

MINUTES

April 19, 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, April 19, 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: Liz Cattin
Mike Karnofski
Marc Silva
Bogyong Kim
Alice Dietz (Via Zoom)

COLLEGE PRESIDENT: Chris Bailey

2. INTRODUCTION OF GUESTS

Wendy Hall, Sue Orchard, Nolan Wheeler, Kendra Sprague, Shelley Williams (AG), Jenny Isaacson, Dawn Draus, Amy Boultinghouse, Michal-Ann Watts, Jaida Barrows, Richard Arquette, and Bryanna Smith.

3. APPROVAL OF AGENDA

MOTION: By Mike Karnofski, seconded by Marc Silva,

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 March 15, 2023 Regular Board Meeting

4B. 2023-24 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 6.22%.

4C. Head Start/Early Head Start COLA and Quality Improvement FY23 Supplemental Application \$355,138**MOTION:**

By Mike Karnofski, 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 no information has been received from the Legislature regarding the state operating or capital budgets. LCC did make the first cut for congressionally directed funding for equipment, but it may be dependent on receiving state funding for the capital project. The budgets are set to be released on April 25.

Enrollments at LCC are up about 6.5% for the quarter and about 3.4% for the year. The trend line is improving every quarter. Enrollments are strong in the tuition generating areas, for example, in Academic Transfer enrollments are up 11%. There is a lot of work being done by faculty and staff on both recruitment and retention. Enrollments, however, are down about 23% for the year compared to pre-pandemic enrollments. Next, President Bailey asked each vice president to report on their respective areas.

Vice President of Effectiveness and College Relations – Wendy Hall

- ✓ LCC will be hosting a community event on campus on July 27th to demonstrate available programs
- ✓ Starting next Wednesday, Multi-Factor Authentication will be implemented in ctcLink for all LCC employees
- ✓ LCC will be revamping the curriculum and program review process
 - Hoping to provide an overview on the process for the board, possibly at the summer retreat
- ✓ The Transforming Lives nomination process is usually compressed in the Fall, but this year the recruitment process for faculty will be started in the Spring
- ✓ A successful faculty event was held last week to discuss the importance of what happens in the classroom in terms of retaining students

Vice President of Administrative Services - Nolan Wheeler

- ✓ Received a draft allocation projection based on the House and Senate versions of the budget that looks better than anticipated
- ✓ Work is progressing on capital projects as the biennium comes to an end
- ✓ The county has allocated \$60,000, the final amount needed, for the softball turf project- If turf is ordered by May 15 the project can be started July 1

Vice President of Student Services - Sue Orchard

- ✓ The funding received from OSPI to provide summer Running Start and to support students in Professional/Technical programs ends in June
- ✓ Sue Orchard and Liz Cattin will represent LCC next week at Grays Harbor College at a Tribal Summit, a series of Government-to-Government summits between Washington state colleges and regionally federally recognized tribes
- ✓ Sue provided an update on the impact on students related to the changes in food benefits

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

- ✓ Faculty contract negotiations are progressing
 - More information regarding the state operating budget is needed for compensation discussions
- ✓ The annual Students in Need Campaign with the Daily News is over halfway to the goal and is set to close the first week of May
- ✓ The scholarship application closes in a week and there are 518 applications
- ✓ LCC's Capital Campaign is at about \$3.2M raised out of \$10M goal
- ✓ LCC received a request from the Cowlitz Tribe to help fund lunches for Veteran and Pell-eligible students
- ✓ Foundation chair Jenny Isaacson and trustee Mike Karnofski presented on the importance of the Board of Trustees supporting LCC's Capital Campaign

5B. ASLCC Report – Richard Arquette presented on behalf of the student union. The ASLCC is currently very focused on hiring for next year. The group is also wrapping up April events and preparing for Red Devil Month in May.

5C. LCCFAHE Report – LCCFAHE Union Vice President Michal-Ann Watts reported on behalf of faculty. This time of year is often called “celebration spring”, during which time faculty celebrate the many successes of faculty and students. Early childhood education students at LCC, in particular, have shown a lot of success, some starting their own daycares and some continuing on to obtain masters degrees. LCC's speech and debate team recently competed in a national contest in Washington DC. Two LCC students earned bronze medals and one student earned a silver medal at this event.

5D. WFSE Report – WFSE Union President Tracy Stanley submitted a written report that was provided to the board. The report read as follows. “Good evening LCC Trustees. I extend my apologies for missing this meeting; however, I have been double booked with a legislative reception in Olympia. As I am writing this, we are still waiting on the legislature and whether or not the bills determining our future will pass, be amended again, or fail. Many of our staff have reached out to their legislators and lobbied for the funding of our contracts, fully funding the negotiated raises in those contracts, and funding for our community and technical colleges. We shall see if our elected officials are listening. Our Union is continuing to work on processes to educate those covered by our collective bargaining agreement. Not only education on our contract, but also on other aspects of state employment within the higher education system. These include various trainings provided both in person and online. Spring quarter has started off as a busy one for staff. We are looking forward to the end of another successful academic year and commencement, while continuing to support our students and faculty. Have a good evening, Tracy Stanley, President, WFSE.”

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

5F. Other – None.

6. INSTITUTIONAL MONITORING

- 6A. Preparation for College Level Studies Monitoring Report** – Wendy Hall, Michal-Ann Watts and Dawn Draus presented Cycle 24 of the Preparation for College Level Studies Monitoring Report. No action is needed after review of this report.

7. PUBLIC COMMENT – None

8. BOARD BUSINESS/INFORMATION ITEMS

- 8A. Emeritus Consideration** –The Emeritus and Sabbatical Review Committee met to review documentation recommending Emeritus status for retired faculty members Michael Strayer and Karen Joiner. The Committee unanimously supported the requests, which are being brought forth for Board consideration.

MOTION: By Marc Silva, seconded Mike Karnofski,

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

MOTION CARRIED unanimously.

MOTION: By Marc Silva, seconded Mike Karnofski,

That the title of Emeritus be conferred to Karen Joiner 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 – Trustee

- 13. ADJOURNMENT** – With no further business, Chair Cattin called for a motion to adjourn the meeting at 6:00 p.m.

MOTION: By Mike Karnofski, seconded by Marc Silva,

That the meeting be adjourned.

MOTION CARRIED unanimously.

On May 17, 2023, the Board of Trustees of Community College District 13 approved minutes of the April 19, 2023 Regular Meeting

Christopher C. Bailey, Secretary to the Board