

# MINUTES

April 21, 2021

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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 Alice Dietz called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, April 21, 2021. When the meeting was called to order, the following individuals were present; there was a quorum.

**BOARD OF TRUSTEES:** Alice Dietz  
Mike Karnofski  
George Raiter  
Heather Mansy  
Liz Cattin

**COLLEGE PRESIDENT:** Chris Bailey

**2. INTRODUCTION OF GUESTS**

Sue Orchard, Wendy Hall, Kristen Finnel, Nolan Wheeler, Kendra Sprague, Tsering Cornell, Mindy Leasure, Dawson Wheeler, Jagger Norris, Marissa Heffernan (TDN), and Bryanna Smith.

Wendy Hall introduced Dawson Wheeler, LCC's All-Washington Academic Team Scholar. Kendra Sprague presented a \$500 check to Dawson from the LCC Foundation to recognize her achievements.

**3. APPROVAL OF AGENDA**

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

That the agenda be approved as presented with the addition of an action item added to the Institutional Monitoring Report, Item 6A.

**MOTION CARRIED unanimously**

**4. CONSENT AGENDA**

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

**4A. Minutes of the March 17, 2021 Regular Board Meeting**

- 4B. 2021-22 Miscellaneous Fee Schedule:** The board reviewed the proposed new and revised fees. Increases were based on the growth rate factor established by the State of Washington’s Office of Financial Management (OFM) if an increase in the fee was required based on course spending levels. This year’s growth factor is 5.79%.
- 4C. Head Start Supplement- Cost-of-Living Adjustment (COLA) FY21:** Requesting the approval of the submission of the COLA FY2021 supplemental funding application and budget for \$42,176 to Head Start and \$12, 982 to Early Head Start to support step increases for classified employees.
- 4D. Head Start Budget Revision- Equipment FY20:** Requesting the approval of the budget revision for equipment moving an estimated \$12,000 from salary and benefits to the equipment budget line.
- 4E. Head Start Budget Revision – Non-Federal Match (NFM) Waiver FY20:** Requesting the approval of submission of the budget revision waiver request for non-federal match FY2020 application for Head Start and Early Head Start.

**MOTION:** By Liz Cattin, 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 shared that the state operating budget is now expected to be released on Saturday which will allow LCC to complete budget planning for next year. Enrollments are down about 3.2% for spring in addition to the 14.2% down last year. Looking at options to re-open for fall following all provided safety guidelines, contingent on what happens with vaccinations and COVID case numbers.

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

### Vice President of Instruction, Kristen Finnel

- ✓ Spring quarter is going well and courses are being finalized for fall quarter
- ✓ This summer, the first round of 16 students will graduate from the BAS-TE program
- ✓ Aiming to extend the Head Start school year to cover school days missed and using funding saved from closures due to COVID-19
- ✓ The governor’s new guidelines allow childcare centers to open in full capacity

### Vice President of Administrative Services - Nolan Wheeler

- ✓ The financial statement audit is going well with no errors or concerns at this time and an exit interview will be scheduled in the next few weeks
- ✓ There is no update on the IRS audit at this time
- ✓ 55 COVID intakes were completed in March with 3 confirmed cases
- ✓ 28 COVID intakes were completed in April with 6 confirmed cases
- ✓ Half the roster of student athletes are tested once per week for outdoor sports and all athletes are tested before every game for indoor sports

- ✓ Aiming to open more in-person services by July 19, which is two weeks after the fourth of July holiday
- ✓ The plan for allowing spectators at outdoor sporting events will go to the Emergency Team tomorrow for approval
- ✓ Meeting with the local health clinic on Friday to discuss hosting a vaccination clinic on campus
- ✓ LCC is aiming to make it as easy as possible for students who choose to get vaccinated to do so
- ✓ Governor Inslee is not proposing any mandatory vaccinations at this time

Vice President of Student Services, Sue Orchard

- ✓ Continuing to focus on re-engagement strategies and recruiting new students
- ✓ Aiming to be really personalized on communication to students
- ✓ Looking at specific recruitment activity for recent graduates during summer quarter- The Student Success Scholarship will pay for the two credit college success course during summer quarter
- ✓ Commencement will be held virtually on June 18<sup>th</sup> at 6PM with an additional drive-thru graduate recognition event

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ Will be recording commencement speakers next week
- ✓ There is a mid-cycle evaluation coming this fall with visits scheduled for October 25<sup>th</sup> and 26<sup>th</sup>
- ✓ LCC is doing a lot of targeted marketing and is outperforming industry standards by as much as 30% over a lot of platforms
- ✓ The highest engagement on marketing videos was on STEM videos

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

- ✓ The TDN Students in Need Campaign has raised over \$25,000 towards \$30,000 goal
- ✓ The office of the insurance commissioner completed a clean audit
- ✓ The scholarship application window has closed with a higher completion number than last year
- ✓ Will use scoring rubrics to award scholarships to help insure equity
- ✓ Have raised nearly \$500,000 so far this month for the foundation
- ✓ Hosted a drive-thru classified staff and faculty appreciation event that was well received and appreciated by employees
- ✓ There will be a retiree reception and employee recognition ceremony on June 14<sup>th</sup>
- ✓ Wrapping up the hiring of the tenured faculty for the BAS-TE program and will begin the process for hiring a new welding tenured faculty next week

