

# MINUTES

November 15, 2023

---

**1. CALL TO ORDER**

(DETERMINATION OF QUORUM)

Chair Liz Cattin called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, November 15, 2023, in the Heritage Room 100 in the Administration Building of Lower Columbia College. The 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:** Liz Cattin  
Marc Silva  
Alice Dietz  
Bogyeong Kim

**COLLEGE PRESIDENT:** Chris Bailey

**2. INTRODUCTION OF GUESTS**

Nolan Wheeler, Wendy Hall, Kristen Finnel, Kendra Sprague, Sue Orchard, Shelley Williams (AG-via Zoom), Minka Atkinson (via Zoom- The Daily News), Griffin Sauters (via Zoom- KLOG Radio), Matt Seimears, Tracy Stanley, Charlotte Curry, Alex Brehm, and Bryanna Doumit.

**3. APPROVAL OF AGENDA**

**MOTION:** By Marc Silva, seconded by Alice Dietz,

That the agenda be approved as amended with the addition of agenda item 8D, Presidential Employment Contract Review and Approval.

**MOTION CARRIED unanimously**

**4. CONSENT AGENDA**

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

**4A.** Minutes of the October 18, 2023 Regular Meeting

**4B.** Minutes of the October 30, 2023, 11:00 AM, 1:30PM, 5:15PM, and 6:30PM Special Meetings

**4C.** Minutes of the October 31, 2023, 11:00 AM, 1:30PM, 5:15PM, and 6:30PM Special Meetings

**4D. Minutes of the November 2, 2023 Special Meeting**

**4E. Head Start/EHS/ECEAP Departmental Policy Request: Opioid Related Overdose Policy and Procedure HLTH 5g**

*Background: Requesting a proposed Opioid Related Overdose Policy and Procedure to incorporate new procedures focused on preventing opioid related overdose and death amongst families in the community.*

**MOTION:** By Alice Dietz, seconded by Marc Silva,

That the consent agenda be approved as presented.

**MOTION CARRIED unanimously.**

**5. COLLEGE INPUT**

**5A. President's Report** – President Chris Bailey shared that fall quarter state FTE is up about 7% and total FTE is up about 5%. One of the larger enrollment gains is one of the areas that has seen the biggest fall off, Basic Skills. Continuing to do a lot of work to support enrollment increases. Later in the agenda, the board will be discussing adding an Honorary Degrees policy to Board Policies. President Bailey also requested that the board consider adding a policy regarding Trustee Emeritus.

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

Vice President of Administrative Services, Nolan Wheeler

- ✓ The four-year accountability audit began on Monday
- ✓ Have begun work on the financial statements for FY23
- ✓ The Tam O'Shanter turf project is almost complete
- ✓ LCC's volleyball team won the regional last weekend and is now part of the final eight
- ✓ LCC women's soccer made it to the final four but were defeated by the eventual champions
- ✓ Working with the architects on the softball batting barn project
- ✓ Working on the best way to purchase and install the baseball stadium lighting

Vice President of Student Services, Sue Orchard

- ✓ Strategic Enrollment Management and the Guided Pathway work has been merged together into the creation of a Student Success Taskforce
  - The taskforce is comprised of three main pillars and seven work groups
  - The three pillars are engage the community, get students on the path and keep students on the path
  - Providing financial resources is also a focus of each pillar
  - The group is heavily focused on the tactics and some early indicators for success are already being seen
- ✓ There has been a heavy focus on CCP and college-level alignment

- CASAS testing is being moved into the Main Testing Center and online testing will be available soon
- Will be co-sponsoring an event this month to engage CCP students who have enrolled but not attended class
- ✓ CRM access is being expanded to more departments for specific and targeted outreach and engagement
- ✓ Two new staff have joined the team, one new One Stop Coordinator and a Financial Aid Advisor
- ✓ LCC received a \$10,000 grant to purchase and install contraceptive vending machines
- ✓ About 35 K-12 partners and college personnel attended a train the trainer session by WSAC on FAFSA changes
  - The new FAFSA application for 2024-25 will be available December 31<sup>st</sup> but the ISERs app won't be able to be downloaded until the end of January
- ✓ LCC will be participating in an Ideal Fellowship, a virtual cohort in which participants look at campus policies and propose equity-centered alternatives

