

LOWER COLUMBIA COLLEGE  
BOARD OF TRUSTEES

# MINUTES

May 17, 2023

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**1. CALL TO ORDER**

(DETERMINATION OF QUORUM)

Via Zoom, Chair Liz Cattin called the regular meeting of the District 13 Board of Trustees to order at 5:00 p.m., on Wednesday, May 17, 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 (Via Zoom)  
Marc Silva  
Mike Karnofski  
Alice Dietz  
Bogyong Kim

**COLLEGE PRESIDENT:** Chris Bailey

**2. INTRODUCTION OF GUESTS**

Kendra Sprague, Sue Orchard, Wendy Hall, Kristen Finnel, Nolan Wheeler, Shelley Williams (AG), Jaida Barrows, Richard Arquette, Alex Brehm, Tracy Stanley, Marie Boisvert, Mark Gaither, Jim Stanley, Merry Bond, Abbie Leavens (Via Zoom), Melissa Nelson (AG- Via Zoom), Dana Cummings (Via Zoom), Ian King (Via Zoom), and Bryanna Doumit.

- ❖ Wendy Hall introduced LCC's All-Washington Academic Team members Jaida Barrows, Quiana Daniels (not present), Nicolas Tinoco (not present), and Samantha Deleon (not present). Jaida was congratulated and Kendra presented a check to her on behalf of the LCC Foundation. Students not in attendance will receive their checks at a later date.

**3. APPROVAL OF AGENDA**

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

That the agenda be approved with the addition of item 4B and the removal of item 8A.

**MOTION CARRIED unanimously**

**4. CONSENT AGENDA**

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

**4A. Minutes of the April 19, 2023 Regular Board Meeting**

**4B. 2023-24 Tuition/Fee and Waiver Schedule**

The tuition and fee schedule reflects the 3% increase authorized by legislation and approved by SBCTC effective Fall Quarter 2023. The attached waiver schedule lists the tuition waivers that will be applicable to LCC students, effective Fall Quarter 2023.

**4C. Head Start/Early Head Start/ECEAP Compensation Procedure**

Requesting the approval of a new departmental fiscal procedure.

**MOTION:** By Mike Karnofski, seconded by Alice Dietz,

That the consent agenda be approved as presented.

**MOTION CARRIED unanimously.**

**5. COLLEGE INPUT**

**5A. President's Report** – President Chris Bailey shared that enrollment is remaining consistently up about 6% from last year. Enrollments remain strong in tuition generating areas. The ELT is working on the final touches to the proposed operating budget for the next fiscal year, which will be brought to the board for approval next month. Currently, it seems that the budget will be advancing without any significant cuts.

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

Vice President of Instruction, Kristen Finnel

- ✓ LCC received official state board approval for the Bachelors of Science in Nursing
  - The next step is approval from the nursing commission and the final step is approval from the Northwest Commission for a Fall 2024 start
- ✓ LCC's nursing program had a recent 100% pass rate for the NCLEX exam
- ✓ Submitted a Community Health and Wellness Advocate Certificate of Proficiency to the state for approval
- ✓ LCC signed a collaboration with Perry Technical Institute allowing five of their Associate Degrees to transfer into LCC's BAS-OLTM program
- ✓ There are currently 72 students enrolled in both Bachelors degree programs and there is a strong group of candidates for fall quarter

Vice President of Administrative Services - Nolan Wheeler

- ✓ Attended a cyber-security table top exercise today, hosted by the BAC commission
  - Demonstrated that LCC is pretty well prepared but staff will continue work to mitigate any potential for cyber security attacks
- ✓ Will be meeting with the Longview School District for discussion on improvements to the shared Northlake soccer field
- ✓ The Tam O'Shanter field turfing project only has two grants outstanding and the project is moving along to start on July 1
- ✓ Will be meeting with Longview Public Works regarding the 20-inch water line running through LCC's campus that is a barrier to placing the new CVTS building

- ✓ Working with Energy Northwest on grant requests for electric vehicle charging stations
- ✓ LCC will host the NWAC tournament starting next week

