

MINUTES

June 21, 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, June 21, 2023, in the Heritage Room in the Administration Building of Lower Columbia College. 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
Marc Silva
Alice Dietz
Bogyeong Kim

COLLEGE PRESIDENT: Chris Bailey

2. INTRODUCTION OF GUESTS

Sue Orchard, Wendy Hall, Kristen Fimmel, Nolan Wheeler, Kendra Sprague, Shelley Williams (AG), Shirley Pippins (Via Zoom), Krista Johns (Via Zoom), Alex Brehm, Tracy Stanley, David Rosi, Ray Byers, Griffin Sauters, and Bryanna Doumit.

3. APPROVAL OF AGENDA

MOTION: By Marc Silva, seconded by Bogyeong Kim,

That the published 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 May 17, 2023 Regular Board Meeting

4B. 2023-24 Tuition Waiver Schedule

The waiver schedule lists the tuition waivers that will be applicable to LCC students, effective Fall Quarter 2023. This was approved by the Board of Trustees at last month's meeting, but the new waiver was left off the document for approval.

4C. 2023-24 Quid Pro Quo Agreement with the LCC Foundation

The LCC Foundation Board has approved.

4D. 2023-24 Early Learning Center Rate Increase Proposal

The Lower Columbia College Early Learning Center is proposing a rate increase for the 2023/2024 academic year to go into effect September 2023.

MOTION: By Alice Dietz, seconded by Marc Silva,

That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. PRESIDENTIAL SEARCH PROCESS AND ADVISORY COMMITTEE SELECTION

Presidential Search Consultants Shirley Pippins and Krista Johns met with the Board of Trustees to discuss the role of Academic Search firm, the presidential search process and timeline, and the Advisory Committee selection.

MOTION: By Marc Silva, seconded by Alice Dietz,

That the Board of Trustees approve Resolution 2023-85
Charge to Presidential Search Advisory Committee.

MOTION CARRIED unanimously.

6. TENURE CONSIDERATION

6A. Executive Session – The Board of Trustees, along with the Deans, President and Vice Presidents Kristen Finnel and Kendra Sprague, reviewed probationary faculty materials in detail during the June 14, 2023 executive session, and had no reason to go into executive session for further review.

6B. Adjourn Executive Session – None

6C. Action as a Result of Executive Session– As a result of hire date, two faculty are off the “typical” tenure review cycle by one quarter. If the Board decides to non-renew any of the 1st or 2nd year probationary faculty, it must be done in public session. No formal action is required for the continuation in the probationary process. The Board decided that both probationary faculty will continue on the probationary process and no action is needed.

7. COLLEGE INPUT

7A. President’s Report – President Bailey shared that this year’s commencement ceremony went very well and positive feedback was received. Both families and students seemed appreciative of the ceremony. President Bailey also shared that enrollment is being monitored closely at LCC.

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

Vice President of Instruction, Kristen Finnel

- ✓ Spring quarter has come to an end and faculty are looking forward to a well-deserved summer break
- ✓ LCC's LPN-RN summer program has 58 students who will complete this summer
- ✓ The nursing program application process is open and will close at the end of June- planning on admitting about 100 students into the program fall quarter
- ✓ There are 43 applicants for the next BAS-TE cohort and 35 applicants for the BAS-OLTM that are currently being evaluated for admission
- ✓ The recent info-session with Perry Technical Institute resulted in 24 applicants
 - Looking at running an online course every quarter instead of annually
- ✓ CEO programs are being transitioned into Open Doors, which provide more benefits to students and to high schools

Vice President of Administrative Services - Nolan Wheeler

- ✓ The FY22 financial statements were clean and there were no findings
 - Auditors will return in the fall for the four-year accountability audit
 - A new vendor will be needed for FY23 financial statements
- ✓ Nolan presented on the Tam O'Shanter turf project to the Kelso Rotary and they donated a \$1,000 check to support the project
 - The Cheney Foundation approved the \$30,000 project support request
- ✓ Received a call from Longview School District regarding maintenance on the Northlake Soccer Field
- ✓ LCC won the Athletics Directors Cup
- ✓ The City of Longview is requiring LCC to move the 20-inch water line running through campus, which is quoted at about a \$3.4M project
 - Working with the state board to get the quote added to the Vocational Building capital project request
- ✓ Marc Silva inquired about the possibility of turfing the soccer field which Nolan stated is unlikely at this time