Vice President of Instruction, Kristen Finnel

- ✓ Faculty are busy reviewing their 2024-25 annual schedule as well as meeting with students to get them registered for winter quarter
- ✓ LCC is collaborating with Greys Harbor Community College to offer mental health first aid on their campus
- ✓ In the process of purchasing playground equipment for the Barnes Head Start location
- ✓ Hiring a nursing simulation technician as a part of the nursing simulation expansion grant received
- ✓ Will be holding a conference on campus during the nurses and teachers' appreciation week

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ Wendy recently attended a Regional Accreditation Conference in Seattle
  - Colleges are now required to do regional and national cohort analysis
- ✓ The monitoring season will kick off next month and the first report will be provided to the Board at the December meeting
  - The monitoring reports assist with generating the information needed to draft the list of annual priorities
- ✓ One of LCC's nursing student graduates will be receiving an award

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

- ✓ Last night's Donor Wall Event had about 100 individuals in attendance
  - The alumnus of the year and benefactor of the year were recognized
- ✓ Received nearly the final distribution from the Klawitter Estate
- ✓ The recent donation provided by the Cowlitz Tribe was unrestricted
- ✓ Since the capital campaign has already nearly reached the \$10MM goal, the foundation board will be entertaining the idea of increasing the goal

- ✓ Data provided on the Student Success Fund, a fund that provides grants to students for emergency needs, shows that those students are completing at about 45%, about 10% higher than the average student population
- ✓ There were no discrepancies found in the recent foundation audit
- ✓ There were over 300 applicants in the second scholarship application cycle
- ✓ The HR team continues to be busy with hiring for the college
  - HR has onboarded about 60 student employees since September
  - LCC currently has about 16 open positions
  - Head Start is helping fund another Talent Acquisition Specialist in the HR office to support the multitude of Head Start hires

**5B. ASLCC Report** – ASLCC Executive Director Charlotte Curry reported on behalf of the student union. There were 14 different student activities during the month of October and there have already been a few events in November. The ASLCC recently hired a new marketing director, who will hopefully attend their first meeting on Monday. Some ASLCC members have been attending tenure meetings to provide student input to the tenure review process. The ASLCC has also been working with campus services to place suggestion boxes across campus to collect more student feedback. Student clubs are beginning to see an increase on campus, post-pandemic.

**5C. LCCFAHE Report** – LCCFAHE Executive Council member Alex Brehm reported on behalf of the faculty union. Faculty continue to try to determine where this particular cohort of students are as a result of the pandemic. LCC is now offering nursing assistant examinations for CNAs on campus, which provides more access for students to obtain the CNA certificate. Early Childhood has also increased their capacity. To engage with current and future College and Career Preparation (CCP) students, CCP staff/faculty held an outreach event with the outreach department. LCC's nursing students were reported to have a 100% NCLEX pass rate, which has happened the past two cohorts. LCC's drama production of Gods of Comedy opened last weekend with great reviews. The faculty handbook has been updated and approved at Instructional Council. LCC's choir is beginning to participate in competitive choir. Clubs and organizations are also growing. LCC's speech and debate team has had 14 students compete and more are joining. Most recently, the team finished 4<sup>th</sup> among community colleges and 11<sup>th</sup> overall at the Linfield University Tournament.

**5D. WFSE Report** – WFSE president Tracy Stanley reported on behalf of the classified union. A lot of projects are being completed on campus and the upcoming break will provide an opportunity to complete a lot more. Off campus, the bargaining team is preparing for the next round of bargaining and negotiations.

**5E. Head Start/ECEAP Written Report** – The Head Start/ECEAP/EHS Budget Status and Program Report was provided to the board in written format. No board members had any questions.

