty member Amber MacLaren commented on her gratitude to be a part of the tenure track and what an honor it is to observe the college process.

**7. INSTITUTIONAL MONITORING**

**7A. Fiscal Year 2020 Year-End Budget Status Report** –Vice President Nolan Wheeler explained that, overall, the college posted a net decrease in fund equity fiscal year-to-date of \$929K. This is mainly attributed to the impact of COVID-19 restrictions during Spring Quarter. The Main Project is still having a major impact on the fund equity summary. The remainder of the deficit balances are due to COVID-19 restrictions that LCC was placed under at the end of Winter Quarter. Total operating revenues collected for FY 2020 were \$560K higher than budgeted. This is mostly due to additional state allocated earmarked funds of \$426K received toward the end of the fiscal year. Lower enrollment continues to reduce the Tuition/Fees collected for the fiscal year and was \$110K less than budgeted. Total operating expenditures were \$470K less than budgeted and reflect our budget reduction activities started mid-way through the fiscal year. Increased costs due to inflation and utility increases, as well as the ongoing impact of COVID-19, will require a more thorough analysis of our goods and services expenditures throughout FY 2021. Chair Raiter mentioned that, after reviewing the financial review summary, he realized that LCC is in better financial shape than he had anticipated.

**7B. Fiscal Year 2021 Operating Budget** – Vice president Nolan Wheeler explained that the total operating revenue budgeted for FY 2021 is \$25,333,487, which is a decrease of \$600K from the prior year. Total operating revenue comprises revenue from state appropriation, student tuition/fees and other miscellaneous local revenue sources. Included in the revenue budget are decreases of \$2MM in state appropriation based on guidance from SBTC and OFM as well as an \$800K reduction in our projected tuition/fee collection due to COVID-19. These decreases were partially offset by

Governor Inslee dedicating a share of federal CARES Act funds to the community and technical colleges. LCC's portion of the Governors Emergency Education Relief (GEER) fund is estimated at \$797K. President Bailey mentioned that GEER funding is primarily to back fund the loss in tuition revenue.

**MOTION:** By Heather Mansy, seconded by Mike Karnofski,

That the fiscal year 2020-21 Operating Budget of \$25,333,487.00 be approved as presented.

**MOTION CARRIED unanimously.**

**8. BOARD BUSINESS/INFORMATION ITEMS**

**8A. Committee Assignments for Trustees** – After discussion, it was decided that Mike Karnofski will replace Bob Gregory on the Audit Exit Committee, George Raiter will replace Steve Vincent on the LCC Foundation Board and Mike Karnofski will replace George Raiter on the TACT Legislative Action Committee.

**8B. Review Board Self Evaluation** – The Board reviewed the compiled self-evaluation document. It was concluded that it is challenging to improve processes virtually and have meaningful discussion in the current environment. This evaluation will be approached again at the next Board retreat.

**9. EXECUTIVE SESSION** – None

**10. ADJOURN EXECUTIVE SESSION** – N/A

**11. ACTION AS A RESULT OF EXECUTIVE SESSION** - None

**12. ADJOURNMENT** – With no further business, Chair Raiter called for a motion to adjourn the meeting at 6:06 p.m.

**MOTION:** By Heather Mansy, seconded by Mike Karnofski,

That the meeting be adjourned.

**MOTION CARRIED unanimously.**

On October 28, 2020, the Board of Trustees of Community College District 13 approved minutes of the September 16, 2020 Regular Meeting.

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Christopher C. Bailey, Secretary to the Board