Vice President of Student Services, Sue Orchard

- ✓ Currently one month out from this year's commencement ceremony
- ✓ Multicultural Grad Night will be held on Thursday, June 15<sup>th</sup>
- ✓ LCC applied for and received two pilot grants two years ago and the legislature has made the grants permanent for ongoing basic needs support
  - Requires LCC to establish a benefits navigator
- ✓ The laundry facilities being created on campus are in the final stages
- ✓ Chair Liz Cattin and Sue Orchard attended a government-to-government relationship Tribal Summit last month
  - Liz shared that, at the summit, tribal leaders expressed that they have a large interest in tribal members attending college

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ Provided the most recent Facts and Figures books to trustees
- ✓ LCC does not name a single valedictorian but instead names scholastic achievement award winners and Kristen Finnel will be introducing them at the commencement ceremony

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

- ✓ Discussed the presidential hiring process with the Board of Trustees

**MOTION:**

By Mike Karnofski, seconded by Alice Dietz,

That the Board of Trustees delegate authority to an LCC administrator to sign a contract with a presidential search firm on behalf of the Board of Trustees and Lower Columbia College.

**MOTION CARRIED unanimously.**

- ✓ After meetings and discussions with the Campaign Council, Campaign Steering Committee and Foundation Board, it was decided to keep moving ahead with the capital campaign despite LCC's capital project not receiving legislative funding in this legislative session
- ✓ LCC's scholarship application cycle has closed and the foundation will begin reviewing applications to award \$570,000 in scholarships to students
- ✓ Faculty contract negotiations are progressing and the team is hopeful to have a completed contract in June

**5B. ASLCC Report** –Jaida Barrows provided an update on behalf of students. May is a busy month for the ASLCC with a lot of big events and a lot packed into the month. Jaida introduced Charlotte Curry, who will be taking over next year as the ASLCC Executive Director.

Andrew Bingham, Abby Schroder and Charlotte Curry presented the ASLCC S&A Budget for 2023-24, which includes funding for clubs and organizations, student

activities, athletics, and other initiatives, with all budget allocations included the current year's budget for comparison. Pursuant to RCW 28B.15.610, this budget also includes a proposal for the creation of a Student Support Fee, which provides the funding for the creation of the Diversity and Equity Center professional staff, peer mentorship program, and administrative resources. This budget represents 6 months of work, involving numerous campus partners, navigating possible budget reductions, soliciting student feedback, conducting values activities to ensure values alignment of the budget, and conducting a comprehensive, transparent budget process. Each individual request involved an interview, review by the committee, and an opportunity to appeal in order to comprehend what each department, club, and organization was requesting. This process was undertaken with the guidelines outlined in RCW 28B.15.045 and was student-driven by the ASLCC S&A Budget Committee, made up primarily of students, with budget projections provided by LCC's VP of Administration.

**MOTION:**

By Alice Dietz, seconded by Marc Silva,

That the 2023-2024 S&A Fee Budget, including the use of S&A reserves and creation of the Student Support Fee be approved as proposed by the ASLCC S&A Budget Committee.

**MOTION CARRIED unanimously**

**5C. LCCFAHE Report** – LCCFAHE Union President Alex Brehm presented updates on behalf of faculty. Many have talked about working with students who now need much more academic and emotional support due to what they've lost over the pandemic. More time and more emotional labor are also being required from faculty. Administrative tools like ctclink, Navigate, and even Outlook are generating more work for faculty. There are also about a dozen new tenure track faculty members this year, which is a tough year for faculty to be joining the institution as all these challenges are being navigated. It's also challenging for those who are more established to find time to meaningfully mentor new colleagues. In addition, after two years of most faculty working primarily remotely, they're being asked to have greater presence on campus. Although the vast majority of faculty love being on campus, it is not without costs. Some need to budget several additional hours of commute time each week and impromptu interactions with colleagues and students often make campus a less productive place to work. In asking around, it's estimated that a light week of full-time faculty work has been in the vicinity of 50 hours, with a heavy week nearing 60. With only having so many hours in a week, individuals begin to cut out hobbies, sleep, nourishing meals, etc. Although faculty face unique challenges, this year has been challenging for everyone. Faculty are exhausted, carrying so much trauma, and sacrificing their own needs for the needs of students every day. To their credit, Deans are aware of the current challenges and faculty are being told to manage their loads, set boundaries, and invest in mental, physical, and emotional health. But what is being done to help employees meet these goals? These systemic struggles are tying in to several instances of ongoing conflict. Conflict between faculty and administration, interpersonal conflicts within departments, disputes between areas of the college, and complaints leveraged against the students

of ASLCC. During these challenging times, it is important to have empathy, compassion, and understanding. Meaningful intervention is also necessary.

