

# MINUTES

March 15, 2023

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**1. CALL TO ORDER**

(DETERMINATION OF QUORUM)

Chair Mike Karnofski called the regular meeting of the District 13 Board of Trustees to order at 5:01 p.m., on Wednesday, March 15, 2023, in the Administration Building Heritage Room. Due to the COVID-19 restrictions put in place by Governor Inslee, the LCC Board of Trustees 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:** Mike Karnofski  
Liz Cattin  
Marc Silva  
Alice Dietz  
Bogyong Kim

**COLLEGE PRESIDENT:** Chris Bailey

**2. INTRODUCTION OF GUESTS**

Sue Orchard, Wendy Hall, Nolan Wheeler, Kendra Sprague, Kristen Finnel, Shelley Williams (AG), Tracy Stanley, Jaida Barrows, Richard Arquette, Mindy Leasure, Bryanna Smith, Jolynn Amrine, Jessica Bilek, Jessica Kooiman, Amber MacLaren (and family), Merry Bond, Jim Stanley, Mark Gaither, Brad Benjamin, Mavourneen Rister, Dana Cummings, and Abbie Leavens.

**3. APPROVAL OF AGENDA**

**MOTION:** By Alice Dietz, seconded by Liz Cattin,  
  
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 February 15, 2023 Regular Board Meeting**

**4B. Minutes of the March 8, 2023 Special Executive Session**

- 4C. HS/EHS/ECEAP Strategic Plan Annual Update:** Requesting the board approve the priorities and additions indicated in the summary of strategic plan goals and objectives.
- 4D. HS/EHS Non-Competing Continuation Funding Application FY23: Change in Scope – Other Programmatic Change and Non-Federal Match Waiver:** Requesting the board approve the submission of the 2023-2024 Head Start Non-Competing Continuation Funding Application and Budget of \$4,755,435.

**MOTION:** By Liz Cattin, seconded by Marc Silva,

That the consent agenda be approved as presented.

**MOTION CARRIED unanimously.**

**5. TENURE CONSIDERATION**

**5A. Executive Session** – The Board of Trustees, along with the Deans, President and Vice Presidents Kristen Finnel, Kendra Sprague and Sue Orchard, reviewed probationary faculty materials in detail during the March 8, 2023 executive session, and had no reason to go into executive session for further review.

**5B. Adjourn Executive Session** – None

**5C. Action as a Result of Executive Session**—This year, there are eighteen instructors in the tenure track process and one instructor for tenure. No formal action is required for the continuation in the probationary process. Action is required for granting/denying tenure.

**MOTION:** By Liz Cattin, seconded by Alice Dietz,

That the Board of Trustees, after having given reasonable consideration to the recommendations of the Probationary Review Committees at the special executive session on March 8, 2023, do hereby grant tenure to Amber Maclaren, effective with the beginning of Fall Quarter 2023.

**MOTION CARRIED unanimously.**

**6. COLLEGE INPUT**

**6A. President's Report** – President Chris Bailey shared that enrollment for spring quarter looks positive. Currently, enrollment is up about 15% date to date and enrollments are up in almost all categories. The college is making budget decisions based on current revenue and expenses, but major decisions will be made after the state releases the operating and capital budgets on March 20<sup>th</sup>. LCC has applied for congressionally directed funding from all three congresspeople. The college recently hosted the Japan Atomi students for three weeks and the program was very successful. Another group of Atomi students will be hosted in the summer.

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

Vice President of Administrative Services - Nolan Wheeler

- ✓ As mentioned by Chris, the college is waiting for the March revenue forecast and the house and senate bills to be released for budget decision making
- ✓ On track to start the softball infield turfing project on July 1
  - AAS has agreed to keep costs at what was quoted last summer
  - The install will cost about \$382,000 and Nolan has requested \$386,000 in funding support
- ✓ Both basketball teams had a great season; the men's team made it to the final 8 and the women's team made it to NWAC

Vice President of Instruction, Kristen Finnel

- ✓ Welding courses are very full for spring quarter and instruction is looking into adding an additional day cohort
- ✓ The college is able to utilize Perkins funding for some new equipment
- ✓ LCC received a CDL grant and will be starting two additional cohorts in spring
  - Can also fund the tuition costs for 10 CDL students
- ✓ In the process of hiring three additional tenure track faculty
- ✓ In the final approval stage from SBCTC for the new Para-education Associate degree that career leads into the BAS-TE program

