

MINUTES

December 13, 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, December 13, 2023, in the Administration Building Heritage Room 100. 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 (via Zoom)
Marc Silva
Alice Dietz
Bogyeong Kim
Mike Karnofski

COLLEGE PRESIDENT: Chris Bailey

2. INTRODUCTION OF GUESTS

Kristen Finnel, Sue Orchard, Wendy Hall, Nolan Wheeler, Kendra Sprague, Shelly Williams (AG- via Zoom), Richard Arquette, Tracy Stanley, Griffin Sauters (KLOG-via Zoom), Mindy Leasure, Laurie Severson, Melanee Evans, and Bryanna Doumit.

3. APPROVAL OF AGENDA

MOTION: By Mike Karnofski, seconded by Alice Dietz,

That the agenda be approved as amended, moving agenda item 8A (Update on Four-Year Programs) to the January Board agenda and replacing it with a review of a draft board policy, Emeritus Titles.

MOTION CARRIED unanimously

4. CONSENT AGENDA

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

4A. Minutes of the November 15, 2023 Regular Meeting

4B. Minutes of the November 8, 2023 Special Meeting

- 4C. HS/EHS/ECEAP Program Planning Timeline – Requesting Board approval on the Lower Columbia College Head Start / Early Head Start / ECEAP 2023-2024 Program Planning Timeline. Approved by the Policy Council in November.

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 the Governor released the proposed state operating and capital budgets this afternoon. The Governor's capital budget did not include LCC's capital project proposal. The House, however, is looking favorably at the project and the Senate supported the project during the last budget cycle. More information on capital funding will be available in March.

Enrollments for winter quarter are looking strong so far, although early. State full-time enrollments (FTEs) are up 14.5% and total FTEs are up 13% for winter quarter.

Enrollments are up in all areas across the board. Running Start enrollments are up from fall quarter, which is unusual, with fall quarter typically being the highest quarter for enrollment. International Program enrollments are at pre-pandemic numbers and further recruitment avenues are being explored.

A tentative use agreement with the Cowlitz Bears baseball team has been drafted, partially contingent on state funding. The agreement needs Board approval and a special meeting will be held on Monday at 5:00PM. The director of the state board has delegated approval authority to the local board.

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

Vice President of Administrative Services - Nolan Wheeler

- ✓ Using reserve funding provided by the Board of Trustees, the process has begun to update IT equipment across campus
 - Spending about \$95,000 to replace deteriorating screens in the Health and Science Building
 - A list was developed identifying 65 classroom computers (totaling \$90K) and 190 office computers (totaling \$263K) 8 years or older for replacement
- ✓ Both LCC basketball teams are doing well this season
 - The men's team has had eight wins and only one loss so far and the women's team has had five wins and three losses
- ✓ The turf replacement project at Tam O'Shanter park is complete
- ✓ Working with the architect to finalize the softball batting project
- ✓ Signed a contract with Dav's Farr, a private accounting firm that will conduct the financial statement audit this year and the next three years

Vice President of Student Services, Sue Orchard

- ✓ It is a busy time for staff during the transition from fall to winter quarter
- ✓ LCC has contracted with a company to provide loan default support to students

- ✓ In partnership with Educational Service District 112, Clark College, and WSU Vancouver, LCC was approved for the Gates Horizon regional grant for \$4.3MM
 - LCC's portion of the funding will be used to fund another navigator position

Vice President of Instruction, Kristen Finnel

- ✓ A new paraeducator associate degree, providing a pathway into the BAS-TE, was launched in the fall and currently has 28 students
- ✓ The classroom set to be used for expanding the ELC did not pass the recent fire inspection
 - LCC will be appealing the decision and will continue work to get the classroom approved for use
- ✓ CASAS testing is no longer federally required for iBest students and LCC is hoping to see an increase in iBest participation as a result
- ✓ Two of five LCC students tied for third place at a recent National Association of Teachers of Singing competition and three will be competing in regionals