Vice President of Student Services, Sue Orchard

- ✓ This year's commencement ceremony was successful
 - Over 250 graduates participated in-person
 - Sue thanked all commencement participants/volunteers

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ For anyone interested in viewing photos from commencement or other campus events, LCC's Flickr account can be accessed online
- ✓ LCC will be holding the 15th annual (before covid) Summer Assessment Institute July 10-12; a critical part of the assessment program
 - Academic transfer faculty will be reviewing work done over the last year
 - Hoping to add an instructional assessment workshop to the July retreat
- ✓ Rock Enroll Career Pathways Showcase community event will be held on July 27th from 4:00-6:30PM, in conjunction with a Blackbears game

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

- ✓ The Capital Campaign is in the tail end of the leadership giving phase
 - The campaign has a goal to reach 100% leadership participation by July 19
- ✓ All scholarship applications have been scored and the foundation is now awarding over \$570,000 in scholarships to students

- ✓ This year's Daily News Students in Need Campaign raised nearly \$40,000, exceeding the goal
- ✓ The Foundation Board chose Jeanie Moxus as the 2023 alumna of the year
- ✓ The Foundation just completed this year's Employee Giving Campaign
- ✓ Nearly 60 retirees and spouses attended the recent Spring Retiree Reception

Lastly, President Bailey introduced LCC's 2022-23 employees of the year. Winners are Melissa Falter (classified employee of the year), Stefanie Gilberti (exempt employee of the year), Abbie Leavens (full-time faculty of the year), and PeiPei Wallace (adjunct faculty of the year). President Bailey expressed congratulations from the college.

7B. ASLCC Report –With students on break, no report was provided.

7C. LCCFAHE Report – LCCFAHE Union President Alex Brehm provided some highlights in representation of faculty. Wrapping up this academic year, there has been a lot to celebrate, including the Outstanding Student Awards, retiree recognition, pinning ceremonies, and commencement. Abbie Leavens and PeiPei Wallace were selected by students as full-time and part-time faculty of the year. Exceptional Faculty and foundation grants were awarded to 14 faculty to support various projects. A faculty event was held off campus before commencement that brought over 40 faculty members together and provided unstructured time to connect and build relationships, something that the association intends to invest heavily in moving forward. Moving into summer, most faculty are in recovery mode. A lot of faculty members teach in the summer, which is uniquely challenging. Other faculty pursue professional development opportunities and some will be taking well-deserved vacations. What faculty do over the summer lays the groundwork for the year ahead. It is important to start preparing for the next academic year already. According to The National Assessment of Educational Progress, 13-year-old students, compared to three years prior, have had a 9 point drop in math (largest single drop in 50 years) and a 4 point drop in reading. The most vulnerable students saw the biggest drop. Although these are not LCC students yet, they will be. As an institution, it is important to be ready.

7D. WFSE Report – WFSE Union President Tracey Stanley provided some highlights to the Board of Trustees. Classified staff are gearing up for summer break. Staff are involved in many projects over the summer that cannot be done during the year when buildings are full. Stewards and staff are being trained on the new contract that will go into effect July 1.

7E. Head Start/ECEAP Written Report – A written report was submitted to the board and no members had any questions.

7F. Other – None

8. INSTITUTIONAL MONITORING

8A. Institutional Excellence & Community Enrichment Monitoring Report – Cycle 24 of the monitoring report was presented by Wendy Hall, Kendra Sprague, and Nolan Wheeler.

MOTION: By Alice Dietz, seconded by Bogyeong Kim,

That the Board of Trustees set the mission fulfillment within 2% of community demographics for each group and stretch goal within 1% of community demographics for each group for the Employee Demographic KPI.

MOTION CARRIED unanimously.