Vice President of Student Services, Sue Orchard

- ✓ LCC received funding for students to take Running Start courses in the summer
  - Will support students needing credit recovery and in CTE programs
- ✓ Student Services is working to build more DEI events into recruitment efforts
- ✓ LCC is making some movement on building a laundry facility on campus to support students experiencing homelessness
  - Goal is to have the project completed by the end of this academic year
- ✓ This year's commencement ceremony will be held once again at Kelso High School and will look, in many ways, like a traditional commencement

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ This month's Columbia River Reader features LCC and two LCC students
- ✓ Working with a team to put together an event highlighting the 8 career pathways on campus
  - Faculty volunteers will demonstrate programs offered at LCC
- ✓ Multi-factor Authentication will be implemented for ctcLink starting in April

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

- ✓ LCC has been named the sole recipients of an estate and Trustee Marc Silva is taking the role of the personal representative of the estate
- ✓ The foundation executive board has approved \$50,000 in foundation grants and \$50,000 in exceptional faculty grants for FY24 and \$50,000 towards the softball turfing project
- ✓ The campaign committee is now undertaking the board giving phase
- ✓ Kicking off the alumni of the year selection process
  - As per recommendation, the committee will be taking suggestions from campus this year and will meet at the end of April to make the selection
- ✓ HR is currently participating in faculty contract negotiations
- ✓ The college is still in a constant state of employee recruitment

- ✓ The annual Students in Need Campaign, in partnership with the TDN, kicks off on Sunday

**6B. ASLCC Report** – ASLCC President Jaida Barrows presented updates on behalf of the ASLCC. With March being the last month of the quarter and including finals week, events were kept light this month. The primary focus of ASLCC members this month was on hiring. The group hired a mental health advocacy director and marketing director and will start the hiring process in the spring for the next academic year. Welcome weeks will be hosted by the ASLCC the first two weeks students are back from spring break and will include events and information for students.

**6C. LCCFAHE Report** – LCCFAHE Union President Alex Brehm presented on behalf of faculty. Many faculty members have expressed that winter quarter proved to be very challenging. Faculty and students are facing ongoing challenges in returning from the pandemic. In spite of challenges, faculty are still doing exciting things. Betsy Richard and the drama department put on six shows of Top Girls, the second production this year. There have also been many successful music performances this quarter. The Science Olympiad, a K-12 STEM competition, also returned to campus. In addition, LCC's speech and debate team will be competing in IPDA nationals in one week with a group of ten students.

**6D. WFSE Report** – WFSE Union President Tracy Stanley presented on behalf of classified staff. Staff are excited to wrap up winter quarter and prepare for spring. The HR team and administration recently held an appreciation breakfast for classified staff and the event, along with the acknowledgements given by President Bailey, went a long way in helping staff to feel supported, acknowledged and appreciated. The classified staff union continues work with HR on a variety of issues and the process has been very positive. Gratitude has been expressed towards the quality HR team. The WFSE continues work in supporting bills that support staff. The group has been holding some events off campus and hopes to hold some family friendly events in the future.

**6E. Head Start/ECEAP Written Report** – A written report was submitted to the board and no members had any questions.

- ▶ Bi-Annual Head Start Report: Mindy Leasure, Laurie Severson and Melanee Evans presented the bi-annual Head Start report to the board and guests, including the community assessment update. The presentation included information on budget, program planning, service areas, budget proposals for next FY, current enrollments, school readiness outcomes and goals, and a federal review update.

**6F. Other** – None.

**7. PUBLIC COMMENT** – None

**8. BOARD BUSINESS/INFORMATION ITEMS**

**8A. Election of Board Officers for 2022-23** – Per policy governance, the Board annually nominates officers in February and elects officers in March. At the February 15, 2023

Board Workshop, Liz Cattin was nominated as incoming Chair and Marc Silva as incoming Vice Chair.

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

That based on nominations from the February 15, 2023 Board meeting, Liz Cattin be elected Chair, and Marc Silva as Vice Chair for the period March 2023 to March 2024.

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

**MOTION:** By Mike Karnofski, seconded by Marc Silva,

That the meeting be adjourned.

**MOTION CARRIED unanimously.**

**On April 19, 2023, the Board of Trustees of Community College District 13 approved minutes of the March 15, 2023 Regular Meeting**

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Christopher C. Bailey, Secretary to the Board