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ The next faculty workday to assess student outcomes will be held on January 2
- ✓ New employee nametags have been developed to support low-vision individuals
 - Attachable ribbons have also been ordered to identify bilingual English and Spanish speaking individuals that employees can add to their nametags
- ✓ Representative Glusenkamp Perez is opening a Kelso office and there is an open house on Friday

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

- ✓ The Foundation Board and Campaign Steering Committee approved increasing the capital campaign goal to \$15MM
 - The campaign has currently raised \$11MM
- ✓ The first round of the annual appeal has been mailed out to recipients
- ✓ A retiree reception was held yesterday that had about 50 retirees in attendance
- ✓ The fall scholarship cycle awarding is nearly complete
 - 66 students received scholarships in this cycle
 - The next cycle runs February-April
- ✓ The Foundation Board approved the benefactors of the year; David and Nadine Coburn
- ✓ The Foundation Board approved two recent namings; the nursing simulation lab and the plaza for the proposed CVTS building
- ✓ The Athletic Hall of Fame will be held February 21st during the men's and women's basketball games
 - Four individuals and three teams will be inducted into the hall of fame
- ✓ Employee quarterly awards were presented at the All-Staff Meeting this month
- ✓ A presidential onboarding list has been created by the ELT and Kendra provided Trustees an opportunity to add individuals/committees/groups to the list

- 5B. ASLCC Report** – Richard Arquette provided an ASLCC update.
- During fall quarter, ASLCC hosted 34 programs with 2383 total participants, 619 unduplicated participants
 - The Giving Tree Program had about a 33% increase in requests this year
 - The ASLCC will begin a search process for a new assistant director of diversity, equity and belonging
- 5C. LCCFAHE Report** – Due to faculty not being on contract at this time, no faculty report was provided.
- 5D. WFSE Report** – WSFE Union President Tracy Stanley reported on behalf of classified staff. Staff are very busy wrapping up the end of fall quarter. Many projects occur over the winter break while faculty and students are off campus. Union staff are also wrapping up bargaining team elections and appointments. Members will begin meeting in April and bargaining will begin in May.
- 5E. Head Start/ECEAP Written Report** – A written monthly report was submitted to the board and no members had any questions.
- Bi-Annual Head Start Report: The bi-annual Head Start report was provided by Mindy Leasure, Laurie Severson and Melanee Evans. The report included specific challenges and initiatives, highlights and strengths, 2023-24 school readiness data, enrollment data, and action items. Trustee Silva inquired about what trustees can do to support the Head Start program. Mindy Leasure mentioned that support for Head Start programs was a hot topic at the state board retreat and discussions continue at the legislative level. Advocacy for the program remains important.
- 5F. Other** – None
- 6. PUBLIC COMMENT** – None
- 7. INSTITUTIONAL MONITORING**
- 7A. Student Access, Support & Completion Monitoring Report** –The 2022-23 Access, Support and Completion report was provided to the board for review. Sue Orchard presented.
- 8. BOARD BUSINESS/INFORMATION ITEMS**
- 8A. ~~Update on Four-Year Programs at LCC~~ Review Draft Board Policy, Emeritus Titles** – As noted during agenda item 3, the update on four-year programs at LCC will be moved to the January Board agenda. In replacement, trustees were provided the draft board policy, Emeritus Titles, for review. The policy was drafted by the ELT based on some other college policies in place. There is currently an administrative policy in place for employees, but no policy addressing Trustees and Presidents. According to board policy, any changes to the policies are to be reviewed during 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 Mike Karnofski, seconded by Marc Silva,

That the Board Policy Emeritus Titles 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. **GOOD OF THE ORDER** – Chair Cattin thanked President Bailey for all of his contributions to the college and the community as a whole.
13. **ADJOURNMENT** – With no further business, Chair Cattin called for a motion to adjourn the meeting at 6:43 p.m.

MOTION: By Marc Silva, seconded by Bogyeong Kim,

That the meeting be adjourned.

On January 17, 2024, the Board of Trustees of Community College District 13 approved minutes of the December 13, 2023 Regular Meeting

Matt Seimears, Secretary to the Board