**5F. Other** – None.

**6. PUBLIC COMMENT** – None.

**7. INSTITUTIONAL MONITORING**

**7A. Quarterly Budget Status** – Nolan Wheeler presented the quarterly budget status to provide an update of the College’s financial status. The LCC Funds Equity Summary reflects the fund balances at period’s end based upon the net activity for the first three months of FY 2023. The local discretionary fund balance in Fund 148 (\$ 11.9MM) provides a solid foundation for the college’s operating needs. The fund balance in Fund 148 includes the Board’s contingency reserve of \$3.2MM. Historically, fund revenue lags behind expenditures throughout the fiscal year due to the reimbursable nature of higher education, particularly in Financial Aid (Fund 846) and Grants (Fund 145), which rely on monthly reimbursements. Although there is an increase in revenue over the past year’s first quarter totals, the reduced on-campus schedule continues to affect net activity in Enterprise Services; Fund 569 (food services) and Fund 524 (bookstore). Currently focusing on reducing expenditures through efficiencies to improve their financial position.

At the first three-month point in the fiscal year, overall YTD operating revenues of \$7.8MM are at 24.5% of budgeted year-to-date. Annualized FTE enrollments are currently about the same as the prior year. Revenue collections will continue to be monitored throughout the year and spending will be adjusted as necessary. Looking at expenditures for the first three-month point in the fiscal year, the college is running YTD at 21.96% of budgeted totals. YTD revenue collections are running approximately \$800K above YTD expenditures. Expenditures by major program are consistent with budgeted levels for the most part. Expenditures will continue to be closely monitored and resources will be managed as effectively as possible moving forward in FY 2024.

**8. BOARD BUSINESS/INFORMATION ITEMS**

**8A. Review Proposed 2024 Board of Trustees Meeting Schedule** – The 2024 proposed meeting schedule was reviewed at the October meeting for potential conflicts. As a result of two trustees having a scheduled vacation planned during the July retreat, that meeting date will likely be changed. The board decided to keep the date listed until the new president is onboarded and can provide input on a new date for the retreat. Until then, this meeting schedule draft will be submitted and used.

**MOTION:** By Alice Dietz, seconded by Bogyong Kim,

That the 2024 Board of Trustees Meeting Schedule be approved as presented with a high likelihood of the July retreat date being changed.

**MOTION CARRIED unanimously.**

**8B. Honorary Degrees Board Policy and Procedure Discussion** – Following up on the discussion during the September meeting, a draft Honorary Degrees Board policy was provided to trustees. The policy language is from the RCW and the procedure was drafted from language from other colleges. According to board policy, any changes to the policies are to be reviewed at two meetings before approval. Trustees can also waive the minimum two-meeting requirement by making a formal motion to approve

policy changes. All trustees were comfortable waiving the two-meeting review requirement and a motion was made.

**MOTION:** By Marc Silva, seconded by Alice Dietz,

That the Honorary Degrees Board Policy and Procedure be approved as presented.

**MOTION CARRIED unanimously.**

**8C. Presidential Onboarding Discussion** – As requested by Chair Cattin at the September meeting, the board of trustees held a discussion on presidential onboarding. The Executive Leadership Team (ELT) has begun drafting a list of important meetings for the new president to attend during the onboarding process. Some important contacts were also noted on the list. Chair Cattin requested that this agenda item be added to next month's agenda for further discussion and additions. This will provide time for the board to review the list created by the ELT and come to the next meeting prepared with any additional suggestions/requests.

**8D. Review of the Presidential Contract**– Kendra Sprague provided the draft presidential contract for board review. Kendra noted that the proposed contract is for three years and seven months to stay on the regular review cycle and keep the presidential contract review on the July board retreat agenda.

**MOTION:** By Alice Dietz, seconded by Marc Silva,

That the Board of Trustees approve the employment contract for Dr. Matt Seimears to serve as President of Lower Columbia College for a 3-year and 7-month period to begin January 3, 2024 through July 31, 2027, and to authorize the Chair of the Board to sign the contract on behalf of the College.

**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** – None.

**13. ADJOURNMENT** – With no further business, Chair Cattin called for a motion to adjourn the meeting at 5:51 p.m.

**MOTION:** By Marc Silva, seconded by Alice Dietz,

That the meeting be adjourned.

**MOTION CARRIED unanimously.**

**On December 13, 2023, the Board of Trustees of Community College District 13 approved minutes of the November 15, 2023 Regular Meeting**

---

Christopher C. Bailey, Secretary to the Board