**5B. ASLCC Report** – ASLCC member Jagger Norris updated the board on behalf of the ASLCC. In March, the group hired a new member to fill the vacated Diversity and Equity Director position, which has been unfilled since December. The new member has entered the team well. The team has been hosting scholarship workshops to ensure that students are aware of what's available to them. Info sessions are also being held for students interested in joining ASLCC. The team collaborated with other colleges for Earth day events and there was massive response, even in the virtual environment. Lastly, the team is looking into getting commencement gifts for seniors.

**5C. LCCFAHE Report** – LCCFAHE Union President Brad Benjamin submitted a written report that was read by President Chris Bailey. The report read as follows. “LCC faculty members have started their second spring term of varied learning modalities due to the pandemic. We are all working our hardest to ensure the success of each student. Chris Tower, Abbie Leavens, and Hiedi Bauer are taking a creative writing class offered through literary arts called ‘The Writer’s Gymnasium: The Writing Workout’. Longview Public Library just invited Hiedi Bauer to read some of her poetry on their podcast series, ‘Your Shelf or Mine’. Mark Gaither, Chris Tower, and Klint Hull pulled off an amazing virtual Nano Con (Science Fiction Convention). Community Conversations start Thursday 4/15 at noon. This term’s topic is ‘Race in America and Beyond’. Lucas Myers is representing LCC Biology department in a Learning Community Grant Program from Howard Hughes Medical Institute with WSU Vancouver and Clark College. Lucas Myers is also representing LCC as the Lead STEM Faculty Consultant for the WA SBCTC STEM Communities of Practice. Dana Cummings and Abbie Leavens are representing LCC as faculty advisors at the virtual Students of Color Conference on April 15th and 16th. They held a pre-conference Zoom session with interested attendees and will hold a post-conference Zoom session to unpack the conference and discuss actionable steps for our campus/community. Betsy Richards brought you ‘Club Greg’ by LCC Student Casey Halleck, a 30-minute original play on April 14th. I hope you all are well, Brad Benjamin, LCCFAHE President.”

**5D. WFSE Report** – No report submitted.

**5E. Head Start/ECEAP Written Report** – A written report was submitted to the board and no members had any questions.

**6. INSTITUTIONAL MONITORING**

**6A. Basic Skills & Pre-College Monitoring Report** – Board members were provided Cycle 22 of the Monitoring Report in written format for review and discussion.

**MOTION:**

By George Raiter, seconded Mike Karnofski,

That the Mission Fulfillment and Stretch Goals for Performance of Precollege Math Students in Subsequent College Level Math Classes be adjusted to 70% and 75% (rather than 80% and 85%), the same as the identical metric for English.

**MOTION CARRIED unanimously.**

**7. PUBLIC COMMENT** – None

**8. BOARD BUSINESS/INFORMATION ITEMS**

**8A. Summer Board Workshop Discussion** – President Chris Bailey requested moving the July board workshop to July 28 due to schedule conflicts. The board had no objections to the proposed date.

**8B. Public Comment Guidelines Draft** –At the March regular board of trustees meeting, trustee member Mike Karnofski mentioned the importance of having guidelines for public comment during board meetings. Along with LCC AG Tsering Cornel, public comment guidelines were drafted. Board members reviewed the draft and had no suggested content edits. Board member Liz Cattin suggested having the guidelines available in other languages to address equity and inclusion. It was also recommended that the guidelines be posted on the public website for review before meetings.

**MOTION:** By Mike Karnofski, seconded Liz Cattin,

That the public comment guidelines be approved as presented with recommendations mentioned.

**MOTION CARRIED unanimously.**

**8C. Emeritus Consideration** – The Emeritus and Sabbatical Review Committee met to review documentation from the Social Science Department recommending Emeritus status for retired faculty member, David Benson. The Committee unanimously supported the request, which is being brought forth for Board consideration.

**MOTION:** By Heather Mansy, seconded Liz Cattin,

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

**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** – Mike Karnofski thanked LCC and Natalie Richie on behalf of the CEDC for recent collaboration, which provides a great service to the community. President Bailey thanked Liz Cattin, new board member, for participating in orientations with all LCC vice presidents. Alice Dietz participated in the ACT award nominations for 2021 and mentioned that there were no nominations in the diversity and equity category.

**14. ADJOURNMENT** – With no further business, Chair Dietz called for a motion to adjourn the meeting at 6:17 p.m.

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

That the meeting be adjourned.

**MOTION CARRIED unanimously.**

**On May 19, 2021, the Board of Trustees of Community College District 13 approved minutes of the April 21, 2021 regular Meeting.**

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Christopher C. Bailey, Secretary to the Board