Despite all of the struggles, faculty are still accomplishing amazing things. After being on hiatus for a few years, the Social Sciences department hosted the annual Vest lecture, welcoming Dr. Rebecca Thorpe last Thursday. Chris Tower has reinvigorated the Northwest Voices series, highlighting a diverse array of authors. Next Tuesday, May 23<sup>rd</sup> local author Curtis Chen will be holding a workshop and reading. Betsy Richard and LCC Drama are putting on *Lost in the Foreground*, a play written by an LCC graduate. Shows begin next week and continue through June 4<sup>th</sup>. Gina Challed and LCC Choirs are *Putting on the Ritz*, a redo of a show that was supposed to run in spring 2020 but was postponed. Board members and administration are encouraged to spread the word and attend all performance events.

The Language and Literature department has created a dedicated space for their students to congregate. Amber Lemiere & Abbie Leavens are just wrapping up year two of the Antiracist Curriculum Initiative. A number of faculty, staff and students are working on Mt St Helens SILT Mitigation project, which is a big effort focused on improving tourism and authentic scientific research for students.

Faculty members David McCarthy, who retired mid-year, and Jim Stanley who will be retiring at the end of the year, were also recognized. Jim was honored at the recent Crystal Apple Awards Ceremony with a well-deserved lifetime achievement award. These two are titans in the community, and they leave behind big shoes to fill.

Lastly, Alex Brehm shared that this will be his last meeting as Faculty Association President. Faculty are reorganizing some responsibilities within the organization, and there's a good chance that he will be back to present on behalf of faculty.

**5D. WFSE Report** – WFSE Union President Tracy Stanley presented on behalf of classified staff. Tracy expressed that classified staff have echoed a lot of the same concerns mentioned by Alex Brehm in his report. LCC has faced a lot of staff turnover and many are picking up the workload. Lobbying is completed for this legislative season. Currently, classified staff are wrapping up the academic year and preparing for projects that can be completed over the summer when there are less employees on campus. Staff have also been navigating issues with HR and meetings have been collaborative.

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

**5F. Annual International Program Report** – Along with a provided written report, Marie Boisvert presented an update on LCC's International Program. The presentation included information on campus internationalization, study abroad, international student enrollment, specific program enrollment, partnership building, student involvement, challenges and opportunities, and the 2023-24 year and beyond.

**5G. Other** – None.

## 6. INSTITUTIONAL MONITORING

- 6A. **Workforce & Economic Development Monitoring Report** –Along with the provided written report, Vice President Wendy Hall and Dean Merry Bond presented Cycle 24 of the Monitoring Report for review and discussion.
- 6B. **Quarterly Budget Status** – Vice President Nolan Wheeler presented the quarterly budget report, which is reflective of the first nine months of the fiscal year. The report included a Funds Equity Summary and Operating Revenue & Expenditure Activity. Nolan mentioned that LCC is in good shape budgetarily for the year.
7. **PUBLIC COMMENT** – Jim Stanley expressed his appreciation for his 24 years as a faculty member at LCC.
8. **BOARD BUSINESS/INFORMATION ITEMS-**
- ~~8A. **President's Request for Appointment of an Impartial Hearing Officer for the Tenure Termination Review Committee Hearing** – President Bailey explained that he received a request for hearing before the Tenure Termination Review Committee. Under the CBA, President Bailey requests the Board to appoint an impartial hearing officer. In this case, the President requests the Board to appoint an Administrative Law Judge with the Office of Administrative Hearings.~~
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 6:40 p.m.

**MOTION:** By Alice Dietz, seconded by Mike Karnofski,  
That the meeting be adjourned.

**MOTION CARRIED unanimously.**

On June 21, 2023, the Board of Trustees of Community College District 13 approved minutes of the May 17, 2023 Regular Meeting

  
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Christopher C. Bailey, Secretary to the Board