9. PUBLIC COMMENT – None

10. BOARD BUSINESS/INFORMATION ITEMS

10A. 2023-24 Operating Budget – Presented by Nolan Wheeler

The total operating revenue budgeted for FY 2024 is \$31,833,893, which is an increase of \$2.9MM from the prior year. Total operating revenue comprises revenue from several different sources including, the state appropriation, student tuition/fees, and other miscellaneous local revenue. Total operating expenditures for FY 2023 are \$31,833,893, which is an increase of \$2.9MM from the prior year. The majority of this increase is due to COLA increases authorized by the legislature and increases to health benefits.

MOTION: By Alice Dietz, seconded by Bogyeong Kim,

That the fiscal year 2023-24 Operating Budget of \$31,833,893 be approved as presented.

MOTION CARRIED unanimously.

MOTION: By Alice Dietz, seconded by Bogyeong Kim,

That the Board of Trustees approve Resolution 2023-84 Budget Adjustment for Presidential Search.

MOTION CARRIED unanimously.

10B. Sabbatical Leave Request

LCC faculty Dawn Draus has been offered a temporary position as a Policy Associate at the SBCTC and is therefore requesting an 18-month unpaid sabbatical for the entirety of this appointment.

MOTION: By Alice Dietz, seconded by Bogyeong Kim,

That the Board of Trustees grant Dawn Draus's Sabbatical Leave to serve as a Policy Associate at the Washington State

Board for Community and Technical Colleges (SBCTC)
from July 1, 2023 through December 31, 2024.

MOTION CARRIED unanimously.

10C. Ratification of the 2023-2026 Faculty Contract

Vice President Kendra Sprague noted to the board that the 6 months of faculty contract negotiations went smoothly and were collaborative and productive.

Highlights of substantive changes include:

- 1) Adjusted the pay scale by adding 6% retention stipends and state legislature funded COLA resulting in a schedule that ranges from \$70k to 92.5k
- 2) Adjusted the Adjunct pay rate to one rate (instead of two different rates) and added in COLA and the 6% increase
- 3) Kept distribution of increments at set rates for the second straight contract
- 4) Evaluated added language regarding DEI strategies
- 5) Added procedures for teaching abroad into existing sabbatical structures
- 6) Addition of the portion of workload that can take place off campus with a “telework agreement”
- 7) Reinforced existing HR procedures around recruitment to highlight faculty involvement in hiring decisions
- 8) Adjusted the Professional Partner Program to include probationary faculty as well as adjunct and full-time tenured faculty
- 9) Identified HyFlex as an eLearning Modality
- 10) Updated some details that need to be included in grievance submissions
- 11) Updated the online course evaluation time to provide equity across modalities of instruction

MOTION: By Alice Dietz, seconded by Liz Cattin,

That the 2023-2026 LCC Faculty Association contract be approved as presented.

MOTION CARRIED unanimously.

10D. Discuss Agenda for the Summer Workshop (7/19/23)

Board members were provided a draft to use as a starting point in developing the final agenda for the workshop on July 19, 2023. Historically, this workshop covers such topics as the Board’s self-evaluation, the annual report of accomplishments and the president’s evaluation/contract. This month’s agenda will include an update on the Presidential Search and a workshop on Assessment Modes. Lastly, the workshop will provide time for strategic visioning for the college.

President Bailey offered board members an opportunity to give input for agenda items. Alice Dietz requested a more robust discussion on the board self-evaluations. Liz Cattin inquired about strategic planning and if the process should wait for the incoming president. The agenda will be adjusted according to board input.

11. **EXECUTIVE SESSION** – None
12. **ADJOURN EXECUTIVE SESSION** – N/A
13. **ACTION AS A RESULT OF EXECUTIVE SESSION** – None
14. **GOOD OF THE ORDER** – Liz Cattin attended the Multicultural Grad Night and noted that it was a fun event for students and community members.
15. **ADJOURNMENT** – With no further business, Chair Cattin called for a motion to adjourn the meeting at 6:42 p.m.

MOTION: By Alice Dietz, seconded by Bogyong Kim,
That the meeting be adjourned.

MOTION CARRIED unanimously.

On July 19, 2023, the Board of Trustees of Community College District 13 approved minutes of the June 21, 2023 Regular Meeting

Christopher C. Bailey, Secretary to the Board